HMobile

HOUSEKEEPING

Bed Linen Management and Workflow

H mobile | char

BED LINEN MANAGEMENT AND WORKFLOW

Hmobile helps you to manage daily bed linen changes.

Hmobile automatically suggests which rooms are going to require a bed linen change and allows to decide which ones will be changed every day and to keep track of which ones are changed and when.

This manual shows how you can use this functionality in a simple way.

You can find more information about Hmobile Housekeeping at:

https://www.hmobile.es/en/housekeeping-software/

https://www.hmobile.es/en/resources/videos-on-how-it-works-housekeeping/

https://www.hmobile.es/downloads/HMobile_HOUSEKEEPING_Userguide_ENG.pdf

LINEN MANAGEMENT AND WORKFLOW

1. Define how often to change bed linen

2. Assign day-to-day work: check bed linen changes and modify if necessary

3a. Tracking from your mobile phone

3b. Tracking from Room Status web

4. Bed linen change information in job reports

LINEN MANAGEMENT AND WORKFLOW

1. **Define how often to change bed linen**

2. Assign day-to-day work: check bed linen changes and modify if necessary

3a. Tracking from your mobile phone

3b. Tracking from Room Status web

4. Bed linen change information in job reports

1. Define how often to change bed linen

To start using this function you have to define how often a client's bed linen should be changed. Once this is defined, HMobile will calculate every day which rooms require to change the bed linen and will display this information on the web and on the mobile phones.

SETTING ACCESS

You have two different ways to get to the bed linen change configuration section:

1. ROOM STATUS > SETTINGS > BED LINEN REPLACEMENT

Click on the "Settings" tab in the top menu, and select "Bed linen replacement" from the drop-down menu.

2. ROOM STATUS > JOB DISTRIBUTION > SETTINGS > BED LINEN REPLACEMENT

Access the "Job distribution" section from the "Top Menu", select "Settings" and in the side menu "Bed linen replacement".
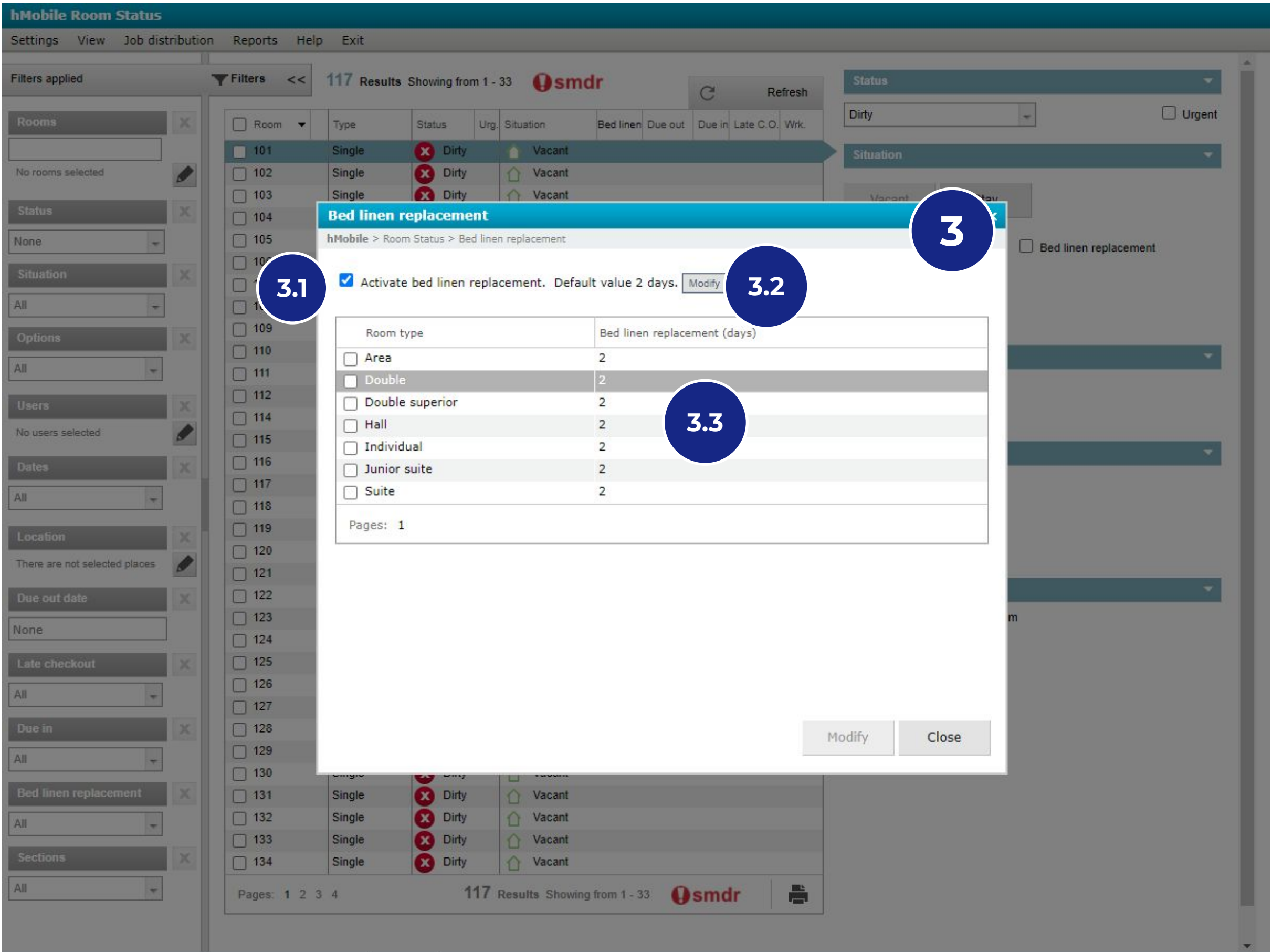
> Only in the case of having the Planning Module signed up

1. Define how often to change bed linen

To start using this function you have to define how often a client's bed linen should be changed.

Once this is defined, HMobile will calculate every day which rooms require to change the bed linen and will display this information on the web and on the mobile phones.

3. BED LINEN REPLACEMENT

From any of the above options, you will be shown this window. Set the bed linen change rules and they are going to be automatically displayed in the work plan every day.

3.1. Activate/Deactivate bed linen replacement

If the system is activated, it will propose every day the rooms that require change of bed linen.

3.2. Default value

Set for how many days of a client's stay a change of bed linen must be made. It applies to all types of rooms.

3.3. Room Type

It allows you to define exceptions to the general rule. By selecting one or more types, it allows you to modify and enter a different number of days for all rooms of that type.

If you want a room type to use the general rule again, enter a 0 in the number of days.

LINEN MANAGEMENT AND WORKFLOW

1. Define how often to change bed linen

2. **Assign day-to-day work: see bed linen changes and modify if necessary**

3a. Tracking from your mobile phone

3b. Tracking from Room Status web

4. Bed linen change information in job reports

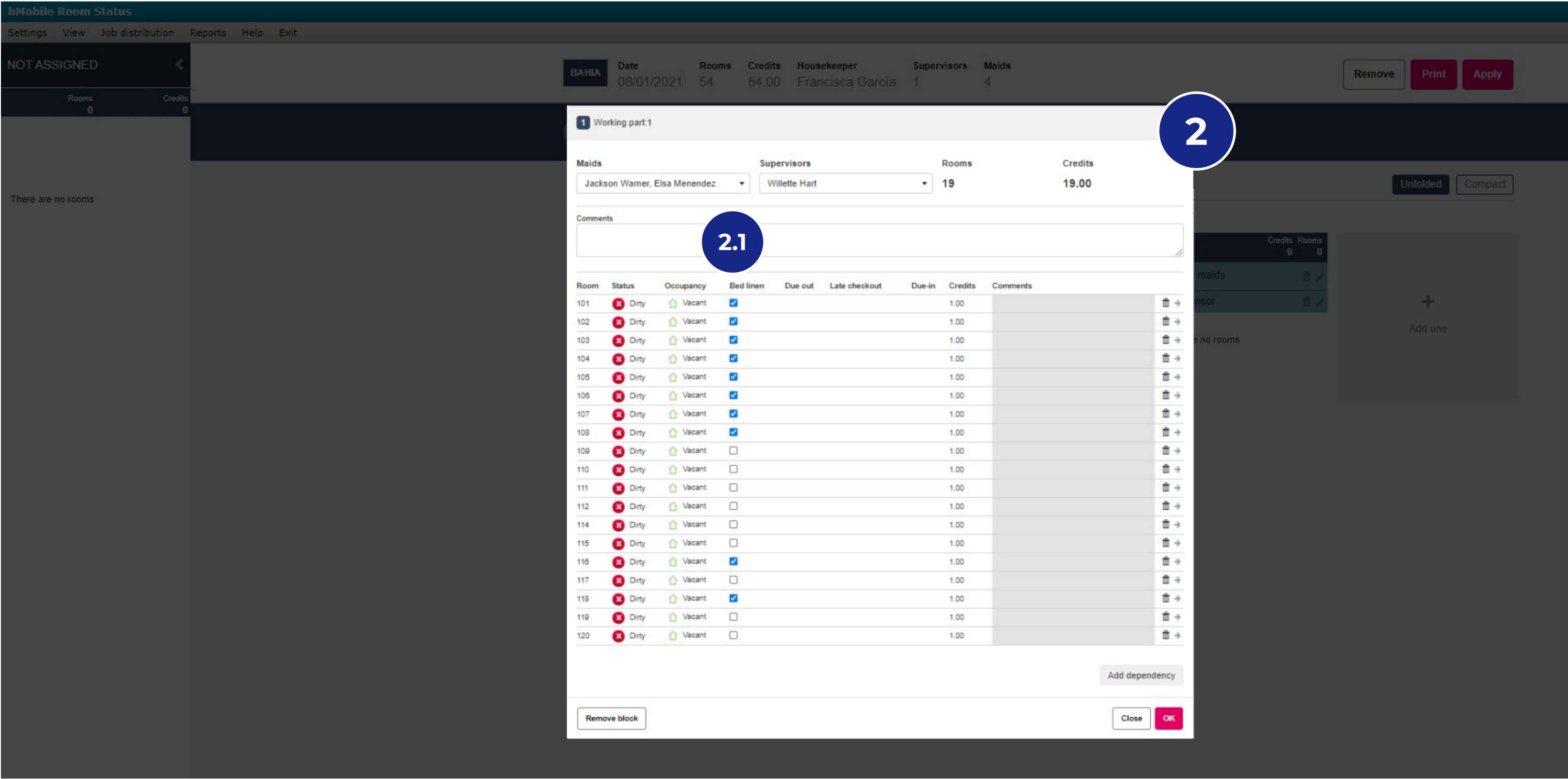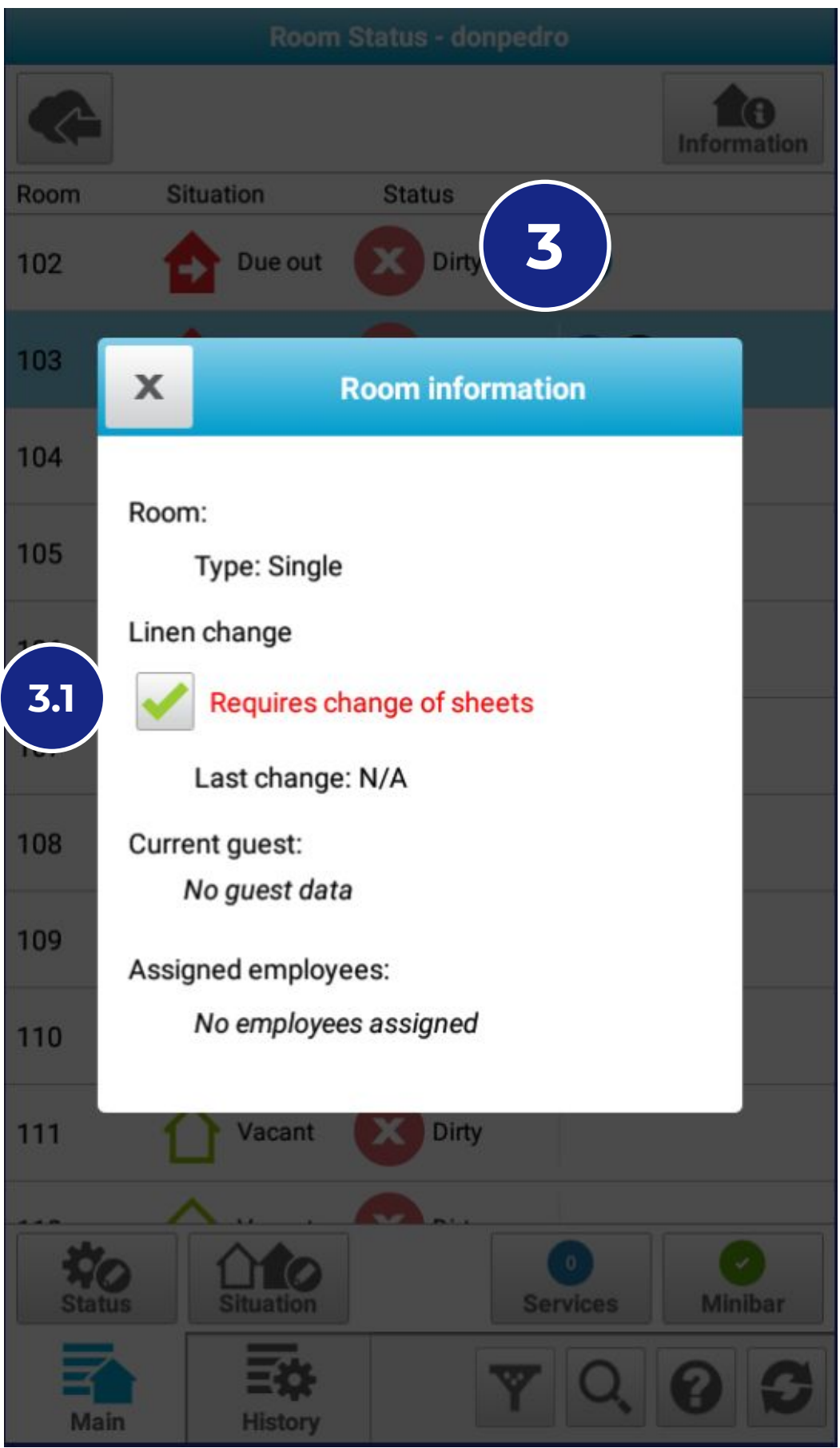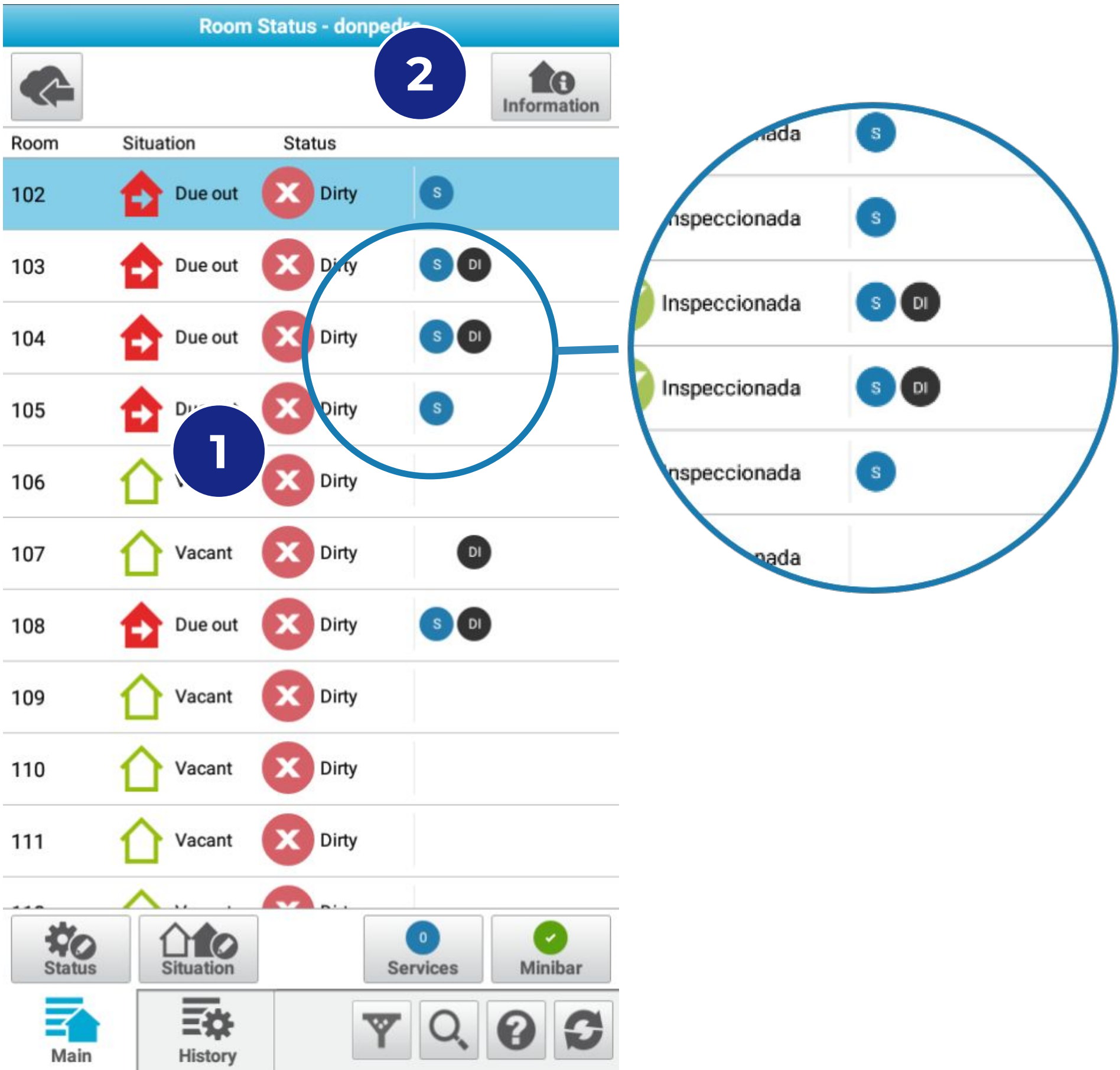## 2. Asign day-to day work: check bed linen changes and modify if necessary

Once the configuration has been done, the information of bed linen changes is going to be automatically displayed in the daily planning. In addition, it is possible to make changes manually.

1. LIST OF WORK REPORTS

In rooms where bed linen need to be changed, an "S" indicator is displayed.

> Only in the case of having the Planning Module signed up

2. Asign day-to.day work: see linen changes and modify if necessary

Once the configuration has been done, the information of bed linen changes is going to be automatically displayed in the daily planning. In addition, it is possible to make changes manually.

2. DETAILS OF A WORK REPORT

By clicking on any working part, the part detail window is displayed.

2.1. Bed Linen replacement

Allows to mark manually the **change or not change** of bed linens from the screen of details of a room maid.

> *Only in the case of having the Planning Module signed up*

LINEN MANAGEMENT AND WORKFLOW

1. Define how often to change bed linen

2. Assign day-to-day work: check bed linen changes and modify if necessary

3a. Tracking from your mobile phone

3b. Tracking from Room Status web

4. Bed linen change information in job reports

3b. Tracking from your mobile phone

After the job distribution has been made, from the APK you can check the information about bed linen replacement.

1. ROOM LIST

In the room list , an **"S"** shows the rooms that require a change of bed linen.

2. INFORMATION

Choose a room and click on "Information" to see more information about it.

3. ROOM TYPE

This screen will show additional information.

3.1. Bed Linen change

Supervisors can manually modify the bed linen change option, and maids can view this information on whether the change is done.

LINEN MANAGEMENT AND WORKFLOW

1. Define how often to change bed linen

2. Assign day-to-day work: check bed linen changes and modify if necessary

3a. Tracking from your mobile phone

3b. Tracking from Room Status web

4. Bed linen change information in job reports

3b. Tracking from Room Status Web

In the web room list, information about bed linen changes is shown and modifications can be made.

1. INDICATOR

It indicates whether the room requires change or not.

2. MODIFY

Allows you to change or not change bed linen information manually.

3. LAST CHANGE

Date of the last change of bed linens.

4. EN HABITACIÓN DESDE

Date since the client occupies the room. It may be different from the date of "check-in"l. For example, in the case that a room move have been done. The destination room will have the date of the day that the client has moved to it and the rule of change of bed linen will be applied this date.

LINEN MANAGEMENT AND WORKFLOW

1. Define how often to change bed linen

2. Assign day-to-day work: check bed linen changes and modify if necessary

3a. Tracking from your mobile phone

3b. Tracking from Room Status web

4. **Bed linen change information in job reports**

4. Linen change information in job reports

In the **Cleaning Times** and **Cleaning List** reports, information of bed linen change are also included.

1. INFORMES

Access to the reports section from the top menu.

1.1. Cleaning times and Cleaning list

Select "Cleaning Times" or "Cleaning List" report, and apply filters for the parameters you want, the report will show if each cleaning has had a change of bed linen or not. (Example: Cleaning List)

1.2. Bed linen changes.

The table shows each cleaning and if it has had a change of bed linen or not.

HMobile

HOUSEKEEPING

Linen Management and Workflow