

HMobile HOUSEKEEPING

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

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

1

Mobile Room Status

SettingsViewJob distributionReportsHelpExit

Available status

Associations between status

Night Audit Due In, Late CO and Urgent

Daily automatic change of states

Bed linen replacement

Filters >>

306 Results Showing from 1 - 33

Room	Type	Status	Urg	Situation	Due out	Due in
401	Single	Inspected Occupied		Due out	30/10/...	
402	Single	Inspected Occupied		Stay	19/11/...	
403	Single	Inspected Vacant		Stay	19/12/...	
404	Single	Dirty Occupied		Stay	17/12/...	
405	Single	Inspected Vacant		Stay	14/12/...	
406	Single	Dirty Occupied		Stay	17/11/...	
407	Single	Inspected Vacant		Stay	21/10/...	
408	Single	Clean Occupied		Stay	17/11/...	DI
409	Single	Dirty Occupied		Stay	14/12/...	
410	Single	Pick UP		Vacant	15/03/...	
412	Single	Inspected Vacant		Stay	18/11/...	
414	Single	Inspected Vacant		Stay	17/12/...	
415	Single	Clean Occupied		Stay	17/11/...	
416	Single	Dirty Occupied		Due out	21/11/...	
417	Single	Inspected Vacant		Due out		
418	Single	Inspected Vacant		Vacant		
419	Single	Inspected Vacant		Vacant		
420	Single	Inspected Vacant		Vacant		
501	Single	Inspected Vacant		Vacant		
502	Single	Inspected Vacant		Vacant		
503	Single	Inspected Vacant		Vacant		
504	Single	Inspected Vacant		Vacant		
505	Single	Inspected Vacant		Vacant		
506	Single	Inspected Vacant		Vacant		
507	Single	Inspected Vacant		Vacant		
508	Single	Inspected Vacant		Vacant		
509	Single	Inspected Vacant		Vacant		
510	Single	Inspected Vacant		Vacant		
512	Single	Inspected Vacant		Vacant		
514	Single	Inspected Vacant		Vacant		
515	Single	Inspected Vacant		Vacant		
516	Single	Inspected Vacant		Vacant		
517	Single	Inspected Vacant		Vacant		

Pages: 1 2 3 4 5 6 7 8 9 10

306 Results Showin

*

Status

None

Situation

All

Options

All

Users

No users selected

Dates

All

Floor

None

Due out date

None

Late checkout

All

Due in

All

2

Mobile Room Status

SettingsViewJob distributionReportsHelpExit

Credits

Sections

Staff

Teams

Daily close

Bed linen replacement

Help

ROOMS CREDITS

122 124.75

Credits by type of dependency

Room type	Nu
Individual	115
Double	2
Double superior	0
Junior suite	1
Suite	2
Hall	0
Area	1

Weighings

No weighing set

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".

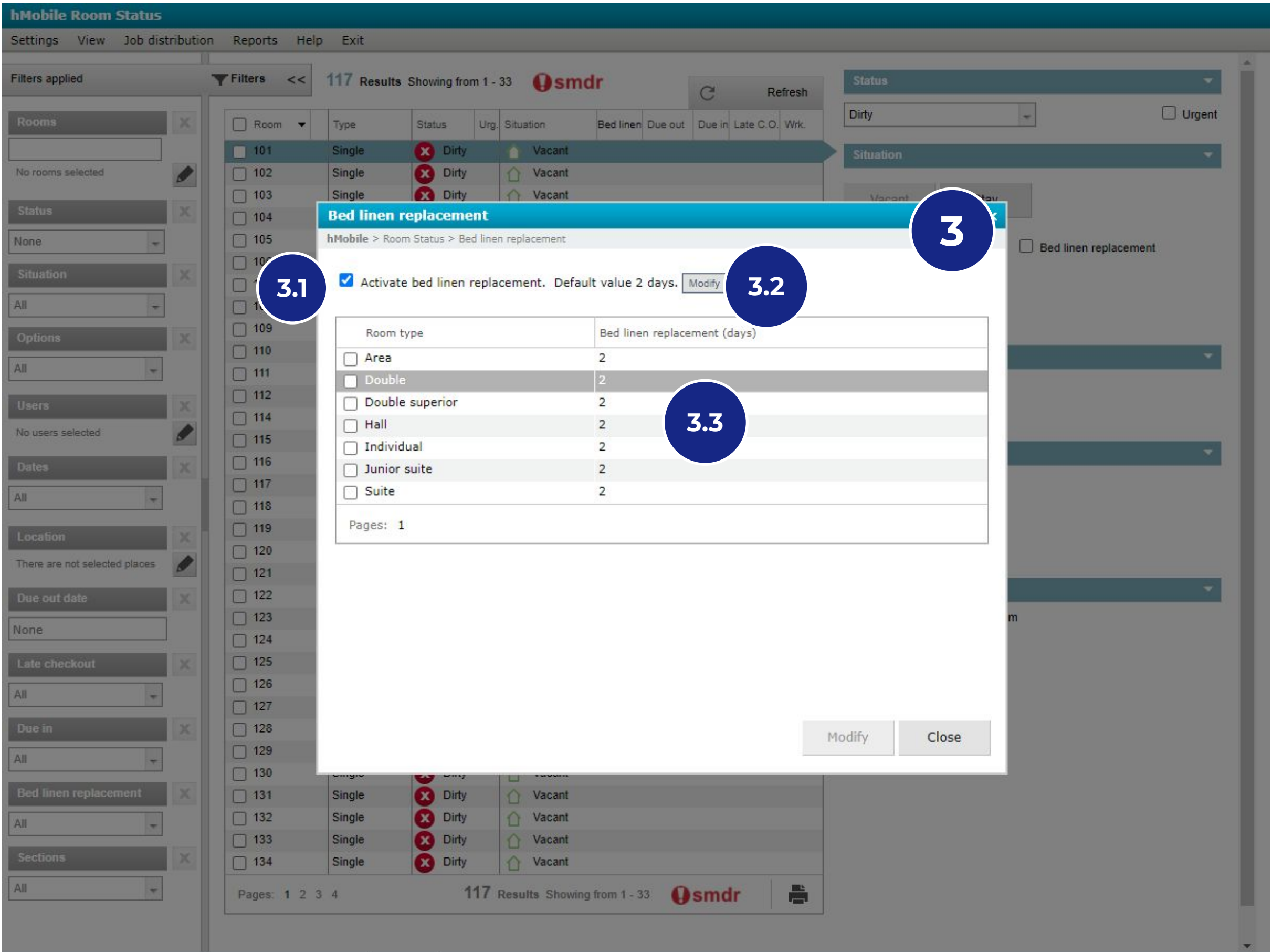
> Only in the case of having the Planning Module signed up

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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.

hMobile Room Status

SettingsViewJob distributionReportsHelpExit

>

BAHIA

Date08/01/2021

Rooms54

Credits54.00

HousekeeperFrancisca García

Supervisors1

Maids4

Remove

Print

Apply

1.Work volume2.Staff3.Allocation

UnfoldedCompact

1

1Credits19.00Rooms19

Several

Willette Hart

P1 Bahía

101	S	1.00	→
102	S	1.00	→
103	S	1.00	→
104	S	1.00	→
105	S	1.00	→
106	S	1.00	→
107	S	1.00	→
108	S	1.00	→
109		1.00	→
110		1.00	→
111		1.00	→
112		1.00	→
114		1.00	→
115		1.00	→
116	S	1.00	→
117		1.00	→
118	S	1.00	→
119		1.00	→
120		1.00	→

2Credits19.00Rooms19

Several

Willette Hart

P1 Bahía

121		1.00	→
122		1.00	→
123		1.00	→
124		1.00	→
125		1.00	→
126	S	1.00	→
127		1.00	→
128		1.00	→
P2 Bahía			
201		1.00	→
202		1.00	→
203	S	1.00	→
204		1.00	→
205		1.00	→
206		1.00	→
207		1.00	→
208		1.00	→
209	S	1.00	→
210		1.00	→
211	S	1.00	→

3Credits16.00Rooms16

Several

Supervisor

P2 Bahía

212		1.00	→
214		1.00	→
215		1.00	→
216		1.00	→
217	S	1.00	→
218		1.00	→
219		1.00	→
220		1.00	→
221		1.00	→
222		1.00	→
223	S	1.00	→
224		1.00	→
225		1.00	→
226		1.00	→
227		1.00	→
228		1.00	→

4Credits0Rooms0

Select maids

Supervisor

There are no rooms

+Add one

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

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

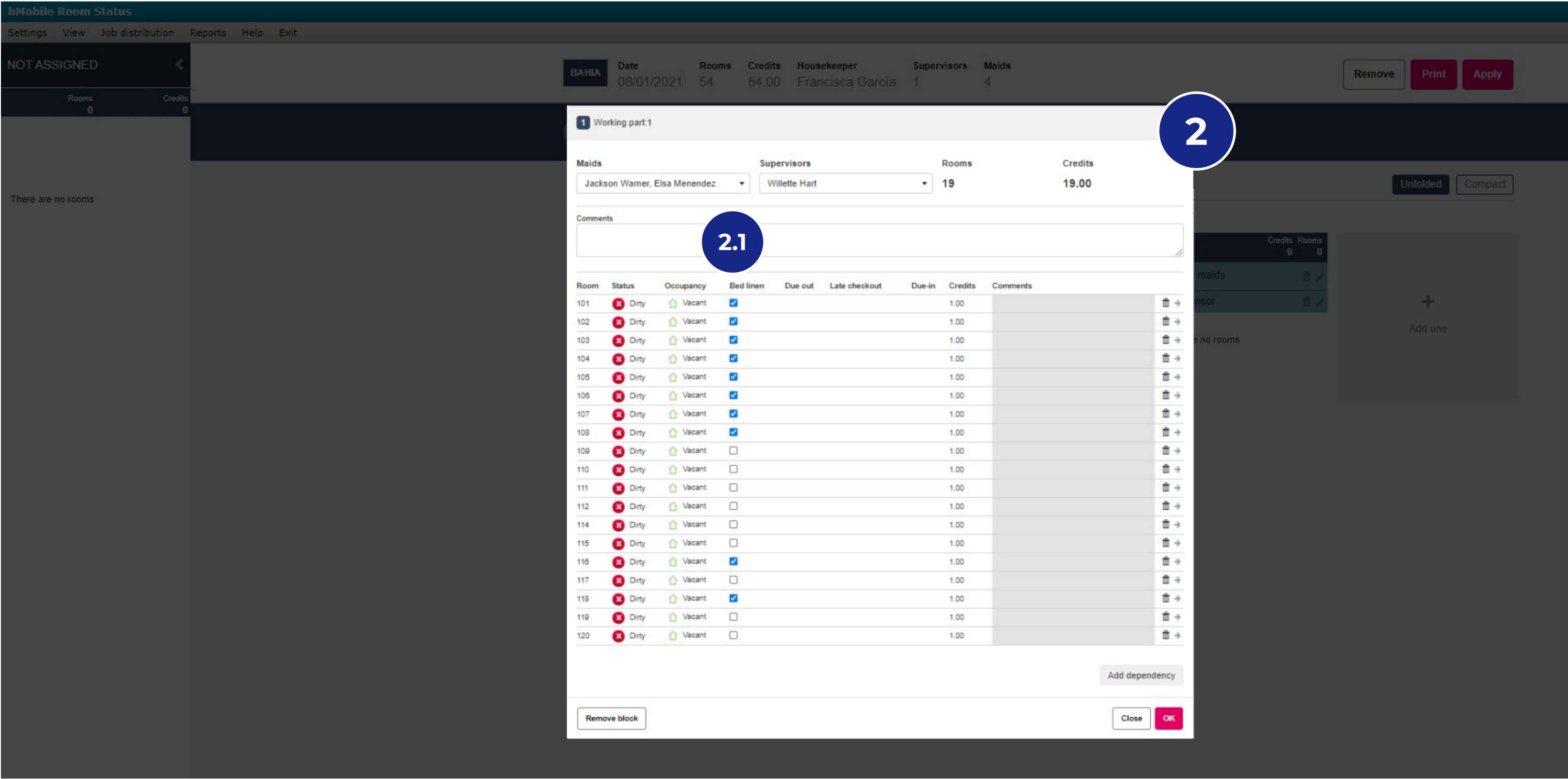
Once the configuration has been done, the information of bed linen changes is going to be automatically displayed in the daily planning. In addition, it is possible to make changes manually.

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

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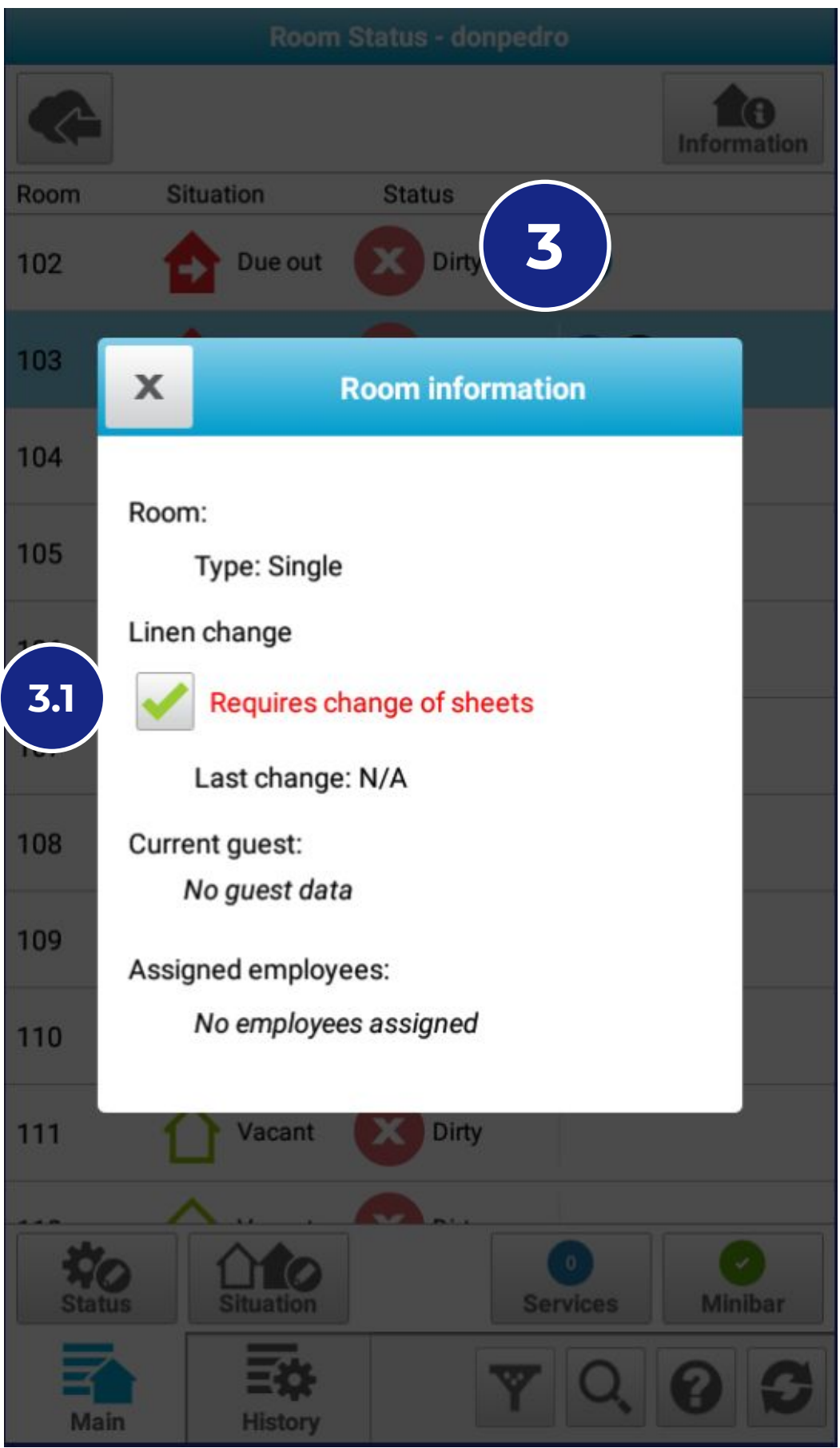
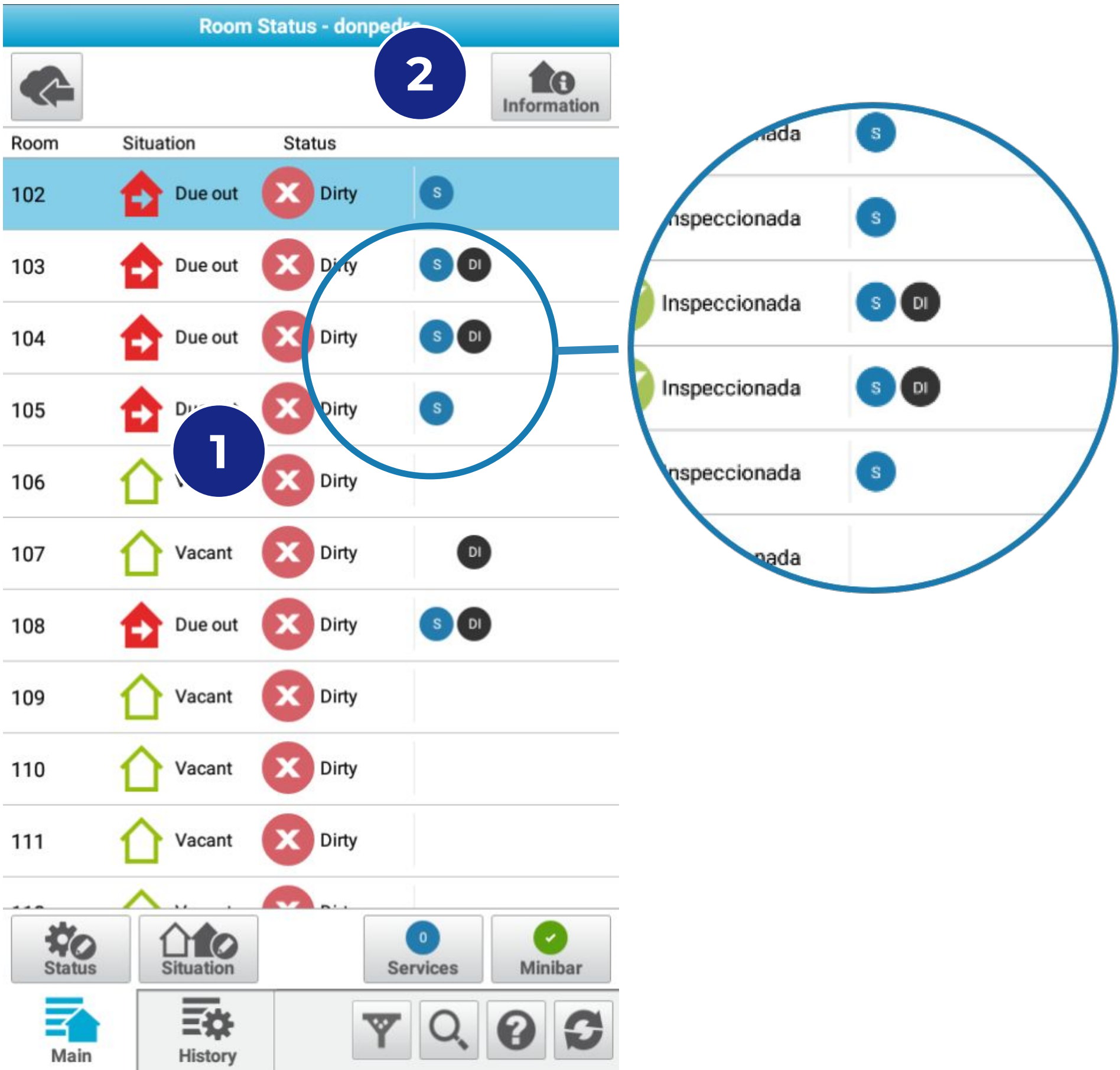
3a. Tracking from your mobile phone

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.

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3b. Tracking from Room Status Web

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

hMobile Room Status

SettingsViewJob distributionReportsHelpExit

Filters applied

Filters <<

117 Results Showing from 1 - 33

Refresh

Rooms

No rooms selected

Status

None

Situation

All

Options

All

Users

No users selected

Dates

All

Location

There are not selected places

Due out date

None

Late checkout

All

Due in

All

Bed linen replacement

All

Sections

All

Room	Type	Status	Urg.	Situation	Bed linen	Due out	Due in	Late C.O.	Wrk.
<input type="checkbox"/> 101	Single	Dirty		Due out					
<input type="checkbox"/> 102	Single	Dirty		Due out					
<input type="checkbox"/> 103	Single	Dirty		Due out					
<input type="checkbox"/> 104	Single	Dirty		Due out					
<input checked="" type="checkbox"/> 105	Single	Dirty		Due out					
<input type="checkbox"/> 106	Single	Dirty		Vacant					
<input checked="" type="checkbox"/> 107	Single	Dirty		Vacant					
<input type="checkbox"/> 108	Single	Dirty		Due out					
<input type="checkbox"/> 109	Single	Dirty		Vacant					
<input type="checkbox"/> 110	Single	Dirty		Vacant					
<input type="checkbox"/> 111	Single	Dirty		Vacant					
<input type="checkbox"/> 112	Single	Dirty		Vacant					
<input type="checkbox"/> 114	Single	Dirty		Vacant					
<input type="checkbox"/> 115	Single	Dirty		Vacant					
<input type="checkbox"/> 116	Single	Dirty		Due out					
<input type="checkbox"/> 117	Single	Dirty		Vacant					
<input type="checkbox"/> 118	Single	Dirty		Due out					
<input type="checkbox"/> 119	Single	Dirty		Vacant					
<input type="checkbox"/> 120	Single	Dirty		Vacant					
<input type="checkbox"/> 121	Single	Dirty		Vacant					
<input type="checkbox"/> 122	Single	Dirty		Vacant					
<input type="checkbox"/> 123	Single	Dirty		Vacant					
<input type="checkbox"/> 124	Single	Dirty		Vacant					
<input type="checkbox"/> 125	Single	Dirty		Vacant					
<input type="checkbox"/> 126	Single	Dirty		Due out					
<input type="checkbox"/> 127	Single	Dirty		Vacant					
<input type="checkbox"/> 128	Single	Dirty		Vacant					
<input type="checkbox"/> 129	Single	Dirty		Vacant					
<input type="checkbox"/> 130	Single	Dirty		Vacant					
<input type="checkbox"/> 131	Single	Dirty		Vacant					
<input type="checkbox"/> 132	Single	Dirty		Vacant					
<input type="checkbox"/> 133	Single	Dirty		Vacant					
<input type="checkbox"/> 134	Single	Dirty		Vacant					

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Status

Dirty

☐ Urgent

Situation

Vacant

Stay

☐ Due out

☐ Bed linen replacement

☐ Late checkout

☒ Due in

☐ Hour:

Room information

Current guest:
In the room since: 12/12/2020
MITCHELL KERON
Language: Unavailable
Checkin: Thursday, 01/07/2021
Due out: Monday, 01/11/2021

Work in progress

No open requests

New request

History

08/01/21 16:35 - TRAINER HMobile
Forcer à ne pas changer les draps
08/01/21 16:35 - TRAINER HMobile
Change in Due in hour: Disabled
08/01/21 16:35 - TRAINER HMobile
Change in Due in: Enabled
08/01/21 16:10 - TRAINER HMobile
Forcer le changement de feuilles

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". 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.

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4. Linen change information in job reports

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

1

hMobile Room Status

SettingsViewJob distributionReportsHelpExit

Select date

From01/12/2020To08/01/2021

Choose sections

Choose maids

Room type

Occupancy

Filter

General status

Cleaning times

Cleaning List

Deviations in times

Day closing mail report

TotalMaidsSectionsRoom type

MaidsRoom typeOccupancyTime exceeded

AllAllAllDisabled

Minimum timeCreditsAverage of creditMax creditMin credit

3s1695.0036min 34s46h 55min3s

Clean filtersPrintExport to Excel

Date	Cleans	Bed linen	Credits	Maids	Average of credits	Average credit time	Average time of dependencies
01/01/2021	3	30	37.00	1	1	30min 37s	30min 37s
01/12/2020	35	35	46.00	1	1	30min 8s	30min 8s
02/01/2021	44	30	44.00	1	1	39min 2s	39min 2s
02/12/2020	35	29	35.00	1	1	21min 56s	21min 56s
03/01/2021	38	26	38.00	1	1	1h 8min	1h 8min
03/12/2020	37	33	37.00	1	1	18min 52s	18min 52s
04/01/2021	51	24	51.00	1	1	59min 54s	
04/12/2020	25	18	25.00	1	1	25min 6s	25min 6s
05/01/2021	50	31	50.00	1	1	24min 34s	24min 34s
05/12/2020	6	2	6.00	1	1	11h 1min	11h 1min
06/01/2021	44	33	44.00	1	1	1h 31min	1h 31min
06/12/2020	54	44	54.00	1	1	31min 45s	31min 45s
07/01/2021	17	14	17.00	1	1	18min 10s	18min 10s
07/12/2020	66	40	66.00	1	1	24min 5s	24min 5s
08/01/2021	2	0	2.00	1	1	34min 4s	34min 4s
08/12/2020	29	22	29.00	1	1	41min 21s	41min 21s
09/12/2020	48	36	48.00	1	1	30min 24s	30min 24s
10/12/2020	47	35	47.00	1	1	22min 51s	22min 51s
11/12/2020	37	34	37.00	1	1	21min 4s	21min 4s
12/12/2020	17	12	17.00	1	1	25min 52s	25min 52s
13/12/2020	80	65	80.00	1	1	1h 1min	1h 1min
14/12/2020	93	52	93.00	1	1	28min 35s	28min 35s

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.

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Linen Management and Workflow