

CA326 User Manual - EfficiClean

Team Members:

- Conor Hanlon
- Shauna Moran

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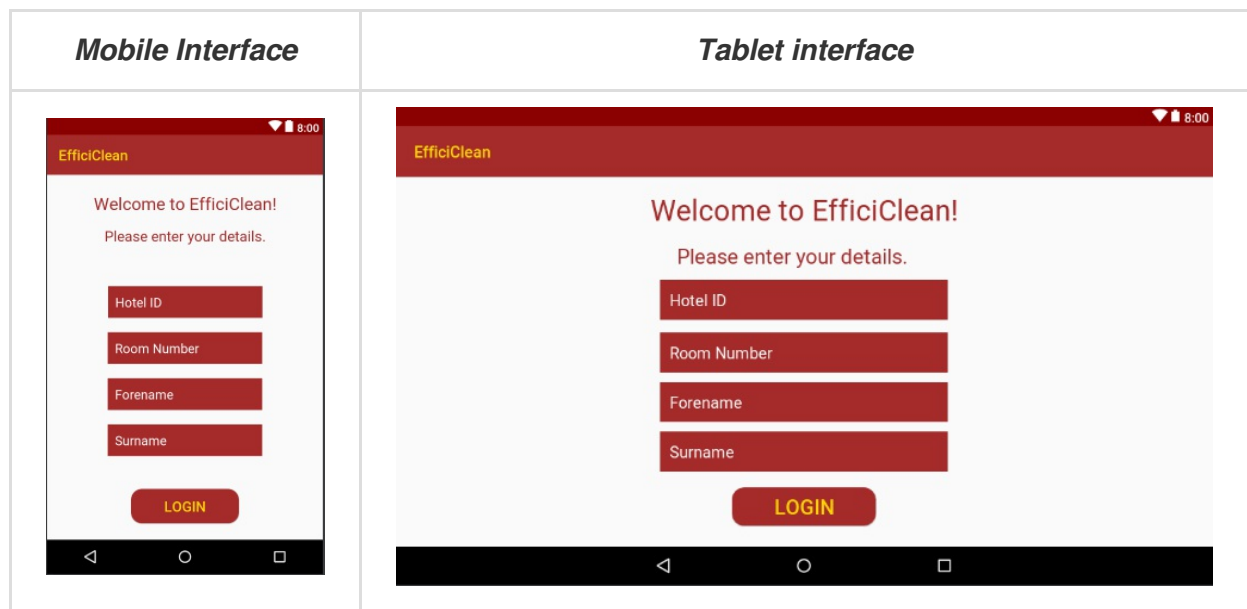
1. Guest User Manual

1.1 Installation

- To install the Efficiclean application go to the Google Play Store and search for “Efficiclean”
- Click on the Efficiclean application
- Click the install button
- Once the application has installed click the open button on this page

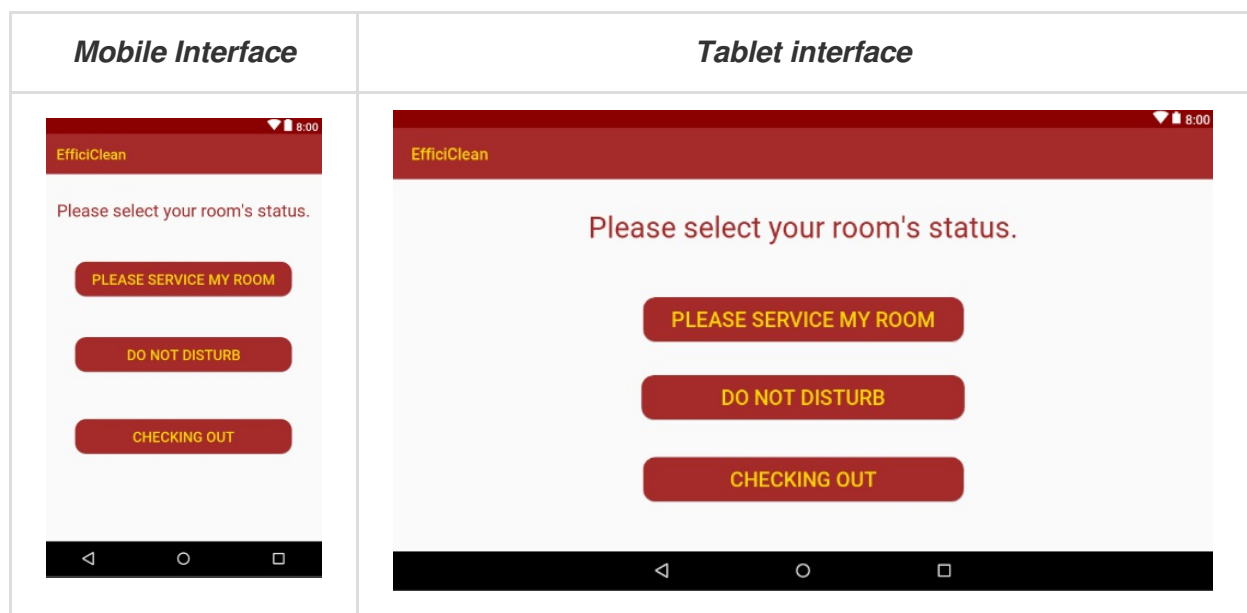
1.2 Login

- When you open Efficiclean you will be presented with the login page
- Your login details consist of the name which the room was booked under and the room and hotel information present on the back of your hotel room door
- To login please type in:
 - Hotel ID (present on the back of the room door)
 - Room Number (present on the back of the room door)
 - Forename (name which room is booked under)
 - Surname (name which room is booked under)
- Please see an example of this interface below



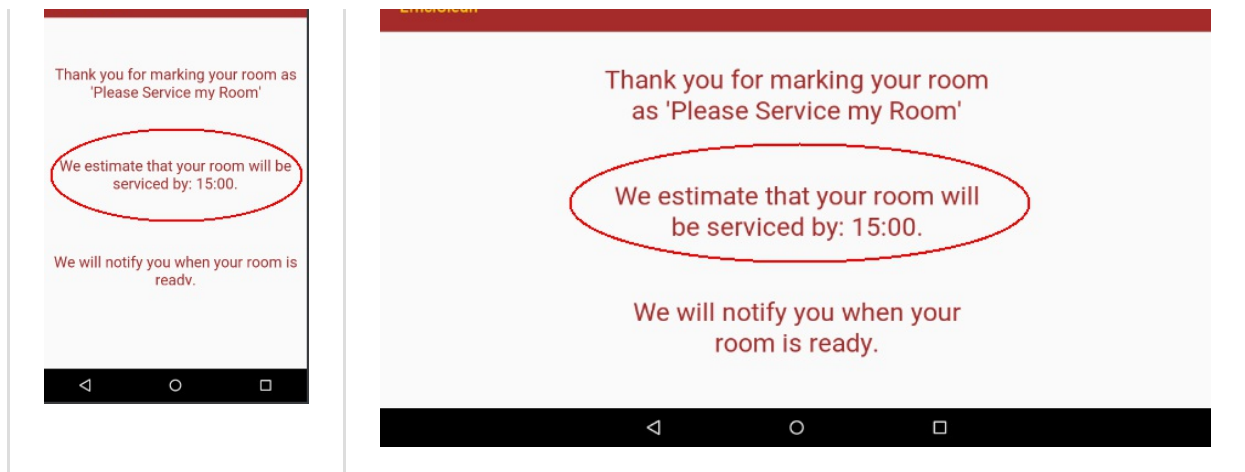
1.3 Mark Room Status

- As you can see in the image below you will be presented with three options to mark the status of your room
 - Please service my room
 - Do not disturb
 - Checking out
- Please service my room means that you would like your room to be cleaned
- Do not disturb means that you do not wish for your room to be serviced
- Checking out means that you are checking out of the hotel.

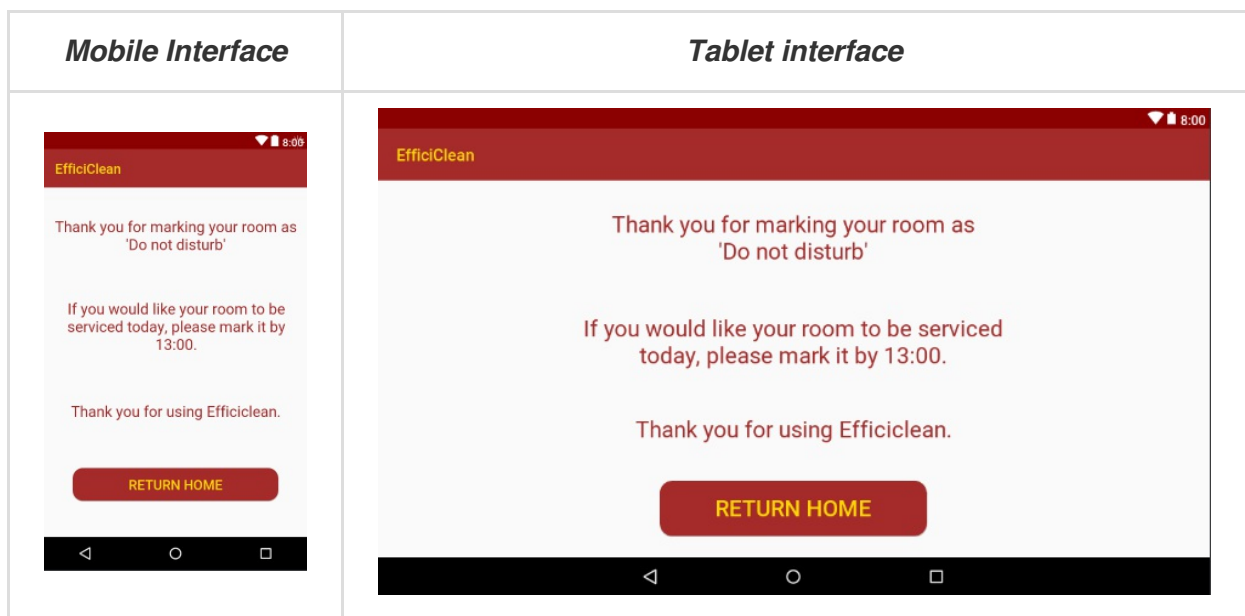


- After you have marked the status of your room you will be presented with a screen to inform you of your choice
- If you mark your room as "Please service my room" you will be presented with the following screen





- The highlighted area of this interface shows the region where your estimated clean time will be present.
 - This is the estimated time by which your room will be cleaned.
- When your room is cleaned you will receive a notification on your device to inform you that it has been cleaned.
- If you mark your room as “Do not disturb” you will be presented with the following screen

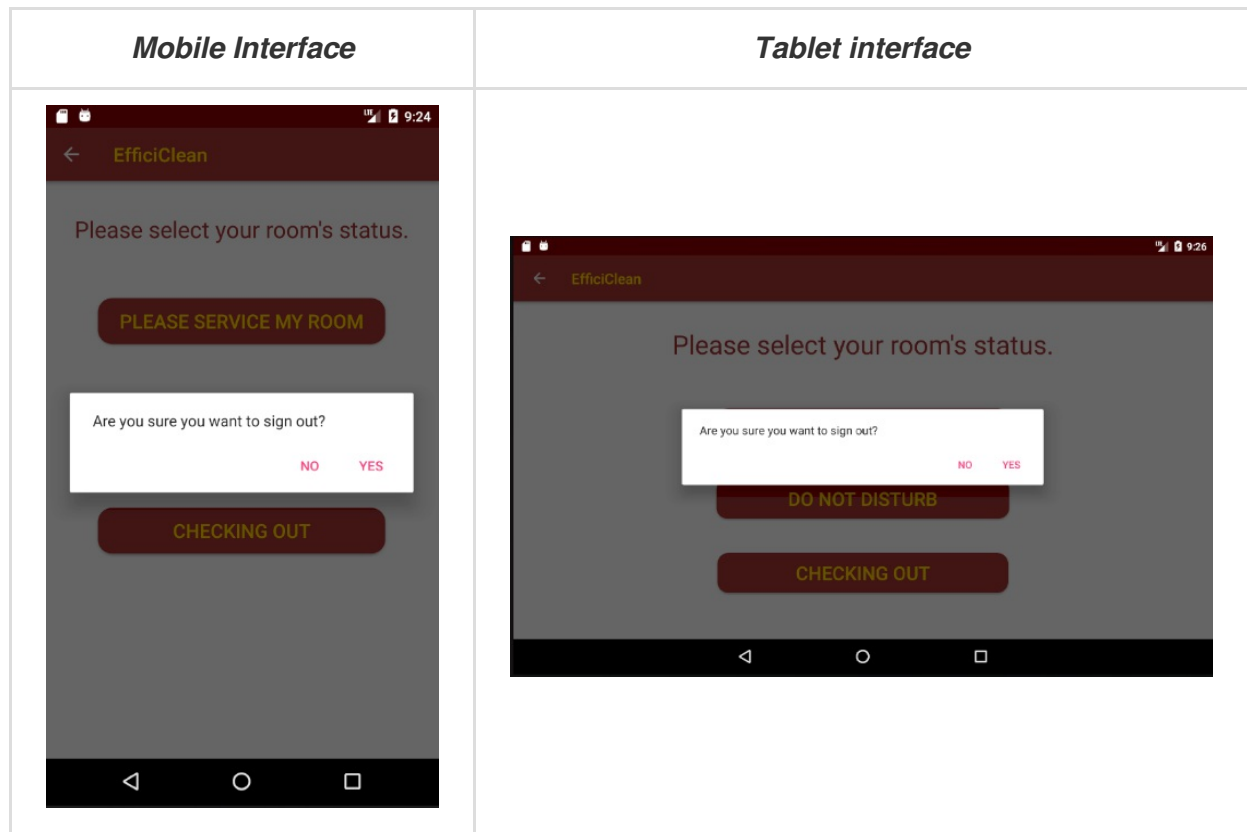


- This page will give you a time you will be allowed to change this by if you wish to do so.

- If you wish to change the status of your room to “Please Service my room” or “Checking out” press the return home button on this screen
 - You will be presented with the same home screen as before
 - Select the status which you wish to mark your room as
- You have now successfully marked the status of your room

1.4 Log Out

- To log out of Efficiclean click on the back button on the top left corner of the home screen.
- You will be presented with the following pop up



- Click Yes
- You have successfully signed out of the application

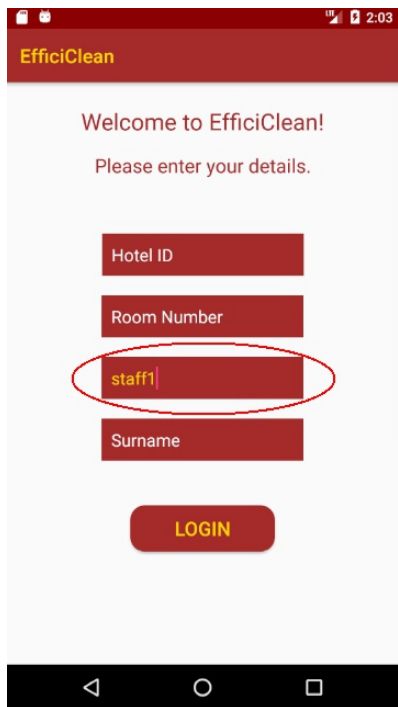
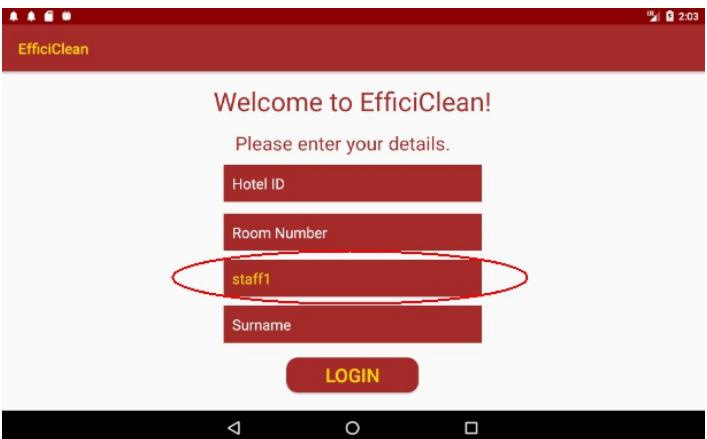
2. Housekeeping Staff User Manual

2.1 Installation

- To install the Efficlean application go to the Google Play Store and search for “Efficlean”
- Click on the Efficlean application
- Click the install button
- Once the application has installed click the open button on this page

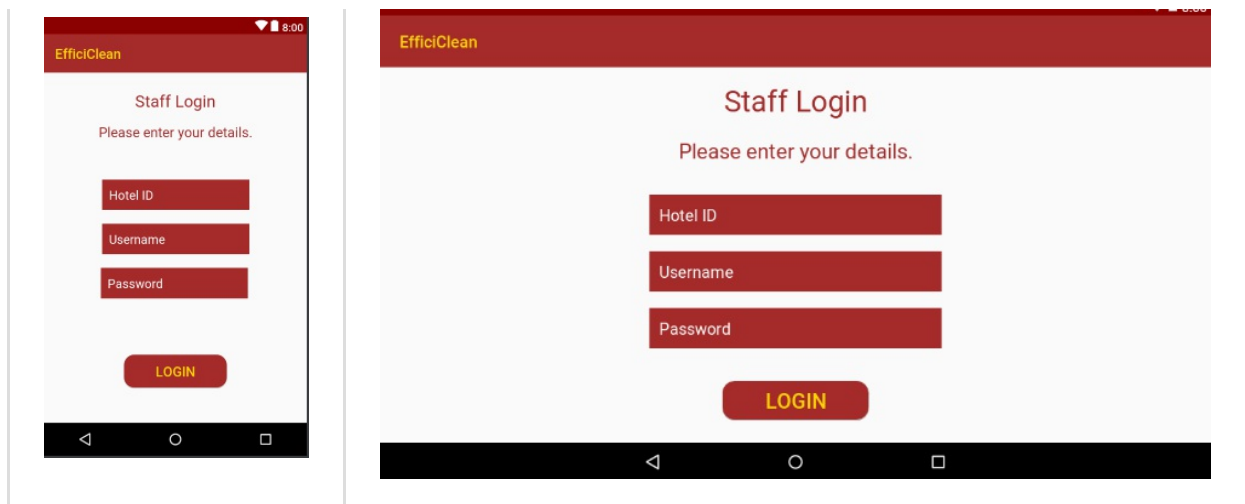
2.2 Login

- When you open Efficlean you will be presented with the login page.
- This is the guest page
- In the forename field enter “staff1” as seen below

Mobile Interface	Tablet interface
 <p>The mobile interface shows a login screen with a red header bar containing the 'EfficClean' logo. Below the header, it says 'Welcome to EfficClean!' and 'Please enter your details.' There are four input fields: 'Hotel ID', 'Room Number', 'Forename' (containing 'staff1'), and 'Surname'. The 'Forename' field is circled in red. Below the fields is a red 'LOGIN' button. The bottom of the screen shows a black navigation bar with three icons.</p>	 <p>The tablet interface shows a similar login screen. It has a red header bar with the 'EfficClean' logo, followed by 'Welcome to EfficClean!' and 'Please enter your details.' There are four input fields: 'Hotel ID', 'Room Number', 'Forename' (containing 'staff1'), and 'Surname'. The 'Forename' field is circled in red. Below the fields is a red 'LOGIN' button. The bottom of the screen shows a black navigation bar with three icons.</p>

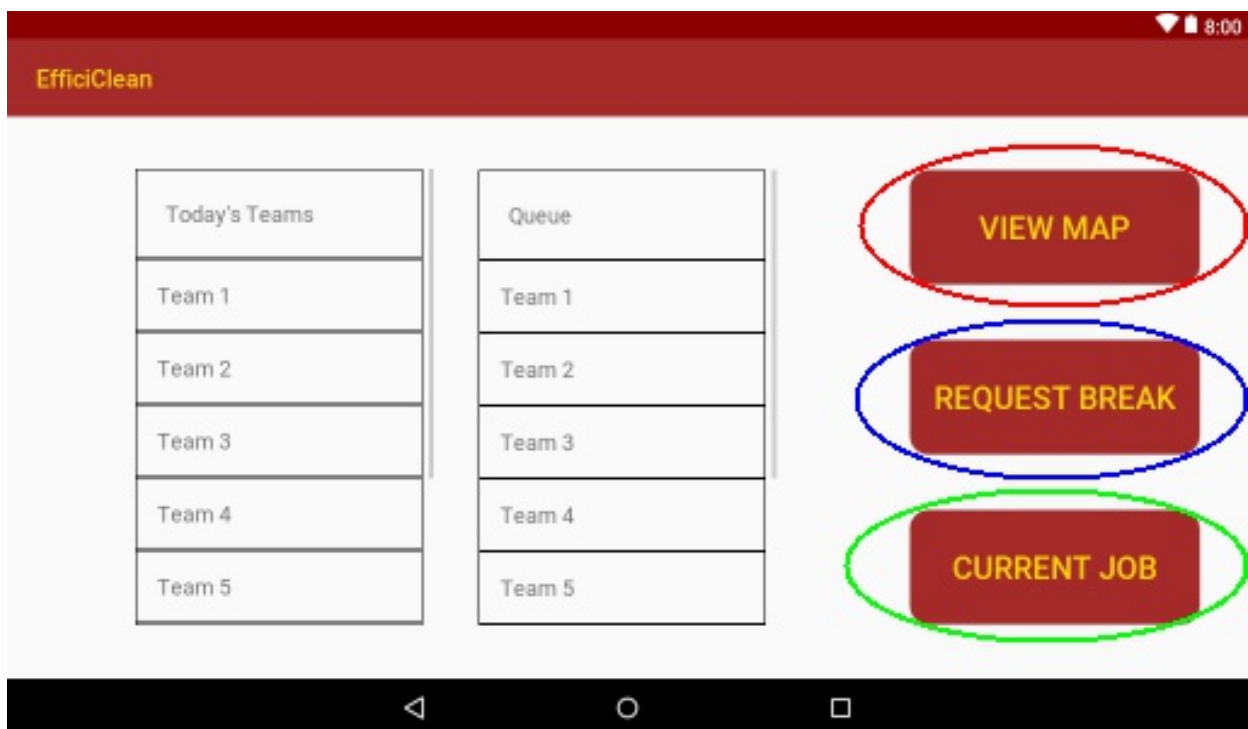
- Click the Login button
- You will be presented with the following page

Mobile Interface	Tablet interface
	 <p>The tablet interface shows a red header bar with a white status bar at the top right displaying signal strength, Wi-Fi, and the time 8:00.</p>



- Enter your Hotel ID which can be obtained from your supervisor
- Enter your unique username and password which can also be obtained from your supervisor
- Click the Login button

2.3 The Home Screen (Tablet)



- As you can see from the above image above the staff homepage has five main elements

- Today's Teams
 - Queue
 - View Map button (highlighted in red)
 - Request Break button (highlighted in blue)
 - Current Job button (highlighted in green)
- The Today's Team section will list the teams of the day.
- The queue will show the ordering of these teams to be assigned to a room
 - The team at the top of the queue is the team next to be assigned a room
- The View Map button (highlighted in red) shows a map view of the status of each room in the hotel
- The Request Break button (highlighted in blue) is where you and your team member can request your break. If you do not request a break one will be assigned to you.
- The Current Job button is for you and your team member to see what room you are currently assigned to and mark it's status.

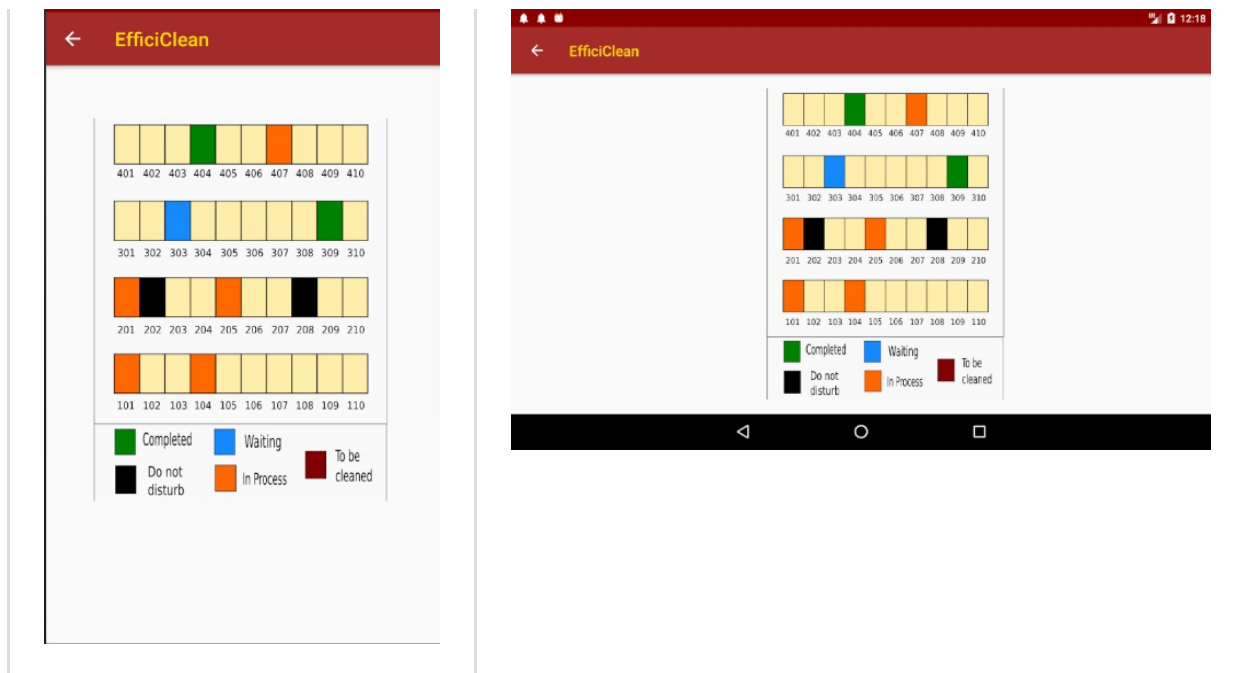
2.4 The Home Screen (Mobile)



- There is one small difference between the staff home page on tablet and mobile.
 - On the mobile interface the list of Today's Teams can be accessed by clicking the Today's Teams button (highlighted above) on the home screen.

2.5 View Map

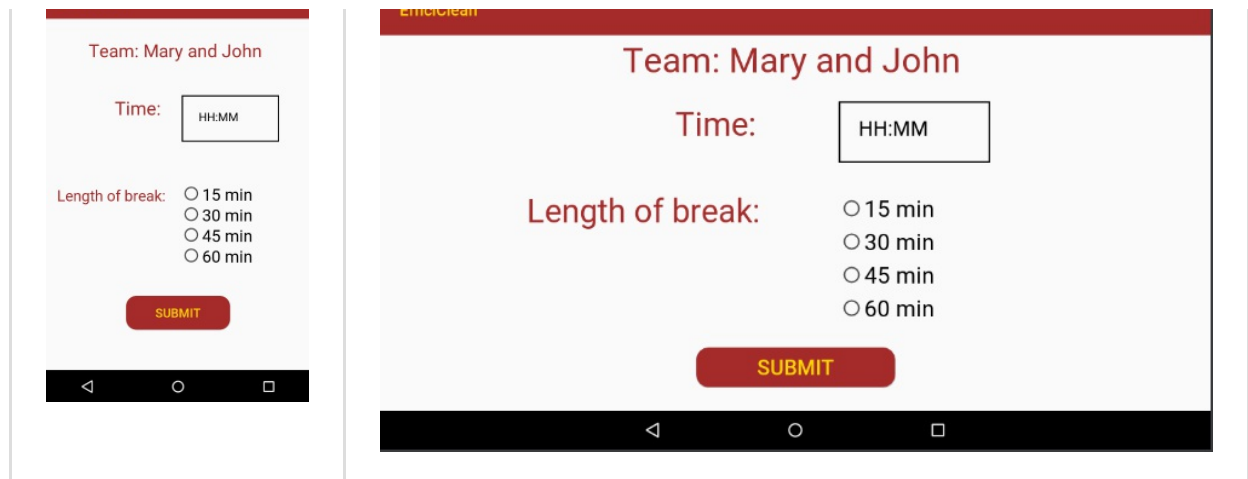
<i>Mobile Interface</i>	<i>Tablet interface</i>



- Once you have clicked the View Map button you will be presented with the View Map screen.
- This screen presents you with the status of each room in the hotel.
- There is a legend at the bottom of the map for reference
 - Completed, rooms that have been cleaned, are marked green
 - Waiting, rooms that are awaiting approval by a supervisor, are marked blue
 - Do not disturb, rooms of guest that do not wish for their rooms to be cleaned, are marked black
 - In Progress, rooms which are currently being cleaned, are marked orange
 - To be cleaned, rooms which are waiting to be cleaned, are marked dark red

2.6 Request Break

<i>Mobile Interface</i>	<i>Tablet interface</i>
	



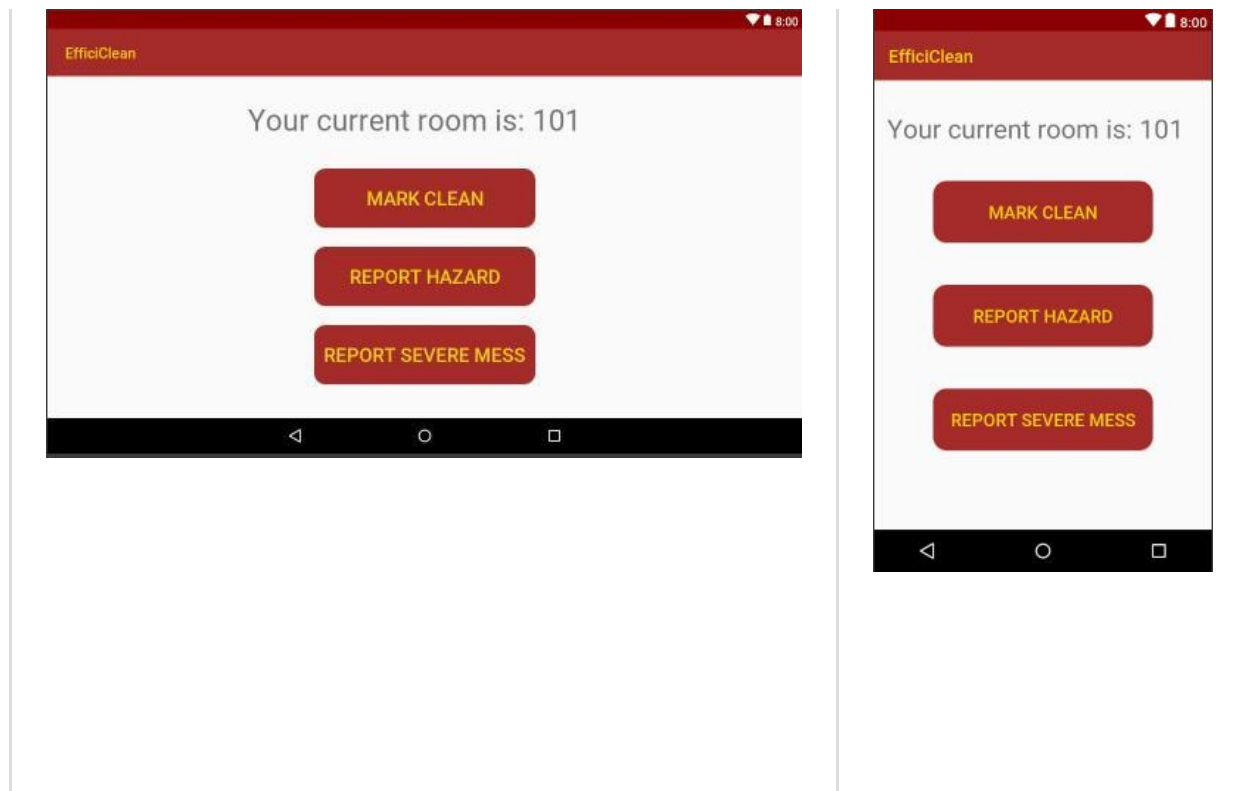
- After you select the Request Break button you will be presented with the above screen
- To select the time which you would like to take the break, enter the time in the time box in the format HH:MM.
- Following this select an option for the length of the break you would like to take by tapping the box beside your preferred option.
- Click the submit button
- This break has now been sent to your supervisor for approval
- You will receive a notification to inform you if this break has been approved or disapproved.

2.7 Current Job

- Your current job will either be a room clean or adding rooms to the queue.

Room Clean

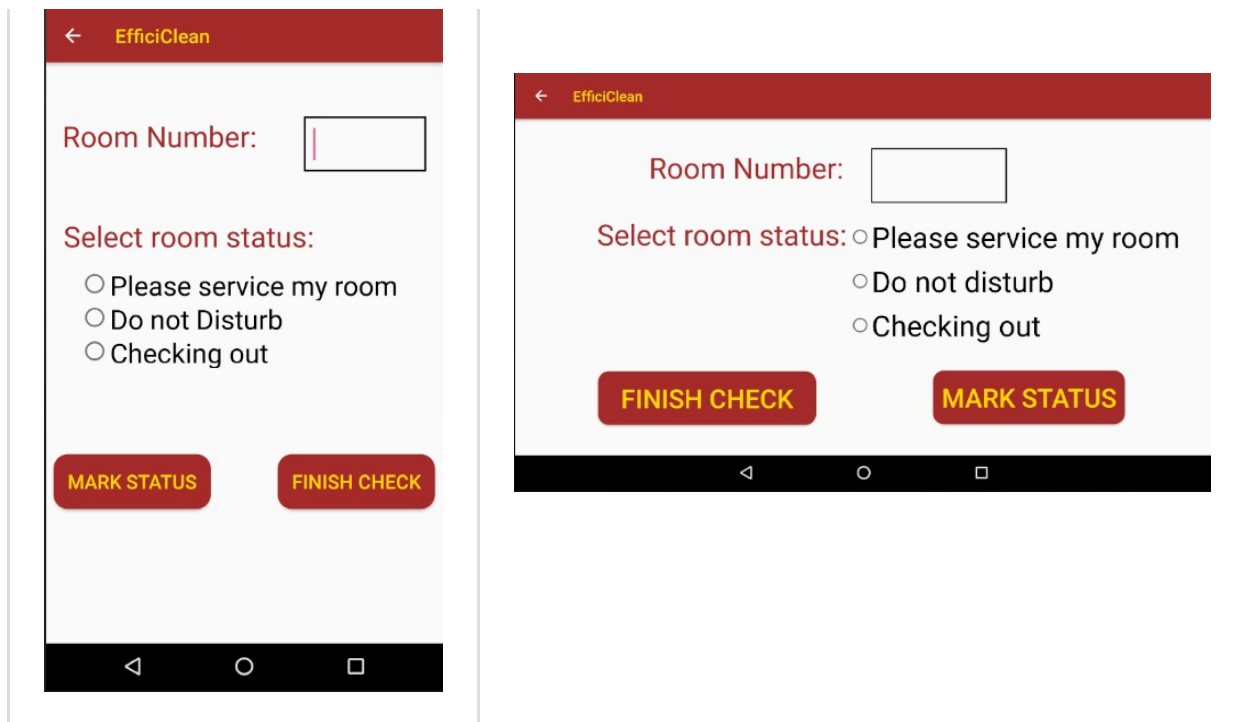
<i>Mobile Interface</i>	<i>Tablet interface</i>



- When a room has been assigned to your team you will receive a push notification to alert you that you have been assigned a room.
- The room number will then be present on this screen.
- You will have three options to mark the room as:
 - Mark Clean, if you have completed cleaning the room
 - Report Hazard, if there is hazardous waste that will need a specialist cleaning team to clean such as blood or urine
 - Report Severe Mess, if the room is going to need a thorough clean due to a severe mess
- If you mark the room as Clean it will be sent to supervisor approval
 - If your supervisor deems that the room was not sufficiently cleaned, it will be returned to you with a message on what needs to be fixed
- If you mark a room as either hazardous or severe mess you will be requested to provide a description of the hazard or severe mess.
- Once you have entered this description, click submit and it will be sent to your supervisor for approval.

Add Rooms to queue

<i>Mobile Interface</i>	<i>Tablet interface</i>



- At a given time interval, specified by your hotel, one team will be assigned the job of walking through the hotel to add rooms to the system which are utilising tags on their door.
- To add a room to the system
 - Type in the room number in the field given.
 - Tap the status which applies to this room.
 - Click the "Mark Room" button.
- Once you have completed adding rooms.
 - Click the "Finish Check" button.

3. Supervisor User Manual

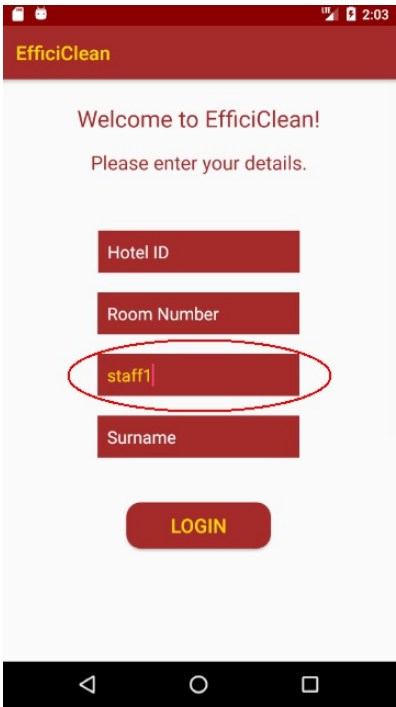
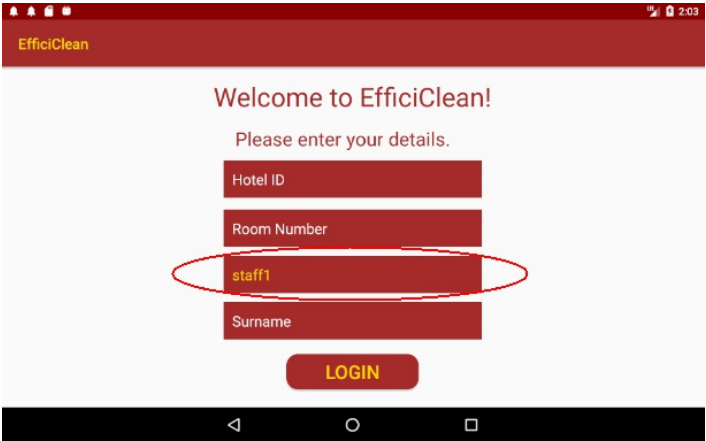
3.1 Installation

- To install the Efficclean application go to the Google Play Store and search for "Efficclean"
- Click on the Efficclean application
- Click the install button
- Once the application has installed click the open button on this page

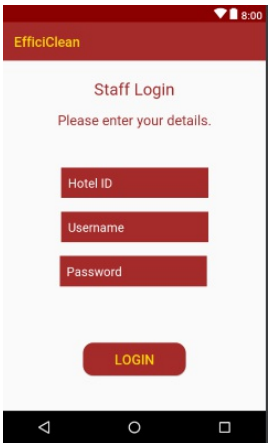
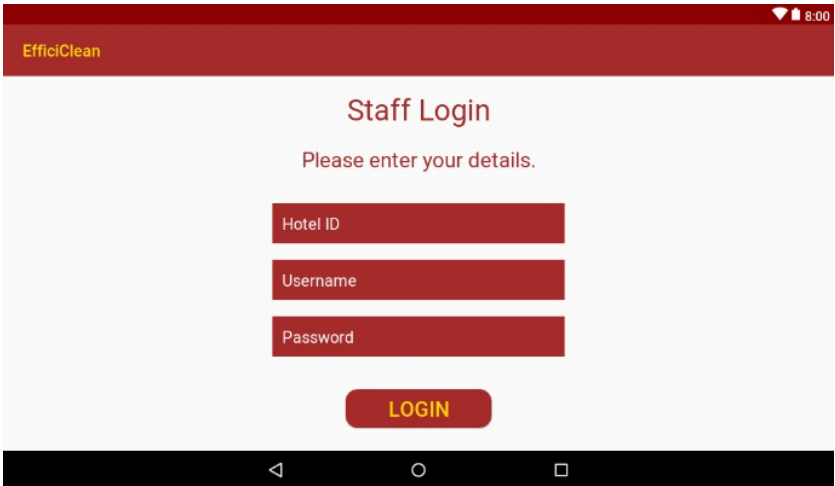
3.2 Login

- When you open Efficclean you will be presented with the login page.
- This is the guest login page

- In the forename field enter “staff1” as seen below

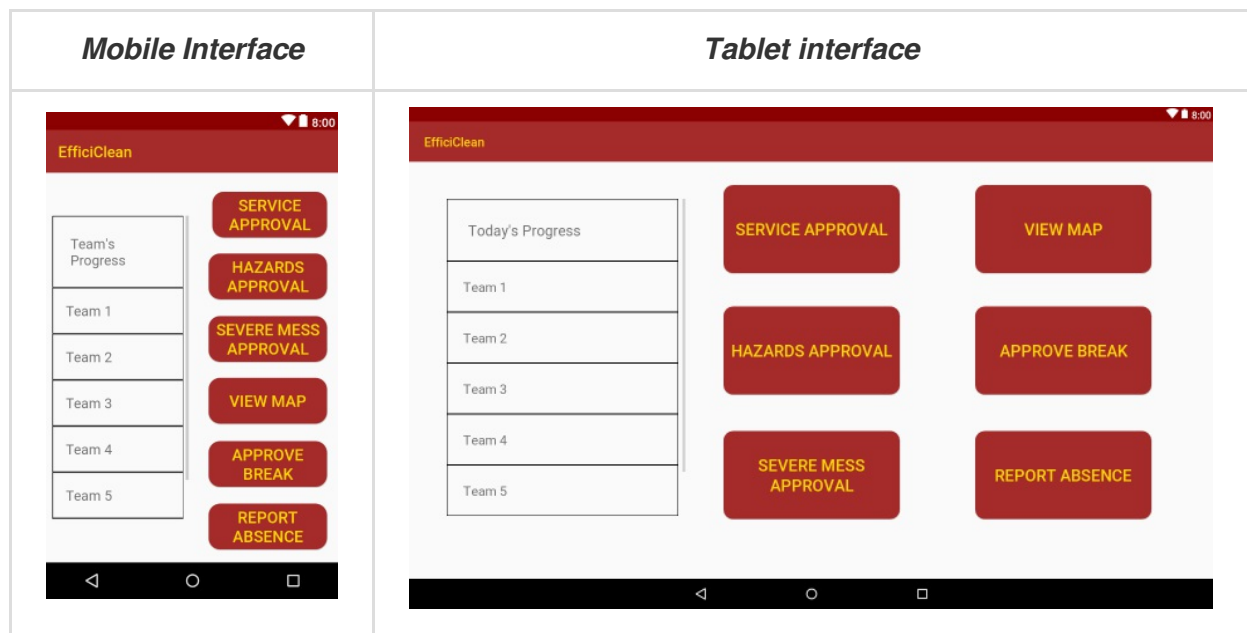
Mobile Interface	Tablet interface
 <p>Mobile interface screenshot showing the login form. The 'staff1' text in the forename field is circled in red.</p>	 <p>Tablet interface screenshot showing the login form. The 'staff1' text in the forename field is circled in red.</p>

- Click the Login button
- You will be presented with the following page

Mobile Interface	Tablet interface
 <p>Mobile interface screenshot showing the Staff Login form. The 'LOGIN' button is highlighted in red.</p>	 <p>Tablet interface screenshot showing the Staff Login form. The 'LOGIN' button is highlighted in red.</p>

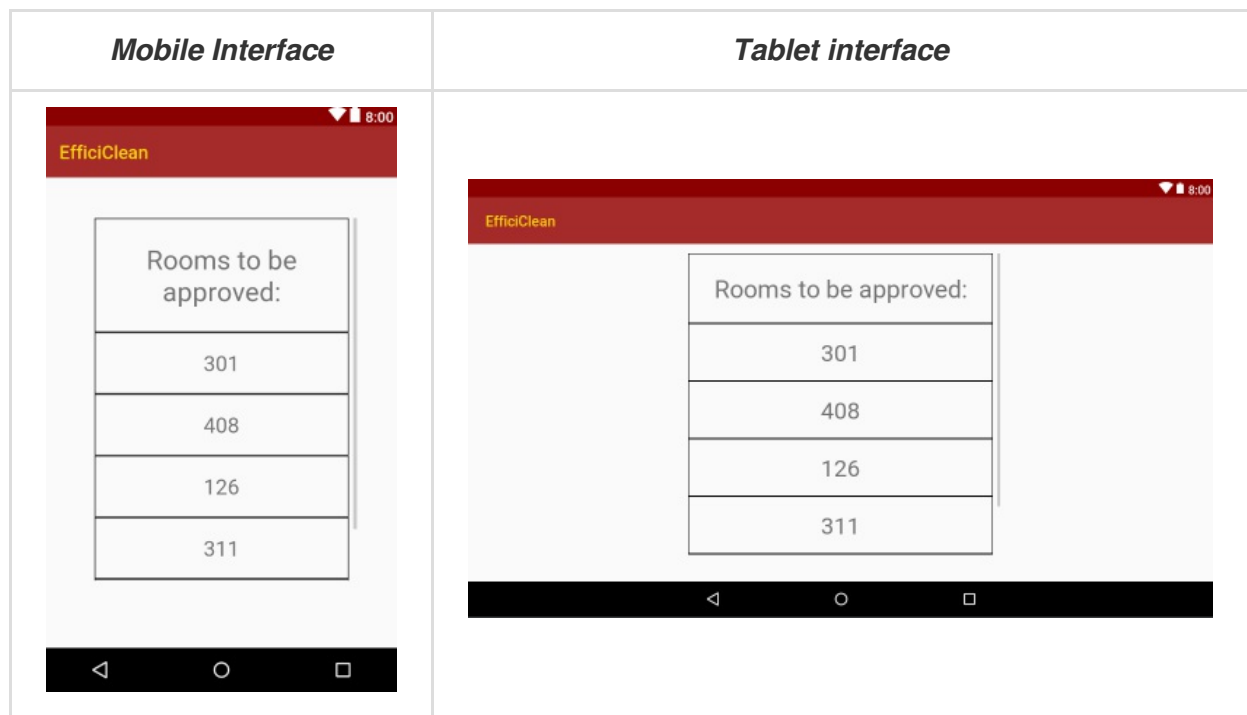
- Enter your Hotel ID
- Enter your unique username and password
- Click the Login button

3.3 The Home Screen

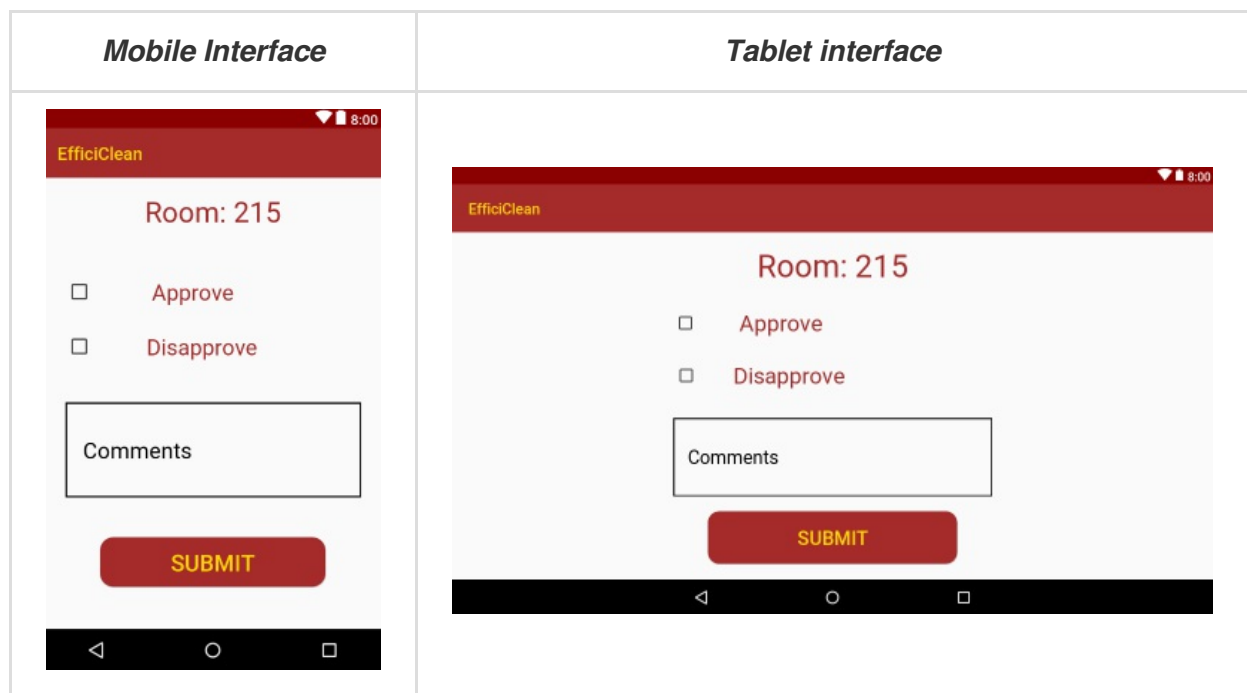


- As you can see from the above image above the staff homepage has seven main elements
 - Today's Progress
 - Service Approval
 - Hazards Approval
 - Severe Mess Approval
 - View Map
 - Approve Break
 - Report Absence
- The Today's Teams progress on the left hand side of the screen is a list (ranging from highest to lowest) of the number of service each team has completed today.
- The Service Approval, hazards approval and severe mess approval buttons is where you can approve service that teams.
- The View Map button shows a map view of the status of each room in the hotel.
- Approve Break is used to approve breaks which staff members have requested
- Report Absence is used to report if a staff member is not present to remove them from the queue.

3.4 Service approval





- You will be provided with a list of rooms which are awaiting approval.
- To select a room to approve simply click the room number



- When you select a room you will be presented with this page.
- The purpose of the service approval page is for you to approve a staffs room clean once it has been checked.
- If you wish to approve a clean:
 - Click the approve clean button
 - If you have any comments enter them in the comments box
 - Click the submit button

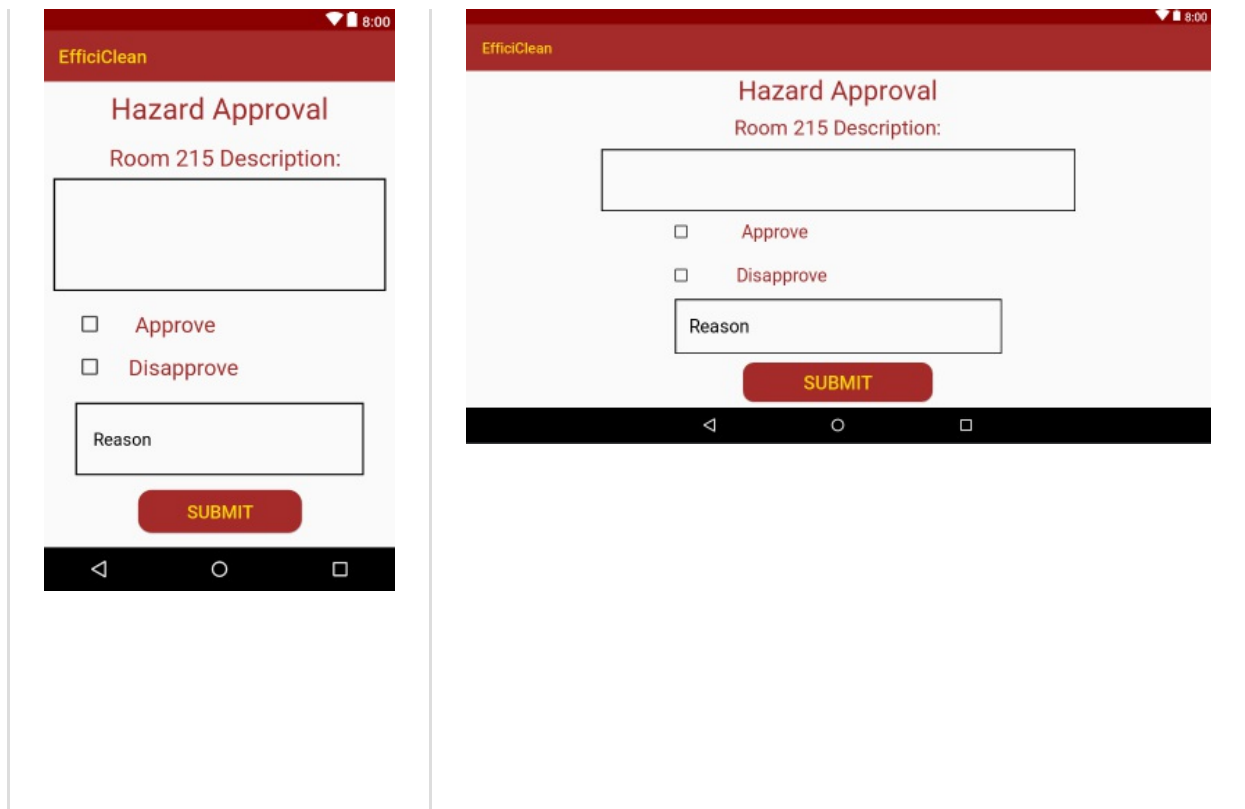
- This room has been successfully marked as cleaned
- If you wish to disapprove a clean:
 - Click the disapprove clean button
 - If you have any comments enter them in the comments box
 - Click the submit button
 - This room will be returned to the staff member for further cleaning

3.5 Hazards Approval

<i>Mobile Interface</i>	<i>Tablet interface</i>
 <p>The mobile interface screenshot shows a red header bar with the 'EfficiClean' logo and status icons. Below it, a white box titled 'Hazards to be approved:' contains a list of room numbers: 301sp, 408sp, 126sp, and 311sp. The interface is shown on a mobile device with a black navigation bar at the bottom.</p>	 <p>The tablet interface screenshot shows a red header bar with the 'EfficiClean' logo and status icons. Below it, a white box titled 'Hazards to be approved:' contains a list of room numbers: 301, 408, 126, and 311. The interface is shown on a tablet device with a black navigation bar at the bottom.</p>

- Once you select the approve hazard option you will be presented with the above screen.
- To select a room to approve, click onto the room number you wish to approve / disapprove.

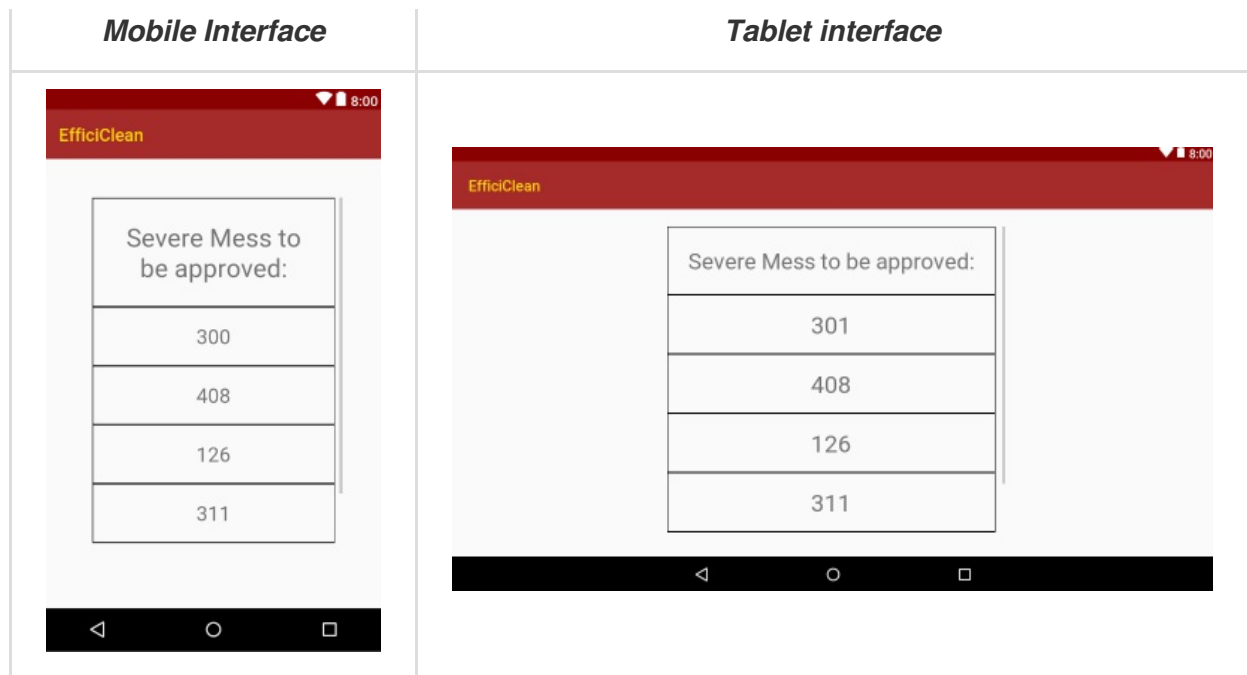
<i>Mobile Interface</i>	<i>Tablet interface</i>



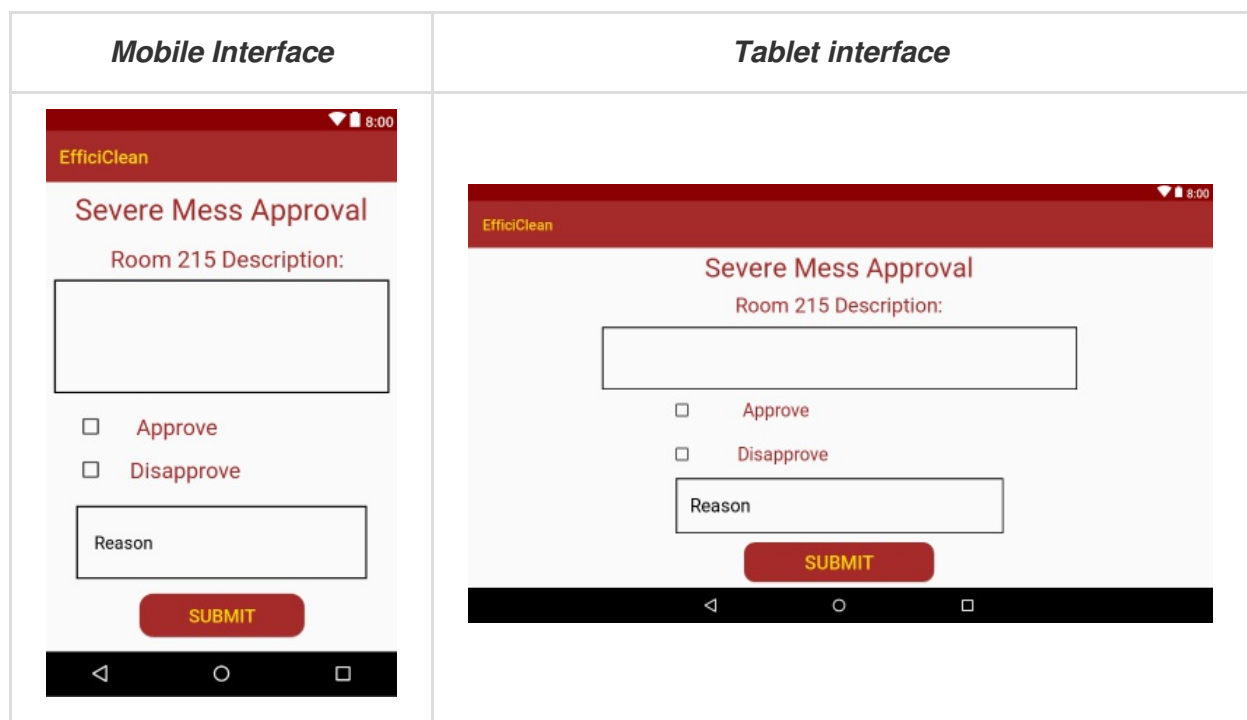
- This hazards approval page is for approving hazards which staff have submitted.
- At the top of page is a description which the staff member has submitted to describe the issue.
- Once you have checked the room, you may choose to approve or disapprove the hazard.
- If you wish to approve a hazard:
 - Click approve
 - If you have any comments enter them in the reason box
 - Click the submit button
 - The hazard has been successfully approved
- If you wish to disapprove a hazard:
 - Click disapprove
 - If you have any comments enter them in the reason box
 - Click the submit button
 - This room will be returned to the staff member for cleaning

3.6 Severe Mess approval





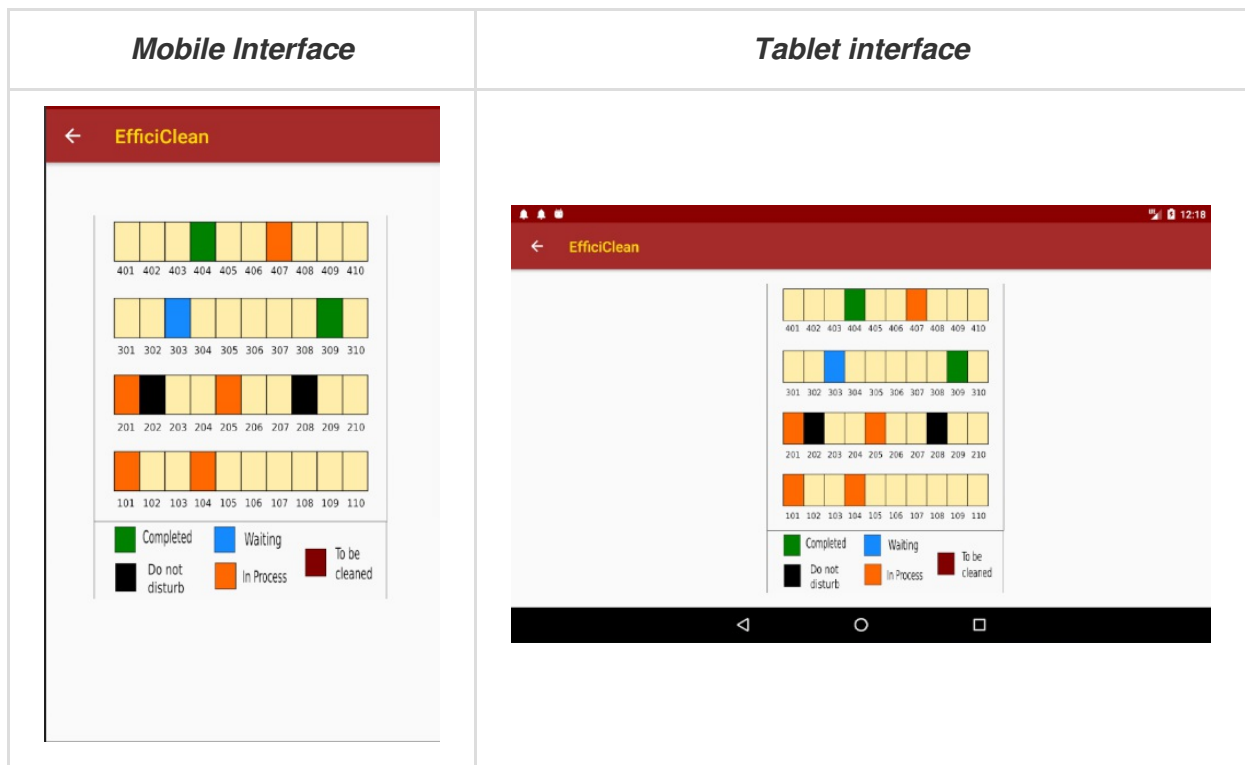
- Once you select the approve hazard option you will be presented with the above screen.
- To select a room to approve, click onto the room number you wish to approve / disapprove.



- This severe mess approval page is for approving severe mess' which staff have submitted.
- At the top of page is a description which the staff member has submitted to describe the issue.
- Once you have checked the room, you may choose to approve or disapprove the severe mess.
- If you wish to approve a severe mess:
 - Click approve

- If you have any comments enter them in the reason box
 - Click the submit button
 - The severe mess has been successfully approved
- If you wish to disapprove a severe mess:
 - Click disapprove
 - If you have any comments enter them in the reason box
 - Click the submit button
 - This room will be returned to the staff member for cleaning

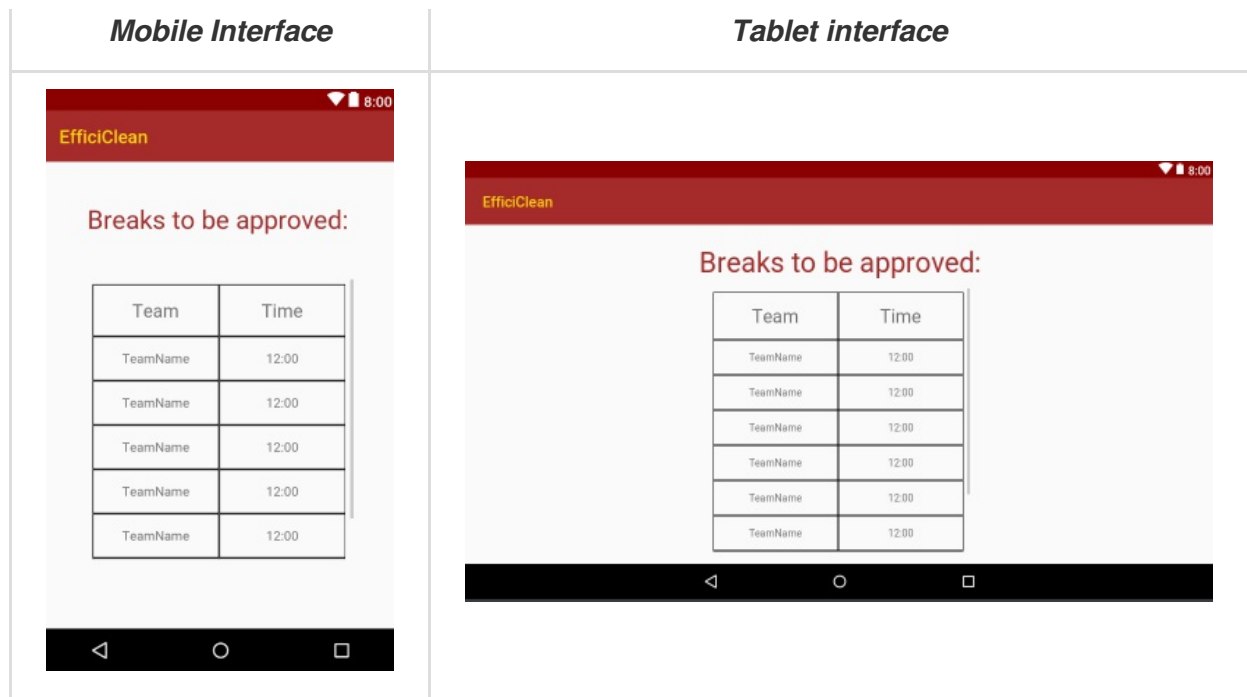
3.7 View Map



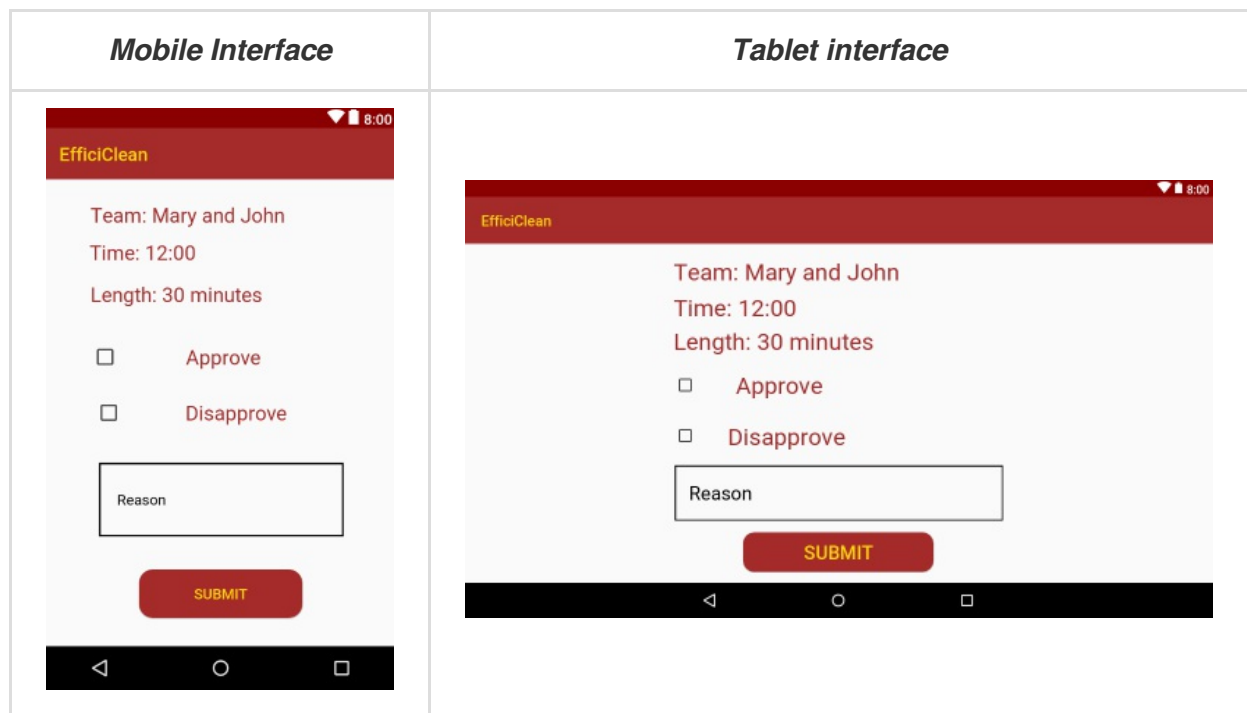
- Once you have clicked the View Map button you will be presented with the View Map screen.
- This screen presents you with the status of each room in the hotel.
- There is a legend at the bottom of the map for reference
 - Completed, rooms that have been cleaned, are marked green
 - Waiting, rooms that are awaiting approval by a supervisor, are marked blue
 - Do not disturb, rooms of guest that do not wish for their rooms to be cleaned, are marked black
 - In Progress, rooms which are currently being cleaned, are marked orange
 - To be cleaned, rooms which are waiting to be cleaned, are marked dark red

3.8 Approve Break





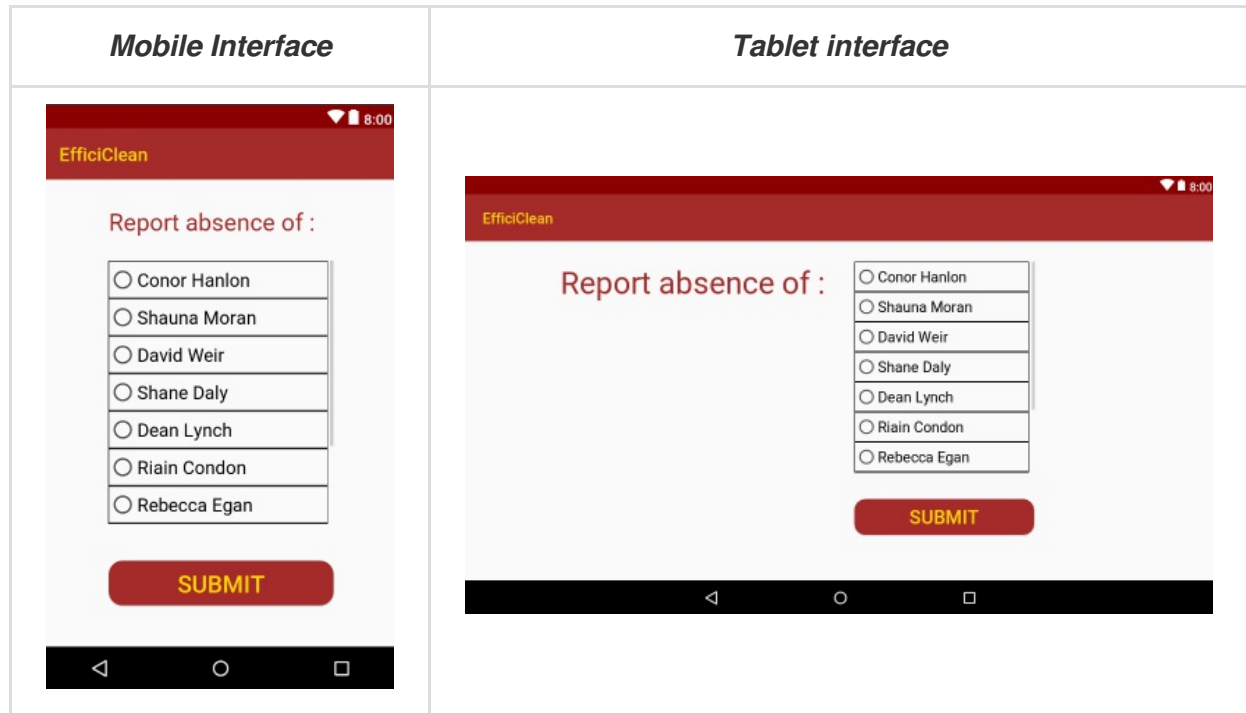
- Once you select the approve break option you will be presented with the above screen.
- To select a break to approve, click onto the team break you wish to approve / disapprove.



- On this page you will see present the team members, the time which they wish to take a break and the length of the break they wish to take.
- If you wish to approve a team break:
 - Click approve
 - If you have any comments enter them in the reason box
 - Click the submit button
 - The break has been successfully approved

- If you wish to disapprove a team break:
 - Click disapprove
 - If you have any comments enter them in the reason box
 - Click the submit button

3.9 Report Absence

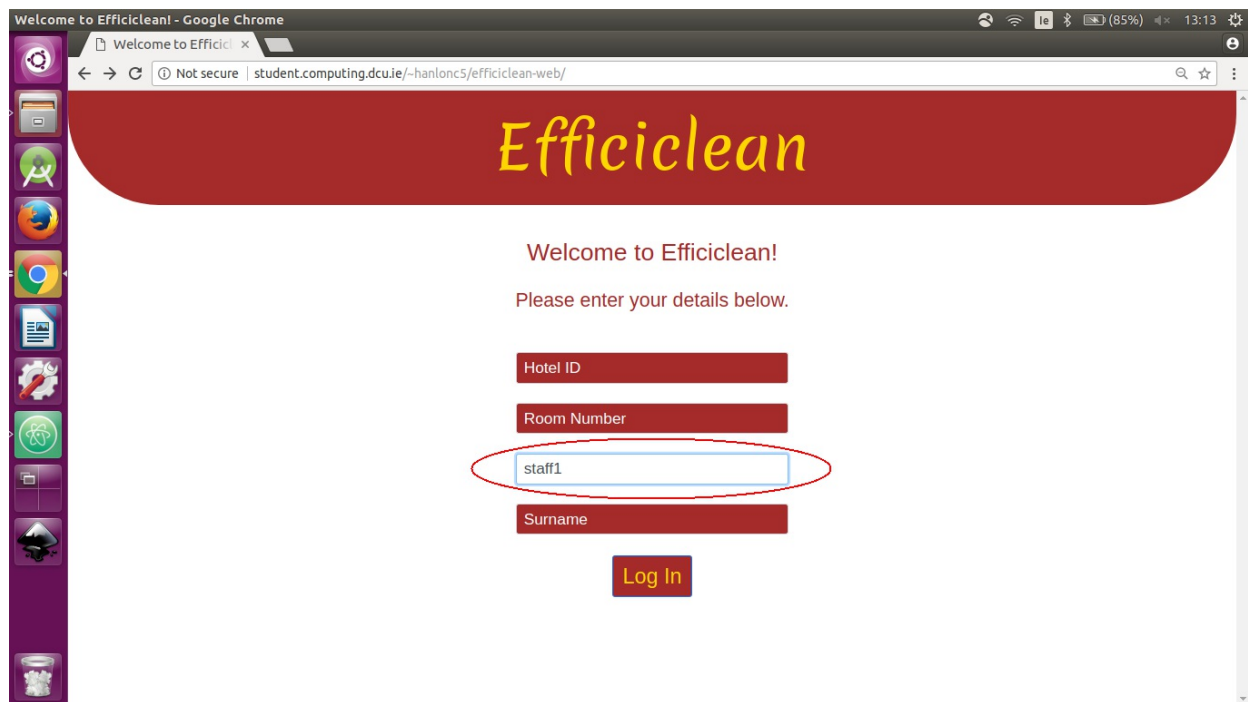


- If a staff member is absent, you must mark them as absent on the application so that they are not assigned to rooms.
- To do this click on the staff member who is absent and click submit.
- This staff member is now successfully marked as absent.

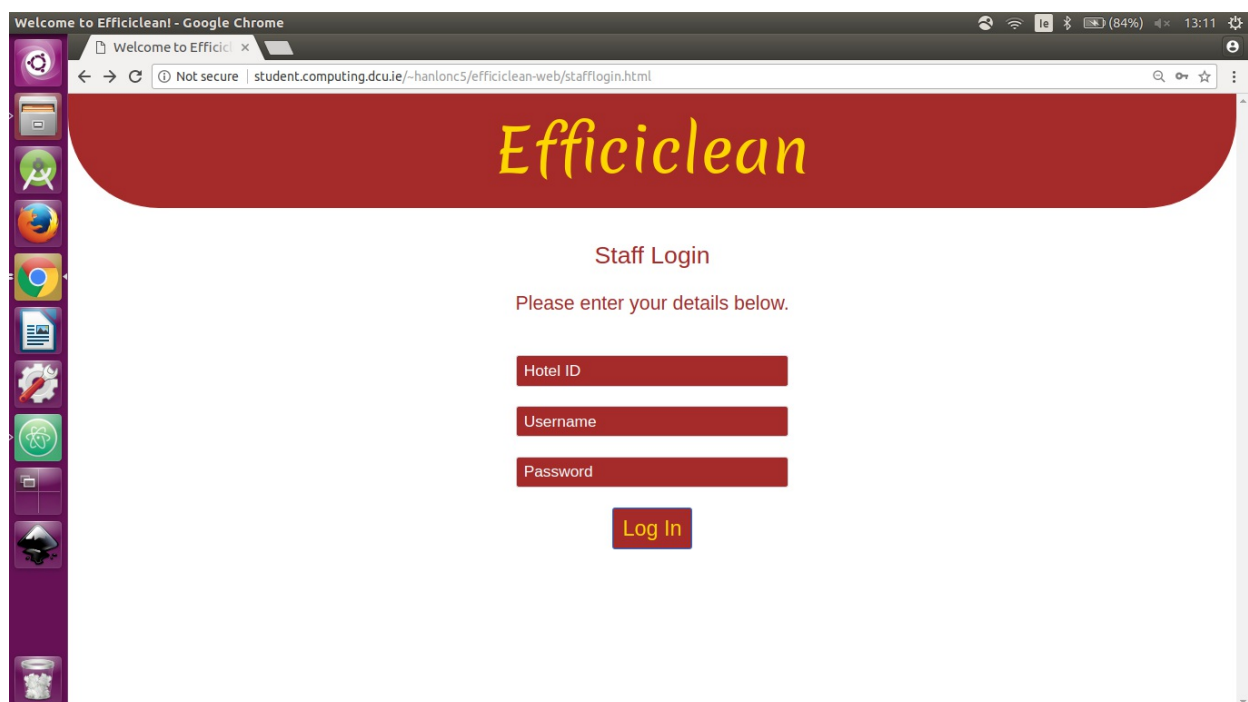
4. Reception User Manual

4.1 Login

- When you open EfficiClean you will be presented with the login page.
- This is the guest page
- In the forename field enter "staff1" as seen below



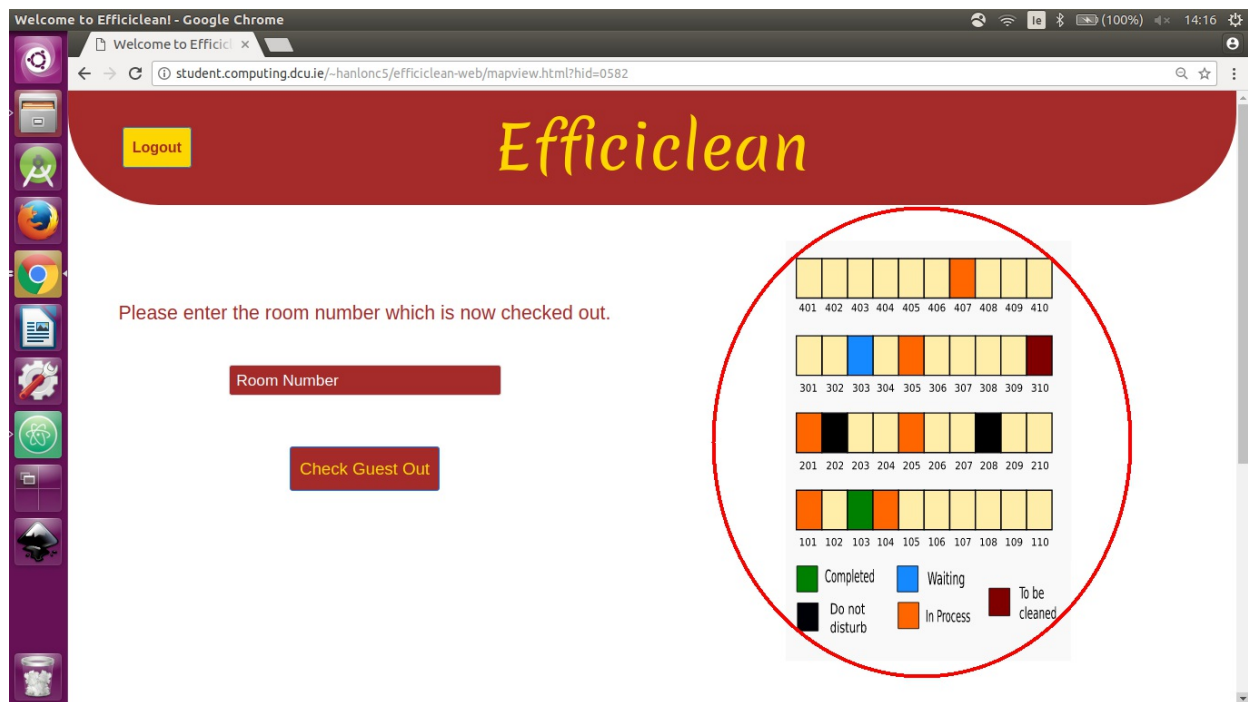
- Click the Login button
- You will be presented with the following page



- Enter your Hotel
- Enter your unique username and password
- Click the Login button

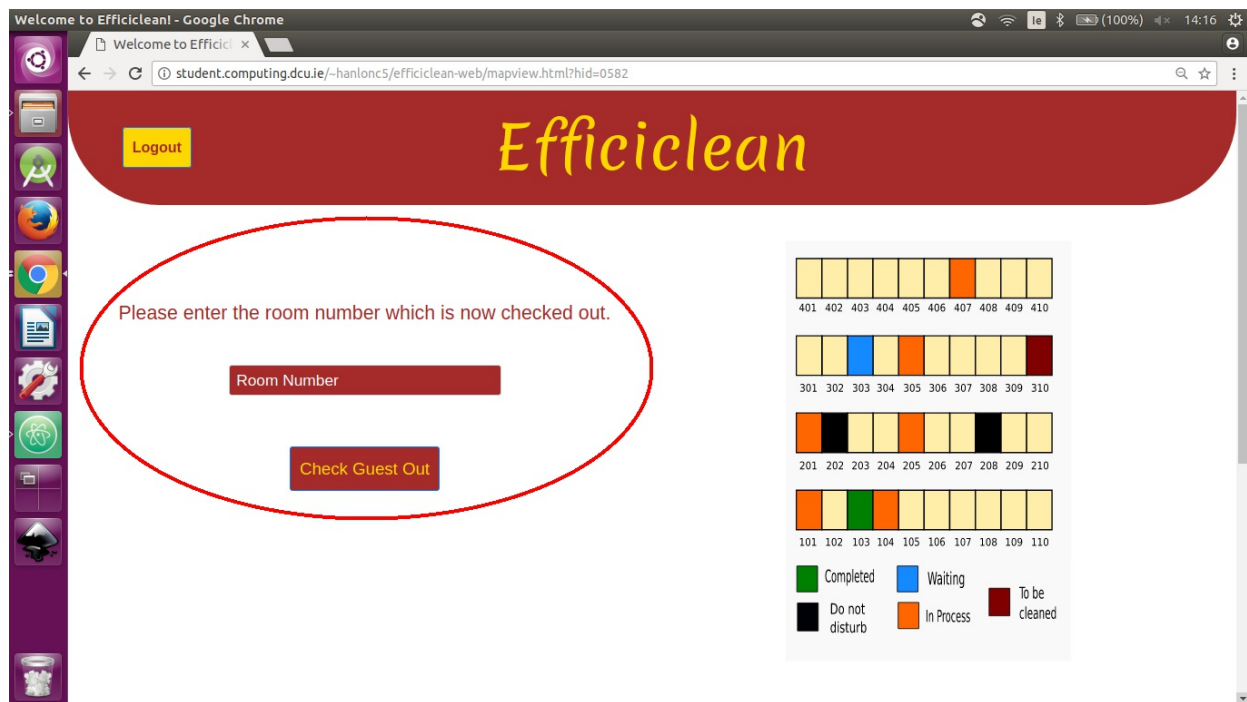
4.2 Map view

- On the right hand side of the page you will see the Map view (circled)
- This view presents you with the status of each room in the hotel.
- There is a legend at the bottom of the map for reference
 - Completed, rooms that have been cleaned, are marked green
 - Waiting, rooms that are awaiting approval by a supervisor, are marked blue
 - Do not disturb, rooms of guest that do not wish for their rooms to be cleaned, are marked black
 - In Progress, rooms which are currently being cleaned, are marked orange
 - To be cleaned, rooms which are waiting to be cleaned, are marked dark red
- If a room is marked green, guests can be checked into these rooms.



4.3 Check Out Guest

- If a guest has not checked out of their room on the Efficiclean application you can do this on the left hand side of the page. (circled)
- Type in the room number in the field provided
- Click "Check Guest Out"
- This guest has now been successfully checked out



4.4 Sign out

- Click the "Log Out" button (circled)

