HMobile HOUSEKEPING

Towels Management and Workflow





Hmobile helps you to manage daily towels changes.

Hmobile automatically suggests which rooms are going to require a towels 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





- 1. Define how often to change towels
- 2. Assign day-to-day work: check towels changes and modify if necessary
- 3a. Tracking from your mobile phone
- 3b. Tracking from Room Status web
 - 4. Towels change information in job reports

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1. Define how often to change towels

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

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tere are not selected	124	Single	Sucia	A Vacant									
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Room type	Rooms
Individual	117
Double	2
Double superior	0
Junior suite	1
Suite	2
Hall	0
Area	4
Zona noble	1
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Occupancy	c
Vacant	R

SETTING ACCESS

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

1. ROOM STATUS > SETTINGS > TOWELS REPLACEMENT

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

2. ROOM STATUS > JOB DISTRIBUTION > SETTINGS > TOWELS REPLACEMENT

Access the "Job distribution" section from the "Top Menu", select "Settings" and in the side menu "Towels replacement".

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





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hMobile Room Stat	us									
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3. TOWELS REPLACEMENT

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

3.1. Activate/Deactivate towels replacement

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

3.2. Default value

Set for how many days of a client's stay a change of towels 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.











- **1.** Define how often to change towels
- necessary
- 3a. Tracking from your mobile phone
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2. Assign day-to-day work: see towels changes and modify if



2. Asign day-to day work: check towels changes and modify if necessary

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

hMobile	Room	Status													
Settings	View	Job distribution	Reports	Help	Exit										
>						BAHIA	Date 20/10/2022	Rooms 27	Credits 20.25	Housekeeper Obdulia Go	mez	Supervisors 1	s Maids 3		
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						Status wt	nen planning	Current	status						
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	Remove Print Apply
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1. LIST OF WORK REPORTS

In rooms where towels need to be changed, an "T" indicator is displayed.

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







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

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

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2. DETAILS OF A WORK REPORT

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

2.1. Towels replacement

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

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



Choose a room and click on "Information" to see

more information about it.

3. ROOM TYPE

1. ROOM LIST

require a change of towels.

2. INFORMATION

This screen will show additional information.

3.1. Towels change

Supervisors can manually modify the towels 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 towels changes is shown and modifications can be made.

hMobile Room Status						
Settings View Job distribution	Reports Help	Exit				
Filters applied	▼Filters <<	122 Results	Showing from 1 - 33			C Refresh
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No rooms selected	102	Single	🗴 Dirty 🗔	Make up room	TS 22/09	1
	103	Single	Dirty	Cccupied	1 S 22/09	
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Guest service status	107	Single	🚺 Inspeccionada	🕜 Vacant	14/09	
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All	115	Single	🔀 Dirty	Cccupied		
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	118	Single	🔀 Dirty	Checked out	21/09	
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	121	Single	🔀 Dirty	Cccupied		
Location	122	Single	🛛 Dirty	Cccupied		
There are not selected	123	Single	🛛 Dirty	🚹 Vacant		
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Due out date	125	Single	🔀 Dirty	Cccupied		
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1. INDICATOR

It indicates whether the room requires change or not.

2. MODIFY

Allows you to change or not change towels information manually.

3. LAST CHANGE

Date of the last change of towels.

4. IN ROOM SINCE:

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 towels will be applied this date.



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4. Towels change information in job reports

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

hMobile Room Status												
Settings View Job distributio	on Reports Help Exit General status Cleaning times	Maids R All A	oom type Occupancy Time II All Disat	exceeded oled								
From 01/12/2020 Cleaning List Deviations in times Day closing mail report		Minimun 3s	3s 1695.00 36min 34s 46h 55min 3s									
08/01/2021	Date	Cleans	Bed linen	Credits	Maids	Average of credits	Average credit time					
Choose sections	01/01/2021	?	30	37.00	1	1	30min 37s					
	01/12/2020	1.1.	35	46.00	1	1	30min 8s					
Choose maids	02/01/2021	44	30	44.00	1	1	39min 2s					
	02/12/2020	35	29	35.00	1	1	21min 56s					
Room type	03/01/2021	38	26	38.00	1	1	1h 8min					
Occupancy >	03/12/2020	37	33 1.2.	37.00	1	1	18min 52s					
	04/01/2021	51	24	51.00	1	1	59min 54s					
	04/12/2020	25	18	25.00	1	1	25min 6s					
	05/01/2021	50	31	50.00	1	1	24min 34s					
	05/12/2020	6	2	6.00	1	1	11h 1min					
	06/01/2021	44	33	44.00	1	1	1h 31min					
	06/12/2020	54	44	54.00	1	1	31min 45s					
	07/01/2021	17	14	17.00	1	1	18min 10s					
	07/12/2020	66	40	66.00	1	1	24min 5s					
	08/01/2021	2	0	2.00	1	1	34min 4s					
	08/12/2020	29	22	29.00	1	1	41min 21s					
	09/12/2020	48	36	48.00	1	1	30min 24s					
	10/12/2020	47	35	47.00	1	1	22min 51s					
	11/12/2020	37	34	37.00	1	1	21min 4s					
	12/12/2020	17	12	17.00	1	1	25min 52s					
Filter	13/12/2020	80	65	80.00	1	1	1h 1min					
	14/12/2020	93	52	93.00	1	1	28min 35s					

1. REPORTS

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 towels or not. (Example: Cleaning List)

1.2. Towels changes.

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

	Clean filters Print Export to Excel
Average time of dependence	les
30min 37s	
30min 8s	
39min 2s	
21min 56s	
1h 8min	
18min 52s	
25min 6s	
24min 34s	
11h 1min	
1h 31min	
31min 45s	
18min 10s	
24min 5s	
34min 4s	
41min 21s	
30min 24s	
22min 51s	
21min 4s	
25min 52s	
1h 1min	
28min 35s	







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