

TIP



Guest Room Production Map

- Raise order by updating Arrival
 - Add room status from Product and Service module or task that are linked to the asset. When we have a periodic maintenance schedule we can add that to this loop.

Setup Time

- Clean the room
- Maintenance check the room activate on factor guest arrival date and time.

Machine Time

- Switch on Air Conditioner 3 hours before guest arrival time.
- Switch on boiler as the guest checked in and stop after 1 hour.
- Switch on Television as the guest is checked in.
- Interface of IOT which automate the system.

Run Time

- Place Amenities by house keeping department.
- Place room service items by F&B department
- Inspection by supervisor and notify arrival
- Turn Down service
- Clear room service item
- Clear amenities
- Clear Room for checkout

Workflow

Routing

- Sales Department Updates Products and services
- Room Nos Made active for sales
- Sales and marketing Dept Punches the work order in ERP
- Front Office Pulls the work order in Order Book (Arrival Form)
- Front Office Updates the Arrival and Submits for approval to general admin department
- General admin approves the work order and the same is submitted
- The work flow engine automatically pushes this communication to all work centers related to the work flow of this product

Work Order



Work Center: House Keeping Department



Work List :Keep Guest rooms ready(AHK)



Room boy Clean
The Room

Engineer Check
The Room

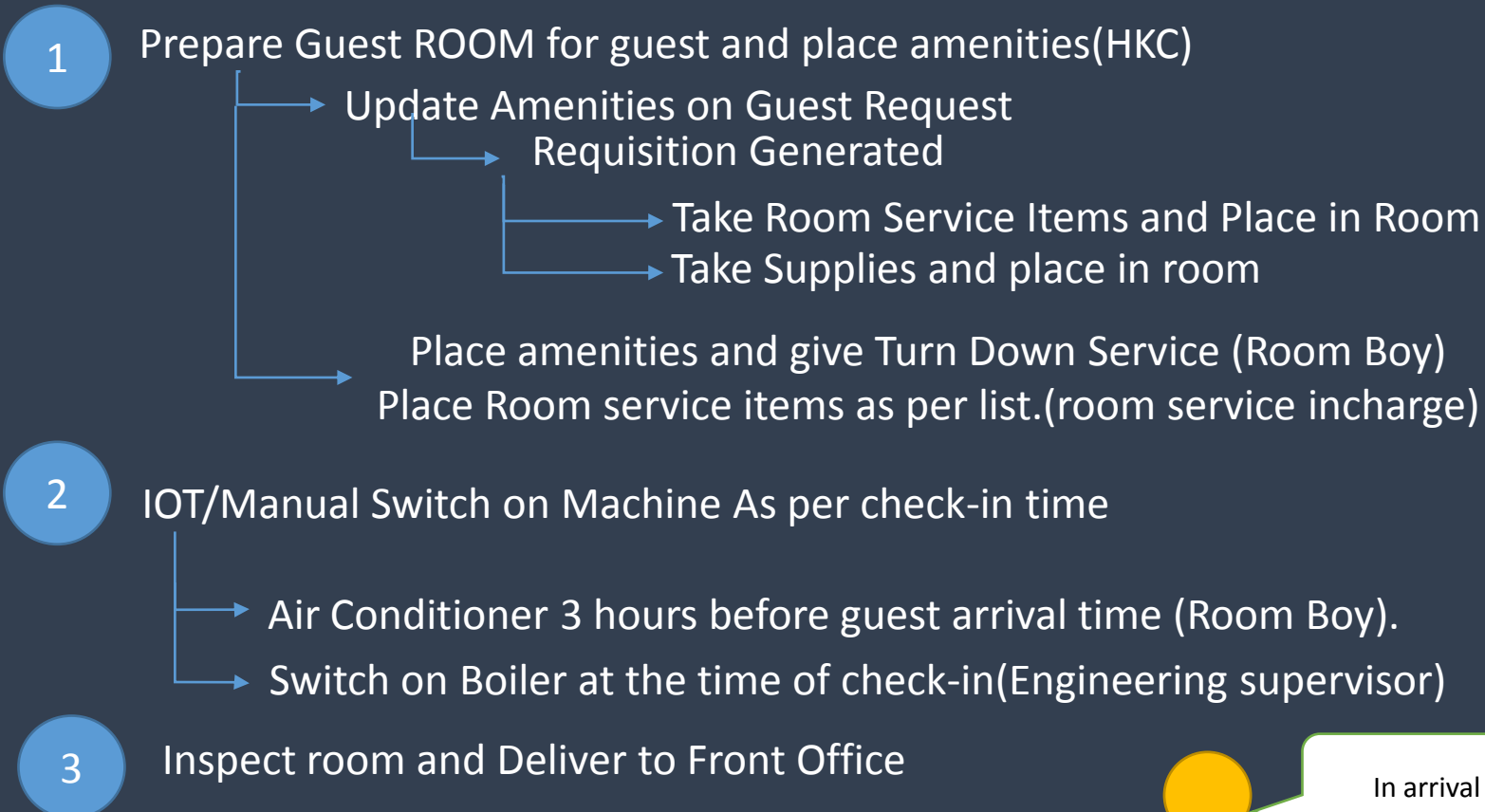
Work Order

Front office update order List (Arrival List)



In arrival Room status will show as not ready for delivery

Work Order Activates Work List for Room as per arrival list



In arrival Room status will show as ready for delivery

Arrival

Guest Check-In

WCFO :Update room status as guest checking in Checklist

This will broadcast All the work centers that the guest has arrived and activate the checklist list item related to the guest.

IOT Switch on Television showing welcome message to the Guest

Switch on mood lighting

F&B department Serve welcome drink to Guest

This Example is of check in process and facilities linked to room as per arrival /work order

Arrival



In arrival Room status will show as occupied

Guest Staying

Clean occupied room by housekeeping department (room boy)

Turn Down Service is provided (room boy)

Replenish minibar mineral water and room service items (RSI)

Turn on mood lightening

Approve above work (AHK)

These facilities were provided to room guest as they were staying in the hotel.

Arrival

Room Check Out

- ➔ Billing and Check out (FOA)
- ➔ Clear Amenities(AHK)
- ➔ Clear Room Service (RSI)
- ➔ Check Lost and Found items And Report to Front Office (AHK)

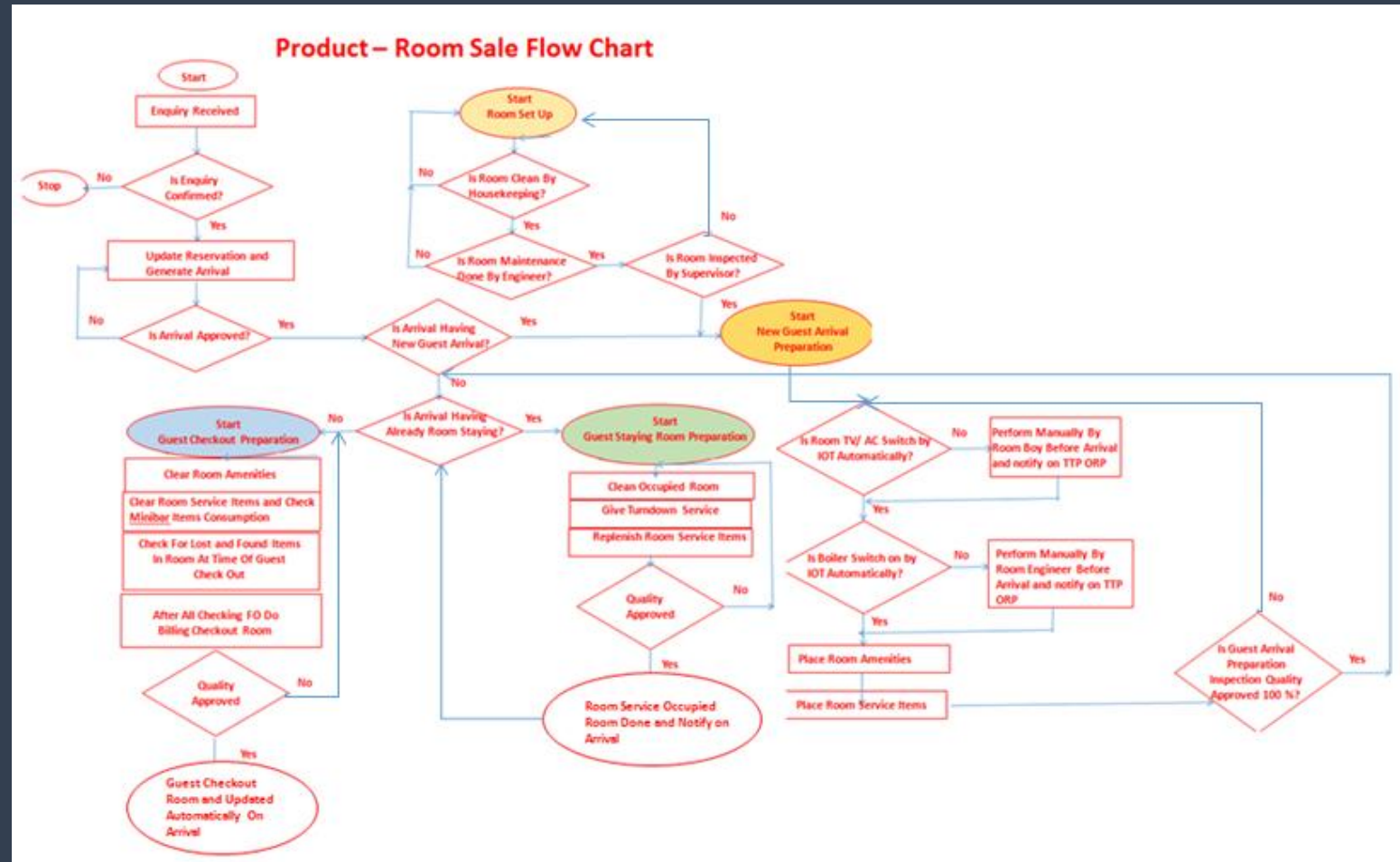
These facilities were provided to room guest as they were check out from the hotel

Order Completed



In arrival Room status will show as not ready for delivery

Based on above routing plan work list are created in work flow engine as below



Example :

1. Production Plan – Guest Room Delivery

Set Up Time Define Based on Man, Material and Machine

TTmail Workspace TOffice Calendar Blog MyProfile TWiki Dashboard Contacts

TipTopMail Calendar Workspace Dashboard

YTD Default Date From 01-04-2016 To 26-08-2017 PrivWeek hotel room KPI DGM,HKI,FO1,HKCD,RALL,narpatsingh,DGM@rajpalace.local

ParentName

Action Item

ParentName:	StartTime	TrendQ	Resp	AsgTo	Appr	Start	Dur	End	ER	QR	StatusR	StatusA	Priority
> To Complete Set Up Of Hotel Room For Production	10:00:00	↓	HKC	HKC	DGM	8/1/2017 10:00:00 AM	200	8/1/2017 1:20:00 PM	0	0	■	■	0 !
> Set Up Room 324	11:00:00	↓	AP5	AP5	HKC	8/26/2017 11:00:00 AM	40	8/26/2017 11:40:00 AM	0	0	■	■	0 !

Child Task

Drag a column header and drop it here to group by that column

Rating	Action Required	Start Date	Time	Dur	Decisic	Respons	Assign To	Approv	Owner
> ☆☆☆☆	Set Up Room 324	8/26/2017 11:00:00 AM	8/26/2017 11:00:00 AM	40	AP5	AP5	HKC	HKI	
> ☆☆☆☆	CLEAN DOOR AND WINDOW	8/26/2017 7:00:00 AM	8/26/2017 7:00:00 AM	1	AP3	AP5	HKC	HKI	
> ☆☆☆☆	CLEAN LUGGAGE RACK	8/26/2017 7:00:00 AM	8/26/2017 7:00:00 AM	1	AP3	AP5	HKC	HKI	
> ☆☆☆☆	CHECK ALL THE SWITCHES	8/26/2017 4:20:00 PM	8/26/2017 4:20:00 PM	1	EH1	AP5	HKC	HKI	
> ☆☆☆☆	CHECK TABLE AND CHAIR BUFFER	8/26/2017 4:54:00 PM	8/26/2017 4:54:00 PM	1	CARP	AP5	HKC	HKI	
> ☆☆☆☆	CHECK TABLE DRAWER	8/26/2017 4:55:00 PM	8/26/2017 4:55:00 PM	1	CARP	AP5	HKC	HKI	
> ☆☆☆☆	POP UP WASTE WATER CHECKING	8/26/2017 5:11:00 PM	8/26/2017 5:11:00 PM	1	PLUB	AP5	HKC	HKI	

Housekeeping Boy (Dept. Housekeeping)

Electrical Engineer (Dept. Maintenance)

Carpenter (Dept. maintenance)

Plumber (dept. Maintenance)

5. Pre Arrival Room Services Actions Activated Automatically

TTmailWorkspaceTTOfficeCalendarBlogMyProfileTTWikiDashboardContacts

TipTopMailCalendarWorkspaceDashboard

YTDDefault DateFrom01-04-2016To26-08-2017PrvWeek

KPIAHK,RALL,ajeet,HTHK1,HTHK1@rajpalace.local,AHK@rajpalace.local

ParentName

Rating	Action Item	StartTime	TrendQ	Resp	AsgTo	Appr	Start	Dur	End	ER	QR	StatusR	StatusA	Priority
ParentName:														
> <input type="checkbox"/> ☆☆☆☆☆	To Prepare Room Before Arival	10:00:00	↓	AHK	AHK	HKC	8/26/2017 10:00:00 AM	10	8/26/2017 10:10:00 AM	0	0			0 !

Child Task

Drag a column header and drop it here to group by that column

Rating	Action Required	Start Date	Time	Dur	Decisic	Respons	Assign To	Approv	Owner
> <input type="checkbox"/> ☆☆☆☆☆	To Prepare Room Before Arival	8/26/2017 10:00:00 AM	8/26/2017 10:00:00 AM	10		AHK	AHK	HKC	HKI
> <input type="checkbox"/> ☆☆☆☆☆	SWITCH ON AIR CONDITIONER 3 HOURS BEFORE GUEST ARRIVAL TIME	8/26/2017 7:45:00 PM	8/26/2017 7:45:00 PM	1		AHK	AHK	HKC	HKI
> <input type="checkbox"/> ☆☆☆☆☆	SWITCH ON BOILER AS THE GUEST CHECKED IN AND STOP AFTER 1 HOUR	8/26/2017 7:46:00 PM	8/26/2017 7:46:00 PM	1		TECA	AHK	HKC	HKI
> <input type="checkbox"/> ☆☆☆☆☆	SWITCH ON TELEVISION AS THE GUEST IS CHECKED IN	8/26/2017 7:48:00 PM	8/26/2017 7:48:00 PM	1		AHK	AHK	HKC	HKI

6. Occupied Room Services Actions Activated Automatically

TTmailWorkspaceTTOfficeCalendarBlogMyProfileTTWikiDashboardContacts

ajeet singh

YTD

Default Date

From

01-04-2016

To

26-08-2017

PrvWeek

morning

KPI

AHK,RALL,ajeet,HTHK1,HTHK1@rajpalace.local,AHK@rajpalace.local

ParentName

Rating

Action Item

StartTime

TrendQ

Resp

AsgTo

Appr

Start

Dur

End

ER

QR

StatusR

StatusA

Priority

ParentName:

>

Morning service and making rooms, making mini-bar report & handing to F & B ,replenishing the mini bar in rooms.

12:00:00

AHK

AHK

HKC

8/25/2017 12:00:00 AM

120

8/25/2017 2:00:00 AM

0.66

0

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Print

Company: RAJ PALACE HO

DeptName: HOUSE KEEPING

Task: Morning service and making rooms, making mini-bar report & handing to F & B ,replenishing the mini bar in rooms.

ChecklistName: GUEST SERVICES AT TIME OF OCCUPIED ROOM

ChecklistItem

ResName	Location	StartDate	Duration	AsgnTo	
Checklistitem: CLEAR AMENITIES					
>	HK	8/25/2017 7:56:00 PM	1	AHK	□□□□□□
Checklistitem: CLEAR ROOM SERVICE ITEM					
>	ROYAL LOUNGE	8/25/2017 7:59:00 PM	1	CCB1	□□□□□□
Checklistitem: PLACE AMENITIES BY HOUSE KEEPING DEPARTMENT					
>	HK	8/25/2017 7:52:00 PM	1	AHK	□□□□□□
Checklistitem: PLACE ROOM SERVICE ITEMS BY F&B DEPARTMENT					
>	ROYAL LOUNGE	8/25/2017 7:53:00 PM	1	CCB1	□□□□□□
Checklistitem: TURNDOWN SERVICE					
>	HK	8/25/2017 7:54:00 PM	1	AHK	□□□□□□

7. Guest Services On Staying Room Actions Activated Automatically

TTmail

WorkSpace

TOffice

Calendar

Blog

MyProfile

TTWiki

Dashboard

Contacts

hathi singh

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📅

🔔

☰

TipTopMail

Calendar

Workspace

Dashboard

👁️

YTD

Default Date

From

01-04-2016

To

26-08-2017

PrvWeek

making

🔑

🖨️

KPI

DHK,RALL,hathisingh,DHK@rajpalace.local,AHKCONTR,AHKCONTR@TIPTOPMAIL.COM

ParentName

Rating

📌

📖

🔗

📅

Action Item

📅

📌

StartTime

TrendQ

Resp

AsgTo

Appr

Start

Dur

End

ER

QR

StatusR

StatusA

Priority

ParentName:

>

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Making cleaning bag, completing the stock register, making rooms report, making daily housekeeping report

📅

18:15:00

⬇️

DHK

DHK

HKC

8/26/2017 6:15:00 PM

45

8/26/2017 7:00:00 PM

0

0

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Print

Company: RAJ PALACE HO

DeptName: HOUSE KEEPING

Task: Making cleaning bag, completing the stock register, making rooms report, making daily housekeeping report

ChecklistName: GUEST STAYING SERVICES CHECKLIST

ChecklistItem

ResName	Location	StartDate	Duration	AsgnTo	
Checklistitem: REPLENISH MINIBAR MINERAL WATER AND ROOM SERVICE ITEMS					
>	ROYAL LOUNGE	8/25/2017 8:11:00 PM	1	CCB1	☐☐☐☐☐☐
Checklistitem: ROOM INSPECTION BY SUPERVISOR AND NOTIFY ARRIVAL					
>	HK	8/25/2017 8:08:00 PM	1	AHK	☐☐☐☐☐☐
Checklistitem: SWITCH ON MOOD LIGHTING					
>	HK	8/25/2017 8:09:00 PM	1	AHK	☐☐☐☐☐☐
Checklistitem: TURNDOWN ON BED					
>	HK	8/25/2017 8:09:00 PM	1	AHK	☐☐☐☐☐☐

8. Room Checkout Process Actions Activated Automatically

TTmailWorkspaceTTOfficeCalendarBlogMyProfileTTWikiDashboardContacts

YTD

Default Date

From

01-04-2016

To

26-08-2017

PrvWeek

checkout

KPI

FOA,RALL,aravind,FOA@rajpalace.local,HTFO1,HTFO1@rajpalace.local

ParentName

Action Item

StartTime

TrendQ

Resp

AsgTo

Appr

Start

Dur

End

ER

QR

StatusR

StatusA

Priority

ParentName:

>

To process Checkout Room

10:00:00

FOA

FOA

FO1

8/25/2017 10:00:00 AM

10

8/27/2017 10:10:00 AM

0

0

0

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Print

Company: RAJ PALACE HO

DeptName: FRONT OFFICE

Task: To process Checkout Room

ChecklistName: ROOM CHECK OUT CHECKLIST

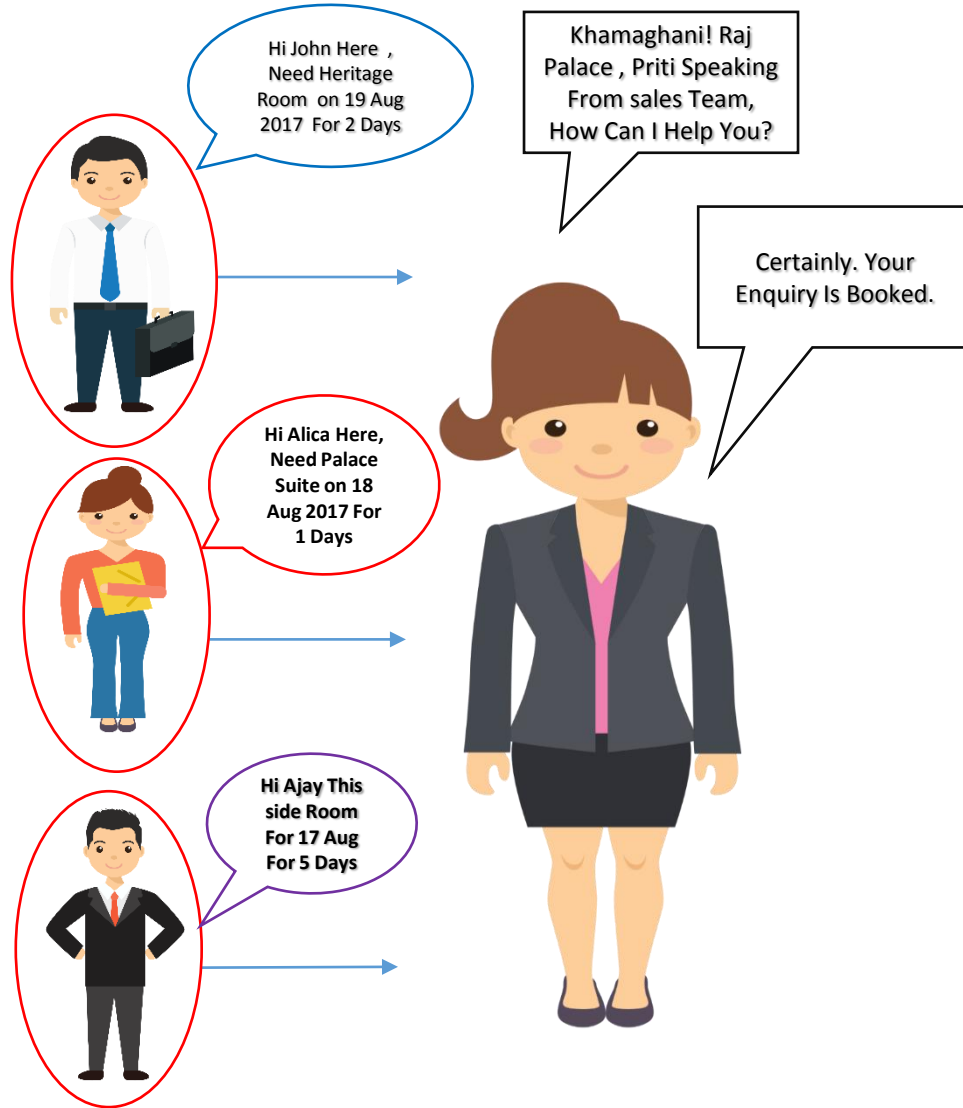
ChecklistItem

ResName	Location	StartDate	Duration	AsgnTo	
Checklistitem: BILLING AND CHECK OUT					
>	Reception	8/25/2017 8:14:00 PM	1	FOA	□□□□□□
Checklistitem: CHECK LOST AND FOUND ITEMS AND REPORT TO FRONT OFFICE					
>	HK	8/25/2017 8:16:00 PM	1	DHK	□□□□□□
Checklistitem: CLEAR AMENITIES					
>	HK	8/25/2017 8:14:00 PM	1	AHK	□□□□□□
Checklistitem: CLEAR ROOM SERVICE ITEM					
>	ROYAL LOUNGE	8/25/2017 8:15:00 PM	1	CCB1	□□□□□□

Example – Pre Guest Arrival Work Flow

It will show how Arrival Work Order updated and all Actions plan activated to all Work centers, completed and performance score highlighted.

1. Enquiry – Prospect Work Order



HOTEL RESERVATION

Reservations

Category: RESERVATION

Email:

Alternate Email:

Subject:

Request: ☐ Request for information ☐ Request for proposal

Title: Mr.

First Name:

Last Name:

Prefix(Sr., Jr., MD., etc):

Position:

Company:

Country: Afghanistan

Telephone:

Reminder: None

Priority: HIGH

Font Name: Real...

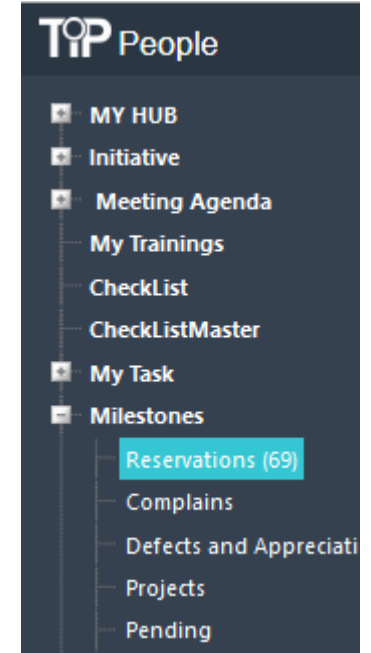
Brochures: ☐ Hotel Brochure ☐ Wedding Brochure

Preferred method of contact: ☐ Telephone ☐ Email ☐ Writing

Yes, add me to The Raj Palace community: ☐

Register on site: ☐

Save Cancel



**All Confirmed
Reservations Will
Now Update In
Arrival Form**

2. Arrival (Work Order) Creation

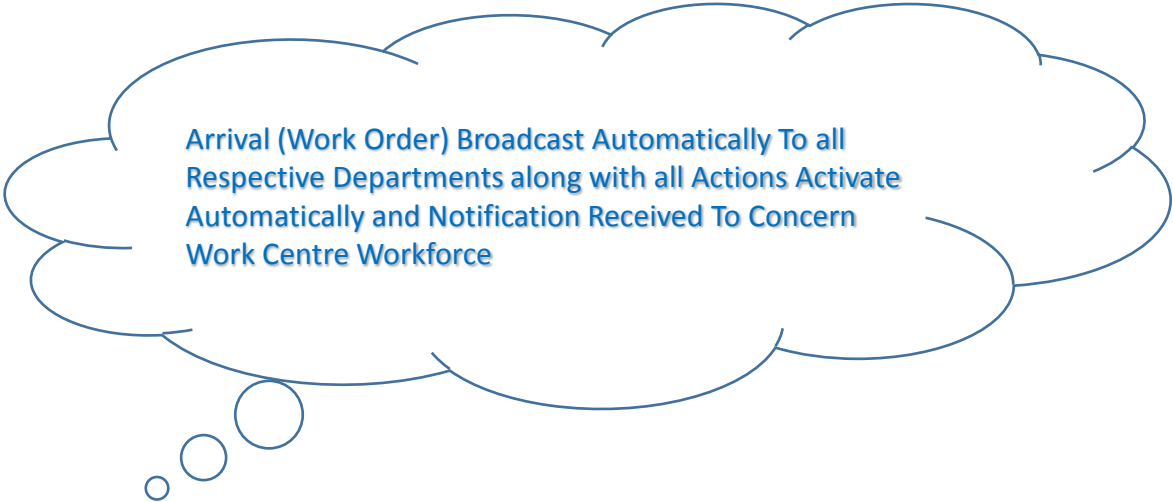
Arrival Form



Edit Record

ReservationId	15469
GuestCode	
Pax	3
RoomNo	None selected -
RoomType	HTG
TotalRoom	1
TypeDetail	NewArrival
Name	CHIKAYASU YOSHIO
GroupName	
GuestInfo	
SpIInstruct	
Misc	
Sgl	0
Dbl	0
Twin	0
Trpl	1
Nationality	IND
Time	
Plan	CP
BreakFast	0
Lunch	0
Dinner	0
Departure	20/08/2017
Company	VAISHALI TRAVEL SERV

☐ ☐



18

Viivek Sharma

Arrival Updated on 18 August 2017 6:15 PM

4. Work Order Display For Every Departments

Arrival Display

Display The Arrival Report For The Date

15/08/2017



GO

Excel Report

[illegible]

Total Pax	18	Total B/F	0	Total Lunch	0	Total Dinner	0
New Arrival		1					
Staying		1					
Check Out		7					

Occupancy forecast for the next three days

DateTrn	FillDate	TotalRoom	LunchType	TotalLunch	DinnerType	TotalDinner
<						>
<						>

3. Housekeeping Work Center – Room Attendant Workspace where action item items automatically completed based on IOT

TOP People

TTmail Workspace TTOffice Calendar Blog MyProfile TTWiki Dashboard Contacts

MY HUB

Current Actions (10)

New Task

Assigned

Assigned Approve

Initiative

Meeting Agenda

My Trainings

CheckList

CheckListMaster

My Task

To Complete

Delegated Assign

Pending Approval

Upcoming

Pause

To Check

Owner

Finished

Complete

Milestones

Approve

Closed

TipTopMail Calendar Workspace Dashboard

YTD

Default Date

From

01-04-2016

To

01-09-2017

PrvWeek

ParentName

Rating **Action Item** StartTime TrendQ Resp AsgTo Appr Start Dur End ER QR StatusR StatusA Priority

ParentName:

Prepare 102 Room Before Guest Arival

08:00:00

AHK

AHK

HKC

8/25/2017 8:00:00 AM

10

8/25/2017 8:10:00 AM

0

0

0

!

Child Task

Drag a column header and drop it here to group by that column

Rating	Action Required	Start Date	Time	Dur	Decisic	Respons	Assign To	Approv	Owner
<div>></div> <div></div> <div>☆☆☆☆☆</div> <div>☆☆</div>	<div>Prepare 102 Room Before Guest Arival 0</div>	8/25/2017 8:00:00 AM	8/25/2017 8:00:00 AM	10		AHK	AHK	HKC	HKI
<div>></div> <div><input checked="" type="checkbox"/></div> <div>★★★★★</div> <div>★</div>	<div>SWITCH ON AIR CONDITIONER 3 HOURS BEFORE GUEST ARRIVAL TIME 1</div>	8/25/2017 9:00:00 AM	8/25/2017 9:00:00 AM	1		AHK	AHK	HKC	HKI
<div>></div> <div></div> <div>☆☆☆☆☆</div> <div>☆☆</div>	<div>SWITCH ON BOILER AS THE GUEST CHECKED IN AND STOP AFTER 1 HOUR</div>	8/25/2017 9:00:00 AM	8/25/2017 9:00:00 AM	1		TECA	AHK	HKC	HKI
<div>></div> <div><input checked="" type="checkbox"/></div> <div>★★★★★</div> <div>★</div>	<div>SWITCH ON TELEVISION AS THE GUEST IS CHECKED IN 1</div>	8/25/2017 9:00:00 AM	8/25/2017 9:00:00 AM	1		AHK	AHK	HKC	HKI

0

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Example – Pre Guest Arrival Work Flow For New Guest Arrival For Room 102

It will show how Arrival Work Order For Room 102 updated and all Actions plan activated to all Work centers, completed and performance score highlighted.

4. Maintenance Work Center – Maintenance Engineer Workspace where Action Items automatically completed by IOT

TOP People

TmailWorkspaceTTOfficeCalendarBlogMyProfileTTWikiDashboardContacts

67

Sunil K Bakshi

Current Actions (67)

New Task

Assigned

Assigned Approve

Initiative

Meeting Agenda

My Trainings

CheckList

CheckListMaster

My Task

To Complete

Delegated Assign

Pending Approval

Upcoming

Pause

To Check

YTD

Default Date

From

01-04-2016

To

01-09-2017

PrvWeek

KPI

EH2,TECA,ENGI,MANI,EH,RALL,APE,sunilbakshi,TECA@rajpalace.local,APE@rajpalace.local,CTECA,CTECA@TIPTOPMAIL.COM

ParentName

Action Item

StartTime

TrendQ

Resp

AsgTo

Appr

Start

Dur

End

ER

QR

StatusR

StatusA

Priority

Child Task

Drag a column header and drop it here to group by that column

Rating	Action Required	Start Date	Time	Dur	Decisic	Respons	Assign To	Approv	Owner
> <div><div></div><div>☆☆☆☆</div></div>	<div><div></div><div>Prepare 102 Room Before Guest Arival</div><div>0</div></div>	8/25/2017	8/25/2017	10		AHK	AHK	HKC	HKI
> <div><div></div><div>☆☆☆☆</div></div>	<div><div></div><div>SWITCH ON BOILER AS THE GUEST CHECKED IN AND STOP AFTER 1 HOUR</div><div>1</div></div>	8/25/2017	8/25/2017	1		TECA	AHK	HKC	HKI

5. All Actions Items Completed by All Work Centers and Final Task Completed By Responsible Person

TOP People

TTmail Workspace TTOffice Calendar Blog MyProfile TTWiki Dashboard Contacts

MY HUB

Current Actions (10)

New Task

Assigned

Assigned Approve

Initiative

Meeting Agenda

My Trainings

CheckList

CheckListMaster

My Task

To Complete

Child Task

Drag a column header and drop it here to group by that column

	Rating	Action Required	Start Date	Time	Dur	Decisic	Respons	Assign To	Approv	Owner	
>	<input type="checkbox"/>		Prepare 102 Room Before Guest Arival 0	8/25/2017 8:00:00 AM	8/25/2017 8:00:00 AM	10		AHK	AHK	HKC	HKI
>	<input checked="" type="checkbox"/>		SWITCH ON AIR CONDITIONER 3 HOURS BEFORE GUEST ARRIVAL TIME 1	8/25/2017	8/25/2017	1		AHK	AHK	HKC	HKI
>	<input checked="" type="checkbox"/>		SWITCH ON BOILER AS THE GUEST CHECKED IN AND STOP AFTER 1 HOUR								
>	<input checked="" type="checkbox"/>		SWITCH ON TELEVISION AS THE GUEST CHECKED IN 1								

Subject : Prepare 102 Room Before Guest Arival

Details

Add New Message

Complete Task ☒

Rating

6. Pre Guest Arrival Actions Done and Approves By Supervisor

TOP People

TTmail Workspace TTOffice Calendar Blog MyProfile TTWiki Dashboard Contacts

MY HUB

Current Actions (224)

New Task

Assigned

Assigned Approve

Initiative

Meeting Agenda

My Trainings

CheckList

CheckListMaster

My Task

To Complete

TipTopMail Calendar Workspace Dashboard

Subject : Prepare 101 Room Before Guest Arival

Details

Add New Message

Complete Task ☒

Rating

★ ★ ★ ★ ★

5

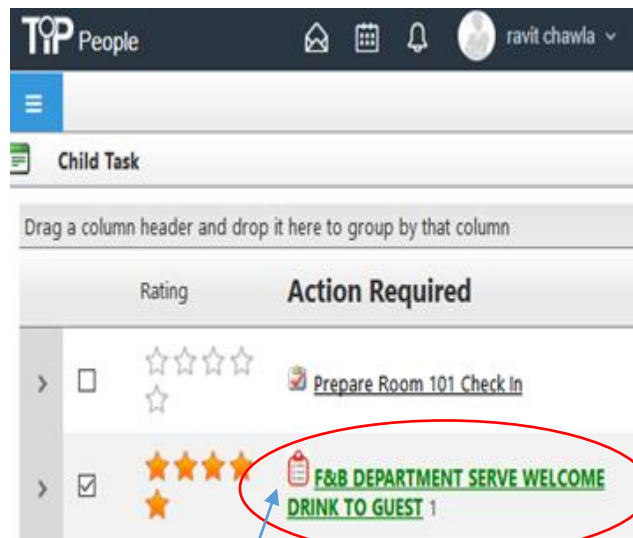
Subject

Example – Where Guest Will Checkin in Room 101 Preparation Process Actions

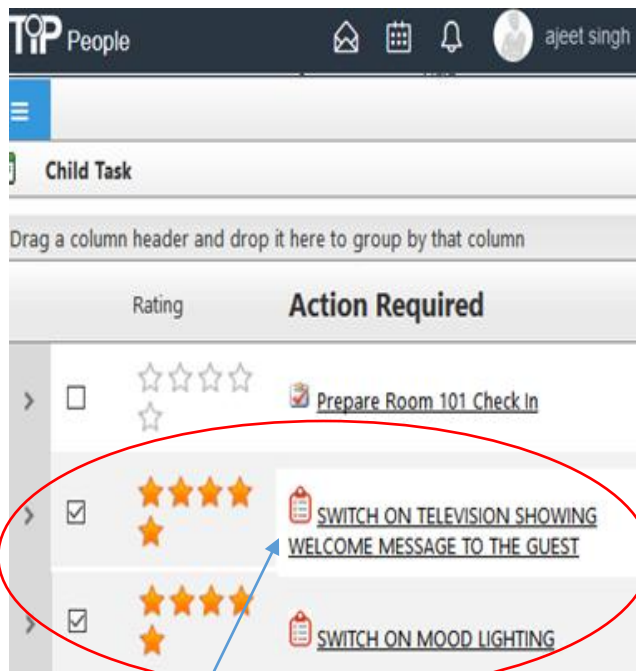
It shows how Arrival updated and After Pre Arrival Preparation the Actions related Checkin Process Activated in Work Centers, Completed and Performance Score Highlighted on User Performance.

Example - Guest Checkin Room 101 Preparation Process Actions

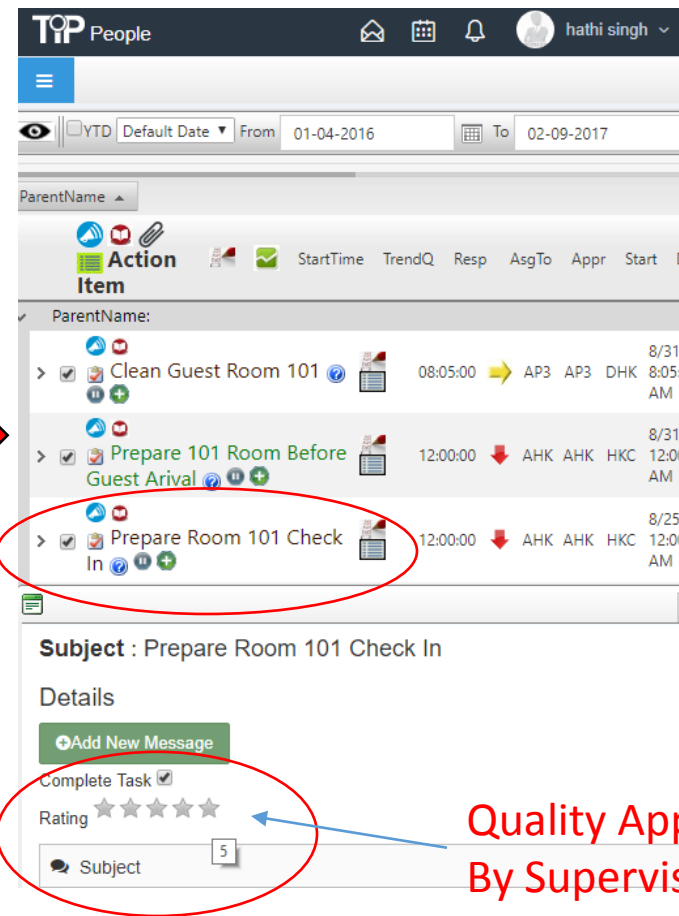
It shows how Arrival updated and After Pre Arrival Preparation the Actions related Checkin Process Activated in Work Centers, Completed and Performance Score Highlighted on User Performance.



F&B Work Center – Guest Service Steward Action Item Activated and Completed



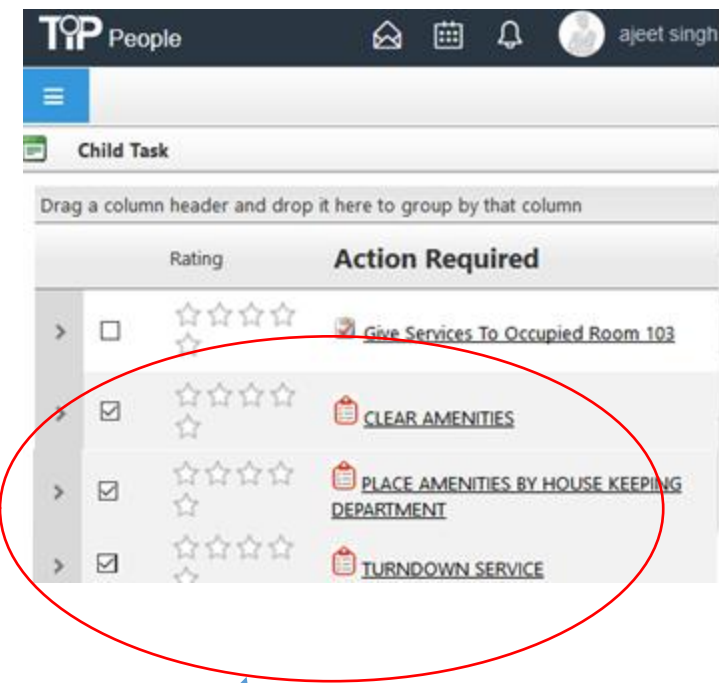
Housekeeping Work Center – Room attendant Action Activated and Completed Automatically By IOT



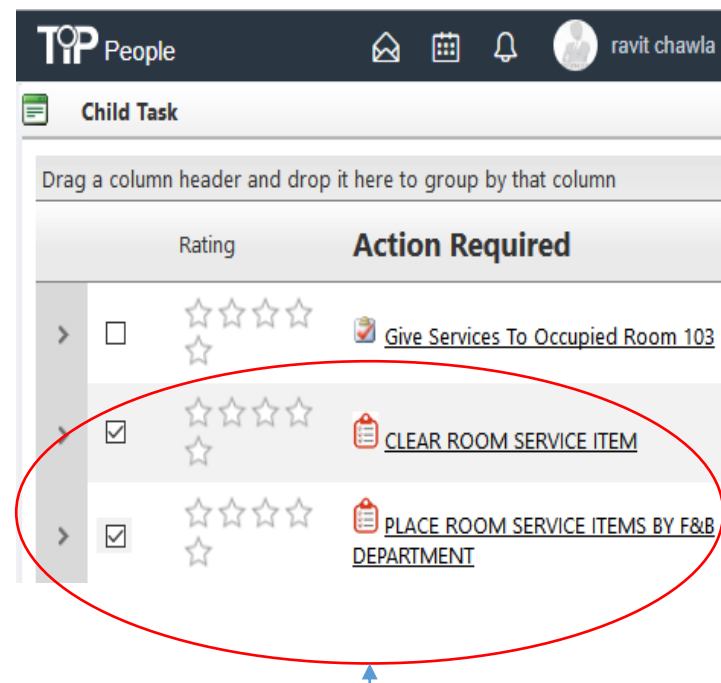
Quality Approved By Supervisor

Example - Guest Service Occupied Room 101 Preparation Process Actions

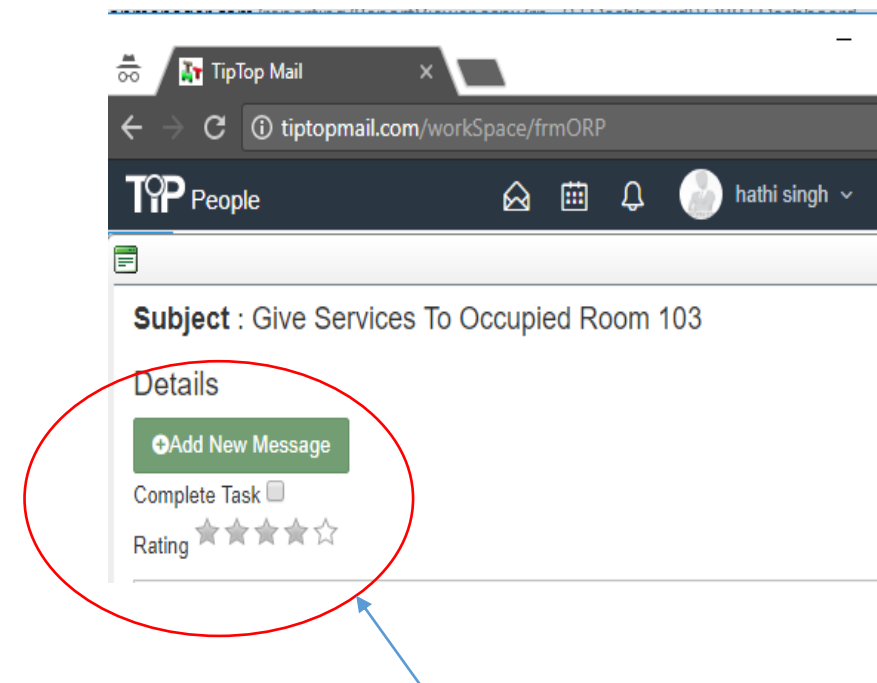
It shows how the Actions related Guest Service Occupied Room Process Activated in Work Centers, Completed and Performance Score Highlighted on User Performance.



Housekeeping Work Center – Room Attendant Completed his all actions and Notify next level.



F&B Work Center – Guest Service Executive completed his all actions and Notify next level



Supervisor got notified about all actions completed , Quality Checked by Supervisor and Action rating updated

Example - Guest Checkout Room 104 Process Actions

It shows how All the Actions related Room Check Out Process Activated in Work Centers, Completed

TOP People ajeet singh									
Child Task									
Drag a column header and drop it here to group by that column									
	Rating	Action Required	Start Date	Time	Dur				
>	☆☆☆☆	To complete Room 104 Check Out 0	8/27/20	8/27/20 10:00:00	10:00:00	10			
>	☆☆☆☆	CHECK LOST AND FOUND ITEMS AND REPORT TO FRONT OFFICE	8/27/20	8/27/20 12:00:00	12:00:00	1			
>	☆☆☆☆	CLEAR AMENITIES	8/27/20	8/27/20 12:00:00	12:00:00	1			

Housekeeping Work Center – Room Attendant Completes all Actions and Notify Next level

TOP People ravit chawla									
Child Task									
Drag a column header and drop it here to group by that column									
	Rating	Action Required	Start Date	Time	Dur				
>	☆☆☆☆	To complete Room 104 Check Out 0	8/27/20	8/27/20 10:00:00	10:00:00	10			
>	☆☆☆☆	CLEAR ROOM SERVICE ITEM	8/27/20	8/27/20 12:00:00	12:00:00	1			

F&B Work Center – Guest Service Associates Completes all Actions and Notify Next level

TOP People aravind s									
Child Task									
Drag a column header and drop it here to group by that column									
	Rating	Action Required	Start Date	Time	Dur	De	Res	Ass To	Ap
>	☆☆☆☆	To complete Room 104 Check Out 0	8/27/20	8/27/20 10:00:00	10:00:00	10		FOA	FO. FO
>	☆☆☆☆	BILLING AND CHECK OUT	8/27/20	8/27/20 12:00:00	12:00:00	1		FOA	FO. FO

FO Work Center – Reception Boy Completes all Actions and Notify Next level

Example - Guest Check Out Room 104 Process Actions

People

Child Task

Drag a column header and drop it here to group by that column

	Rating	Action Required	Start Date	Time	Dur
>	<input type="checkbox"/>	To complete Room 104 Check Out 0	8/27/20	8/27/20 10:00:00 AM	10 AM
>	<input checked="" type="checkbox"/>	CHECK LOST AND FOUND ITEMS AND REPORT TO FRONT OFFICE	8/27/20	8/27/20 12:00:00 AM	1
>	<input checked="" type="checkbox"/>	CLEAR AMENITIES	8/27/20	8/27/20 12:00:00 AM	1
>	<input checked="" type="checkbox"/>	CLEAR ROOM SERVICE ITEM	8/27/20	8/27/20 12:00:00 AM	1
>	<input checked="" type="checkbox"/>	BILLING AND CHECK OUT	8/27/20	8/27/20 12:00:00 AM	1

All Actions Items Reflect in responsible Workspace for Final Completion . As Task can't complete even single action was incomplete .

Automatically Message Form Opens asking for Task Delay reason

Parent Subject : To complete Room 104 Check Out

Subject : Reason for Delay Task

From HTFO1

To (FO1) x

Choose Reason : -- Select anyone reason for delay --

Priority : Normal

submit

All action Completed but Housekeeping Took 10 Min lates hence Task was delay in Completion

Example - Guest Check Out Room 104 Process Actions

Hotel Manager Check Action Completed Quality and Give Performance Rating Based on Action Quality Of Work

TOP People

TTmailWorkSpaceTTOfficeCalendarBlogMyProfileTTWikiDashboardContacts

Subject : To complete Room 104 Check Out

Details

+Add New Message

Complete Task ☒

Rating

★ ★ ★ ★ ★

5

Subject

HTFO1 Date: 9/2/2017 6:36:02 PM To: DGM



Reply

To complete Room 104 Check Out 14202

All Actions completed but housekeeping took 10 Min Lates hence Task was delay in completion

Quality rating Given By Manager

All Workflow Action are completed and
Performance rating updated automatically on
all involved staff

Action Item													
ParentName:		StartTime	TrendQ	Resp	AsgTo	Appr	Start	Dur	End	ER	QR	StatusR	
> <input type="checkbox"/> Prepare 102 Room Before Guest Arival		08:00:00		AHK	AHK	DGM	9/2/2017 12:00:00 PM	30	9/2/2017 12:30:00 PM	0.98	0.6		

Showing Trend Of Performance

Efficiency Score

Quality Score