



# HouseKeeping



## Cleaners Tablets

July 2.018

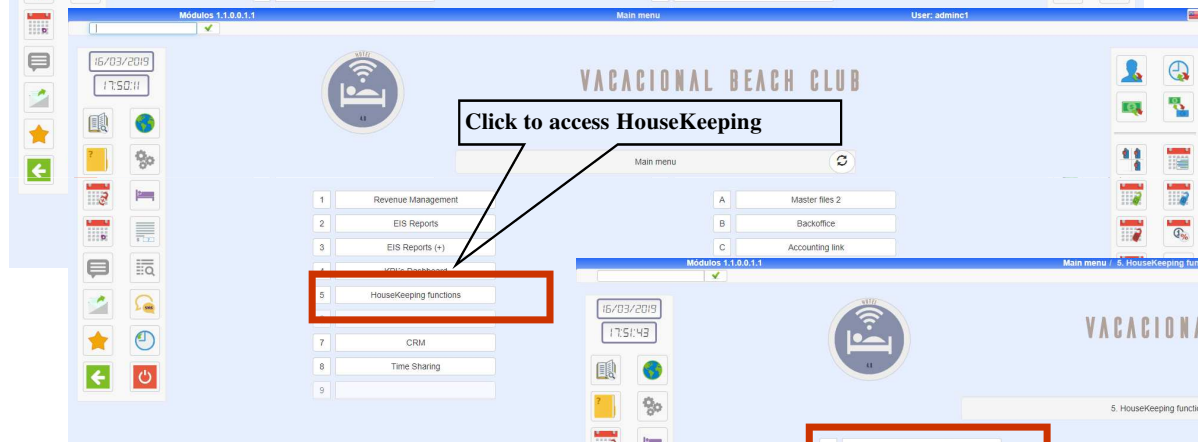




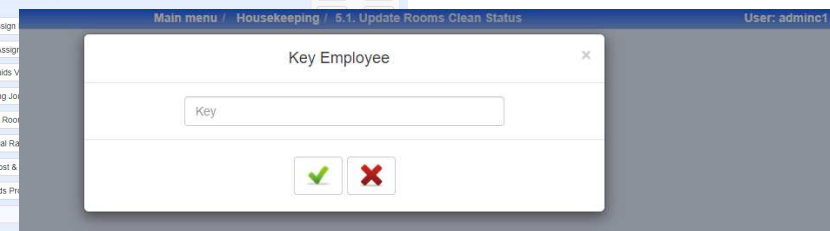
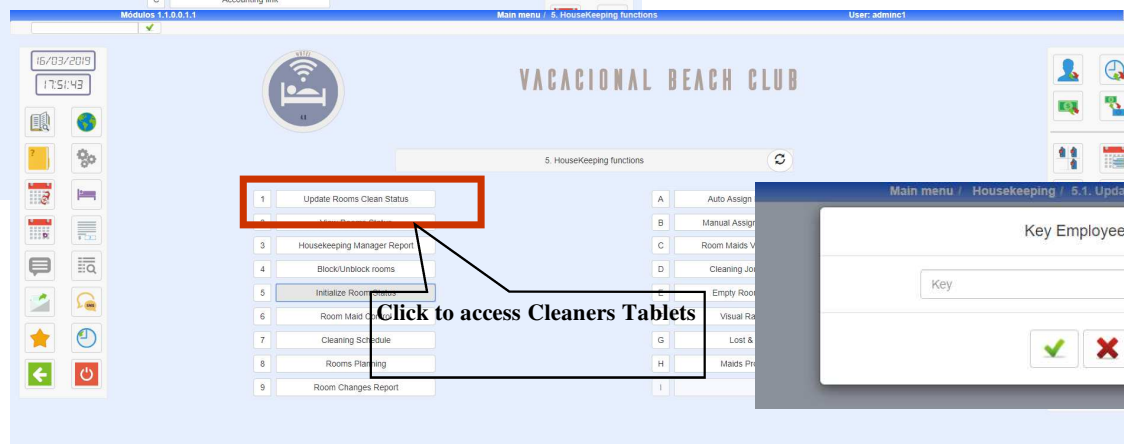
# HouseKeeping Cleaners Tablets



We access the program in expanded mode. This option is only valid for those hotels that have contracted the expanded cleaning module.



Access the icon in expanded mode. Option 5.1.  
An employee has been created with a cleaner key 1111.

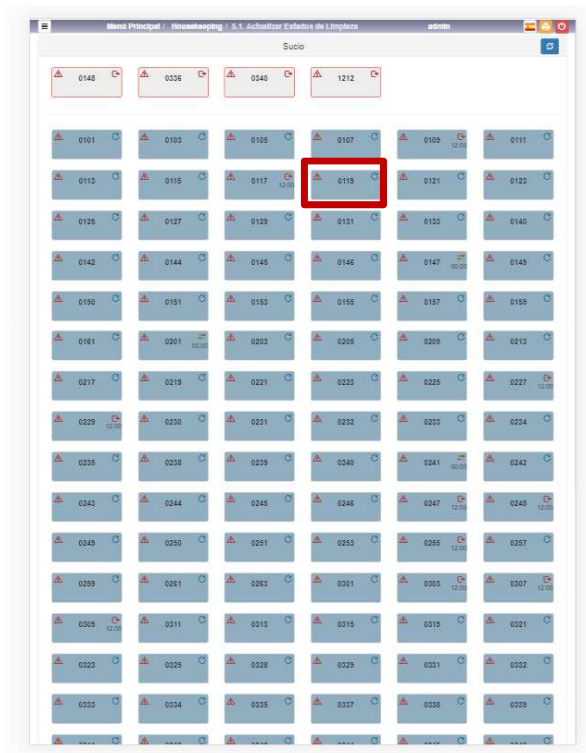




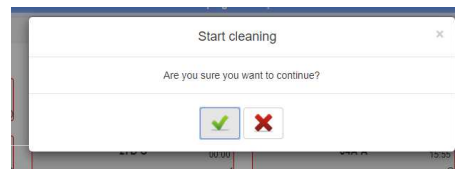
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Class One

First, appears those rooms that are exit and have already left, then the rest.  
Each cleaner will be shown the rooms that have been assigned.

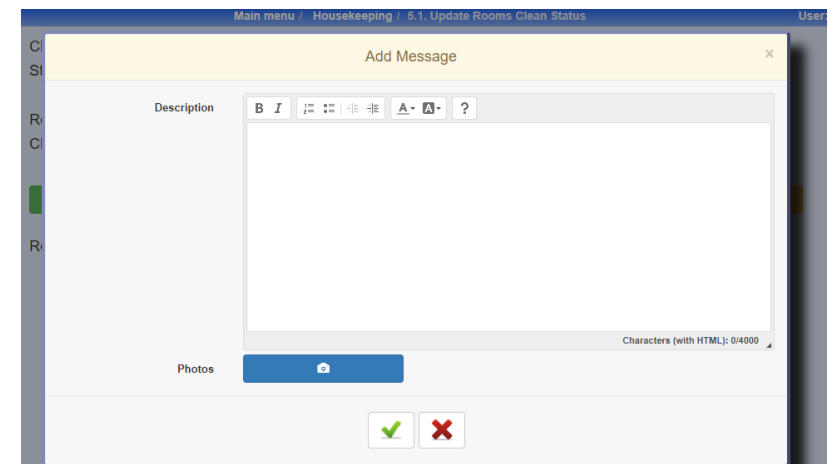


Once pressed the Room asks us if we really want to start cleaning it.



By confirming the room we can:

- Finish cleaning it,
- Cancel cleaning
- Send an Inquiry to the Governor





# HouseKeeping Cleaners Tablets



You have to have your mail configured. B.7. Connectivity

Main menu / Backoffice / B.7. Setup - General User: adminc1

General

Connectivity

Privileges - Main menu

Privileges - Alternate menu

Counters

Conditional parameters

Optional parameters

Allar

Tax

Default

Reservations

Night audit

Languages

Business Intelligence

Task scheduler

Triggers

Revenue

Hotel corporate

Host

Port

POS

Host

Port

Name

Token

Warehouse

Host

Port

Name

Token

StarBEO

Host

Port

Name

Token

Token API

sofa

Mail server configuration

Host

Port

User

Password

From

Do not use TLS

API

Host

Port

SMS

SMS API



# HouseKeeping Cleaners Tablets



We will create an apartment for the governor (B.7. Night Closing).

Main menu / Backoffice / B.7. Setup - General User: admin1

Print LVDE Email

(1) Day booking List ☐ ☐ ☐ ☐

(2) Anniversaries list ☐ ☐ ☐ ☐

(3) Guest check in list ☐ ☐ ☐ ☐

(4) Guest check out list ☐ ☐ ☐ ☐

(5) Stays list ☐ ☐ ☐ ☐

(6) Guest check in prevision list ☐ ☐ ☐ ☐

(7) Guest check out prevision list ☒ ☒ ☐ 4 ☐

(8) Daily production balance list ☒ ☒ ☐ 4 ☐

(9) Department revenue list ☐ ☐ ☐ ☐

(10) Invoices issued list ☐ ☐ ☐ 4.5 ☐

(11) Invoices receipts list ☐ ☐ ☐ ☐

(12) Advance payments receipts list ☐ ☐ ☐ ☐

(13) Currency change list ☐ ☐ ☐ ☐

(14) Daily production list ☐ ☐ ☐ ☐

(15) Pending charge list ☒ ☒ ☐ ☐

(16) Occupancy and production ratio list ☐ ☐ ☐ ☐

(17) Productive comparison list ☐ ☐ ☐ ☐

(18) Occupancy/Production daily report ☐ ☐ ☐ ☐

(19) Prices discrepancy report ☐ ☐ ☐ ☐

(20) Occupancy prevision ☐ ☐ ☐ ☐

(21) Occupancy prevision C.N. Model ☐ ☐ ☐ ☐

(22) Yearly occupancy report ☐ ☐ ☐ ☐

(23) Production audit ☐ ☐ ☐ ☐

(24) Invoicing audit ☐ ☐ ☐ ☐

(25) Issues list ☒ ☒ ☐ 4 ☐

(26) No-Show list ☐ ☐ ☐ ☐

(27) Empty rooms (X days) list ☐ ☐ ☐ ☐

(28) Clients that surpass the maximum risk ☐ ☐ ☐ ☐

Assign that department to the Governor.  
Alternative Menu 5.7 Cleaning Programming

Main menu / HouseKeeping functions / 5.7. Cleaning Schedule User: admin1

Check in date M T W T F S S Services

Monday ☐ ☐ ☒ ☐ ☐ ☐ ☐ 1

Tuesday ☐ ☐ ☒ ☐ ☐ ☐ ☐ 1 2

Wednesday ☐ ☐ ☐ ☒ ☐ ☐ ☐ 2

Thursday ☐ ☐ ☐ ☐ ☒ ☐ ☐ 1

Friday ☐ ☐ ☐ ☐ ☐ ☒ ☐ 1 2

Saturday ☐ ☒ ☐ ☐ ☐ ☐ ☐ 1 2

Sunday ☐ ☐ ☐ ☐ ☐ ☐ ☐ 1 2

Description Services

1 Window cleaning 0

2 Change of Bathrobes 0

3

4

5

6

Room types without resting

Dept. Housekeeper 1

Days Bed sheets 4 Bed sheets : Avg Cleaning Time (min) 1

Days Towels 4 Towels : Avg Cleaning Time (min) 1

Max Time Maid and Day 480

% of deviation 0

Characters per floor 2

Cleaning Time (min)

Cleaning Time Outputs (min)

Cleaning time per pax (min)

A. APARTAMENTO ESTANDAR 15 45 0

B. APT. PUERTA COMUNICANTE 15 45 0

C. DOBLE VISTA MAR 15 45 0

D. CUADRUPLE 15 45 0

E. CUADRUPLE VISTA MAR 15 45 0

L. ESTANDAR REVENUE 15 45 0

Z. ECONOMICO 15 45 0

Save



# HouseKeeping Cleaners Tablets



Sending incidents to the Governor and the Incident Book.

Main menu / Front-office Utilities / F.I. Issues record User: adminc1

Dates between: 15/03/2019 - 16/03/2019

I: Insert / m: Edit

Date	Dept. Source	Dept. Dest.	Message
20190316 20:16:21	Q&A[02C]		La habitación que nos dieron estaba <b>SUCIA</b>
20190316 17:51:03	Q&A[03D]		Nos agradó mucho la atención que hemos tenido por parte de los camareros, ya que hemos tenido un problema con nuestra hija menor y nos lo han solventado con la máxima urgencia. Nos gustaría hacer mención a <b>Jorge</b> por su amabilísima atención. Muchas Gracias

Incidencias [EMP#Juanita] - Mensaje (HTML)

Mensaje PDF Architect 4 Creator

Responder Responder a todos Reenviar Eliminar Mover a una carpeta Crear regla Otras acciones Bloquear remitente Correo que desea recibir Clasificar Seguimiento Marcar como no leído Relacionado Seleccionar Enviar a OneNote OneNote

De: jsabariz@classone.es  
Para: jsabariz@classone.es  
CC:  
Asunto: Incidencias [EMP#Juanita]

Enviado el: mi. 11/07/2018 11:23

Habitación 0121.

Estaba toda **revuelta** la habitación