DATA KNOW HOW
CLEANING SYSTEMS

Getting Started –
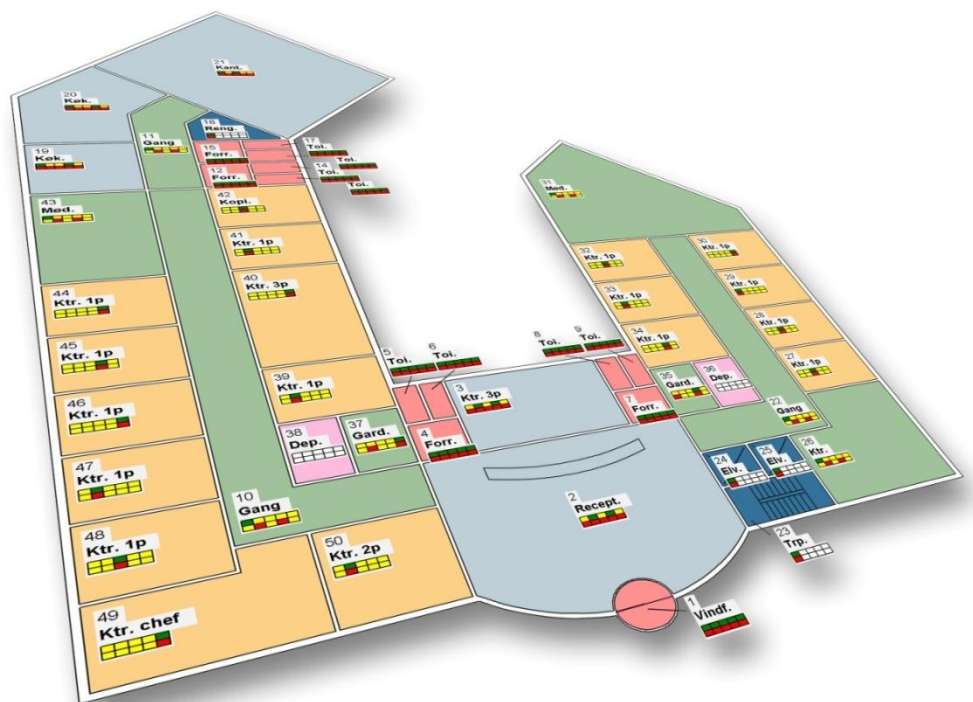# **The Cleaning System**

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Create new database

To keep data separate from each other, individual customer databases may be created. When doing so, your base will be almost empty. A period definition will automatically be created for weekdays and weekends, as well as a calendar definition showing Danish holidays.

*Creating will be performed from within the **Cleaning System,** and the customer data base will be placed in a folder with the name of the given the database.*

Make sure to have the database placed at a point where daily backups are being run. If in doubt as to the positioning of this base, contact an area responsible person.
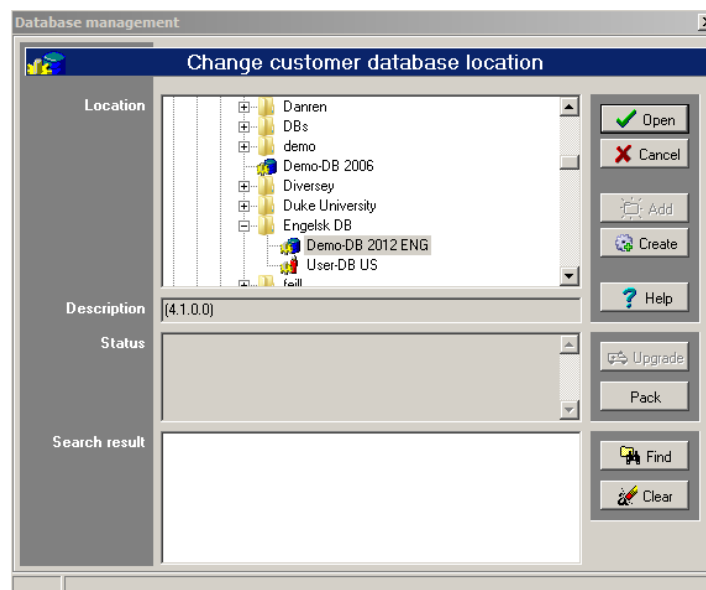
1. Select menu item **Files**, **Change / New customerdatabase**. In the database handling window, a folder structure is now displayed, and the folder marked is the customer database folder currently used by you.
2. Find and mark, for instance, the folder containing the particular customer database. Do so by clicking ← (arrow left) on the keyboard.
3. Click **Add** to create a new customer database.
4. State a name for the new customer database.
5. Click **OK** to accept this new name.
6. Now wait until the database has been created and marked in the tree structure. The database has now been created.
7. If it has been marked, click **Open**
8. The program will change back to the main screen image. Check that **Customer database** in the middle of the screen image has the correct database indication. The program will then be ready to receive data.

Import area type set suited for the task

Registering rooms calls for availability of area types. Along with other basic items of information, these area types are contained in a area type set. If the area type set is not available in the customer (database) folder, a area type set may be imported from another registration.
This instruction is based on having the export/import file available already.
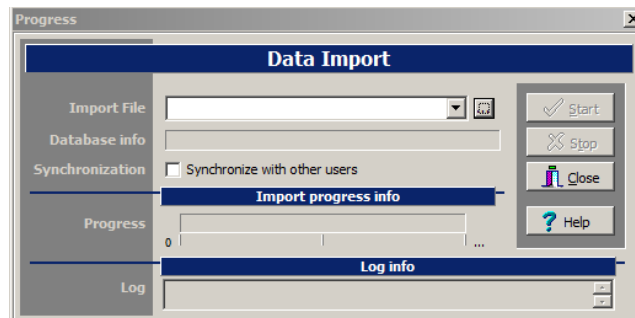
1. Check whether the area type set has already been imported. Select menu item **Data**, **Area type Sets**. If already available in the list, there will be no need to continue processing this instruction.
2. Close the "Area type Sets" window.
3. Select menu item **Files**, **Import**.
4. Select the import file required.
5. Click **Start**
6. If the program asks whether data may be overwritten, this is to be considered before clicking **Yes**
7. When the import has been completed, this may be viewed in "Log info", and **Close** will be active.
8. Click **Close**
9. Select **Key Figures** to check that the basic set has been imported. Here, it should be possible to select the basic set used in *Current area type set.*
10. Select the area type set required in *Current area type set* after which the related data will be shown with its area types, service profiles, quality profiles, and room groups.

Create new customer (via Properties)
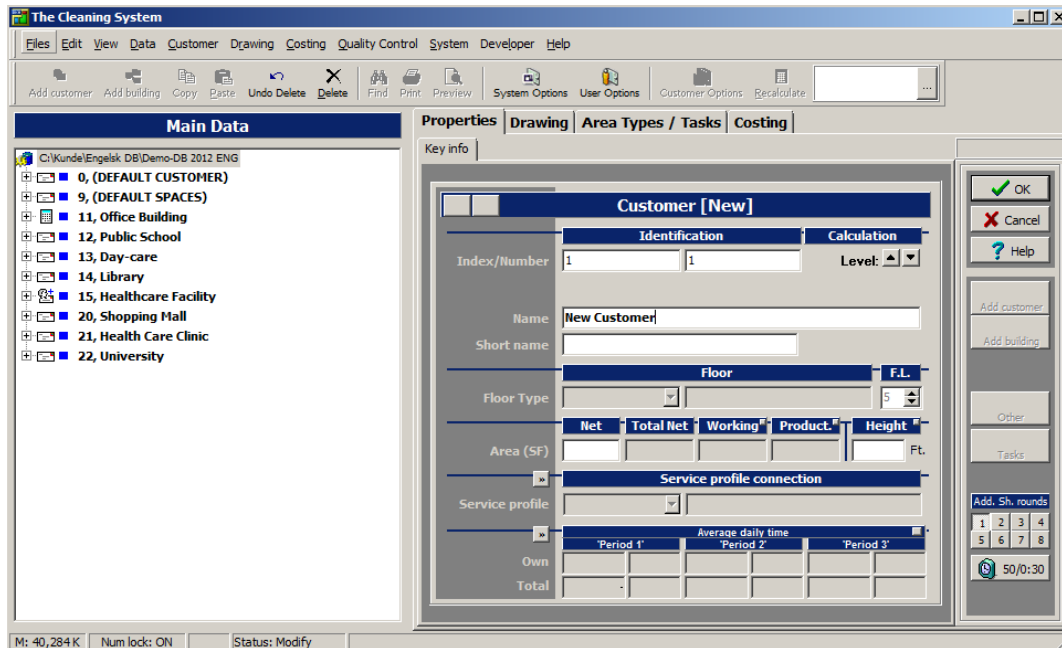
1. Select Properties , Key info
2. Mark "Database name" (top item of tree) or an existing customer in the "Main data"-tree.
3. Click Add Customer
4. Enter new customer no. in ID
5. Enter customer name in *Name*
6. Click OK
   (If OK is not active, this would normally be due to your selection of a customer number already being used. Select a different customer number instead)

Select Customer Settings

When a new customer has been created by you, there may be a need to adjust the basic settings for the customer. Normally, the system will ask whether the settings are required to be adjusted immediately after the new customer has been created by you.

The customer settings for the particular customer may always be changed subsequently by you, by marking the customer and clicking the Customer Options *tool button or menu item Customer, Options.*
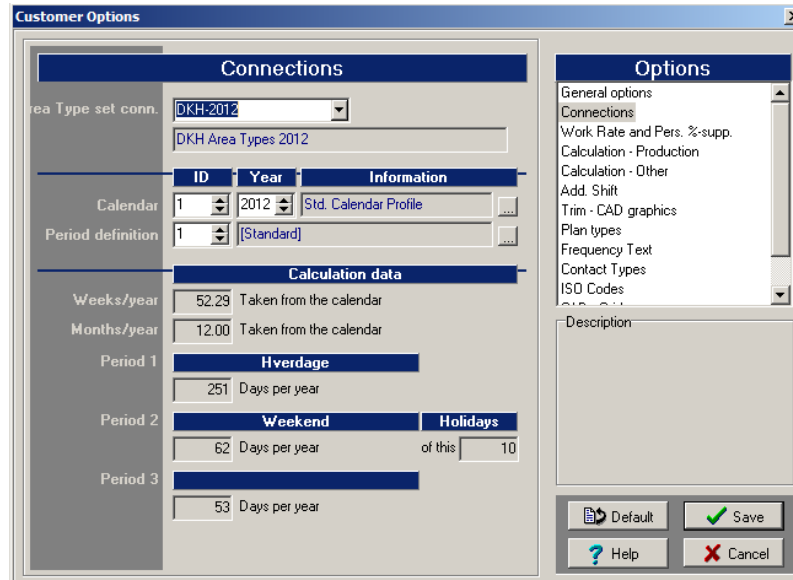
Select area type set

1. In Customer Options (described above), you will find "Connections".
2. This is where to select the area type set required by you to be used as basic data for the registration on the particular customer.

Check calendar and period definition

1. In Customer Options (described above) you will find "Connections". Here, make sure that the calendar and period definition required have been selected.
2. Select the calendar profile, and particular year.
3. Select the period definition meeting customer's requirements.
4. Finally, check below that periods and the number of days within these are as required. Finally, save data by clicking   **Save**

Check work rate and personal percentage supplements

1. I Customer Options (described above), you will find "Workspeed and Pers. %-supp."
2. Check that the work rates and personal percentage supplements are correct as agreed.
3. If so required, correct these, and save data by clicking   **Save**

Create customer (via Import of standard customer)

An alternative to that of creating a customer "all the way up" is that of importing data from previous registrations. These may be contained in an export/import file, and may be imported to your particular customer database.
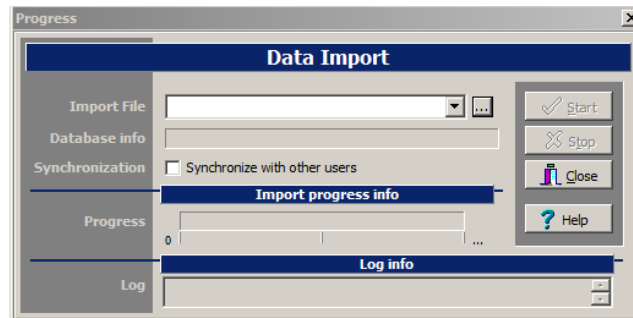
1. Check that you are in the database required, by looking in the "Main data" tree top "branch". This will show the name of the database you are in.
2. You may also have a look at the next "branches" if any, to establish whether they meet what should be available in the database (customer names, etc.).
3. Select menu item **Files**, **Import.**
4. Select the import file required.
5. Click **Start**
6. If the program inquires whether data may be overwritten, this should be considered before clicking **Yes**
7. When the import has closed, this may be viewed in "Log info", and **Close** will be active.
8. Click **Close**
9. Check that the customer has been imported, by looking in the "Main data"-tree.
10. Check that the area type set has been imported, by marking the customer in the "Main data"-tree, and select **Area Types / Tasks**. Here, the area type set used is supposed to be shown, with its area types, service profiles, quality profiles, and room groups.
11. Switch back to **Properties**
12. Mark again the imported customer in the "Main data"-tree (if it is no longer marked).
13. Correct ID and any no. for the customer in ID and **Number**.
14. Correct name in **Name**.
15. Click **OK** to save these changes.
16. You will now be ready to setup space inventory / room list and drawings of the customer.

Create new building (via Properties)
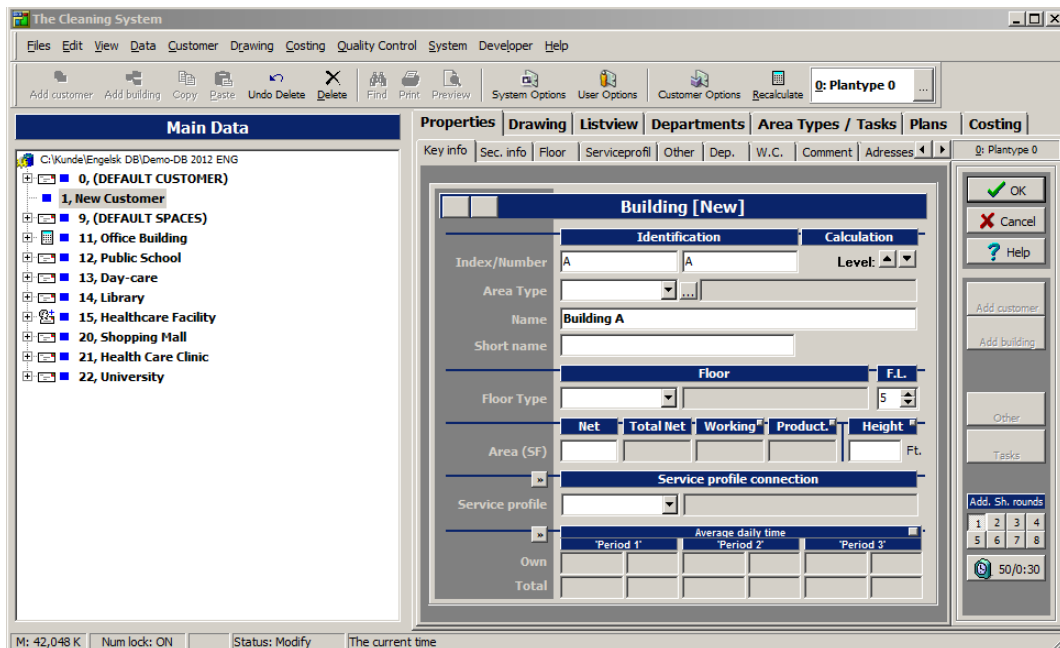
1. Select Properties , Key info
2. Mark, in the "Main data"-tree, the customer to which the building is to be attached.
3. Click Add building
4. Enter new building no. in ID
5. Enter the building name in **Name**
6. Click OK

   (If OK is not active, this would normally be due to the fact that you have selected a building no. which has already been created under the particular customer. If so, you must use a different building no.)

Create new floor (via Properties)
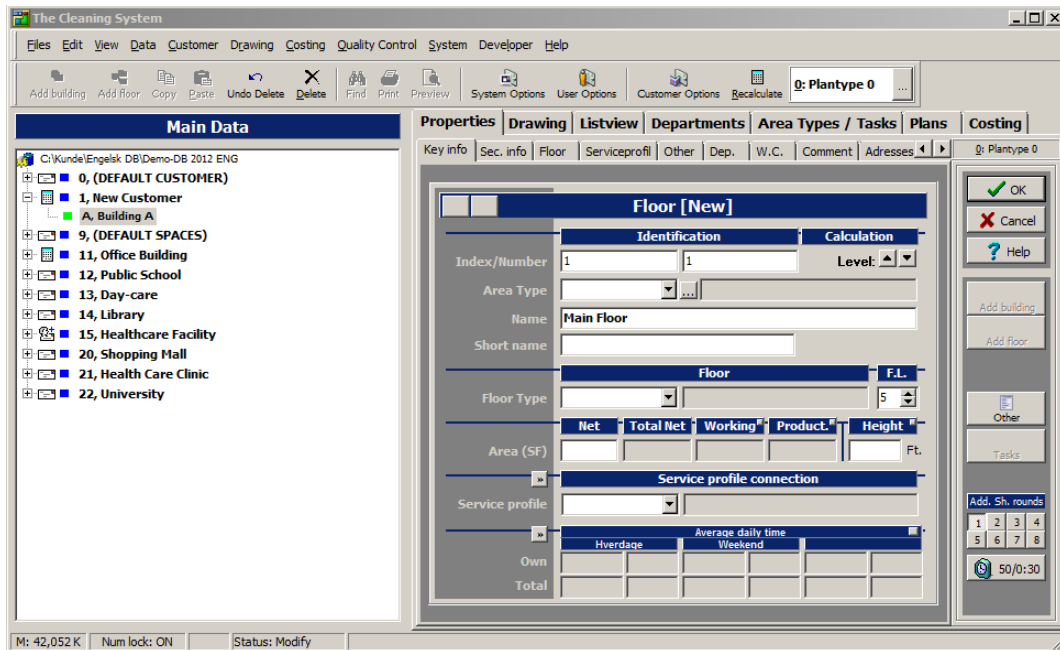
1. Select Properties , Key info
2. Mark, in the "Main data"-tree, the building to which the floor is to be attached.
3. Click Add floor
4. Enter new floor no. in ID
5. Enter the floor name in *Name*
6. Click OK

   (If OK is not active, this would normally be due to the fact that you have selected a floor no. which has already been created under the particular building. If so, you must use a different floor no.)

*Getting Started – **The Cleaning System***
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Create rooms (via Properties)
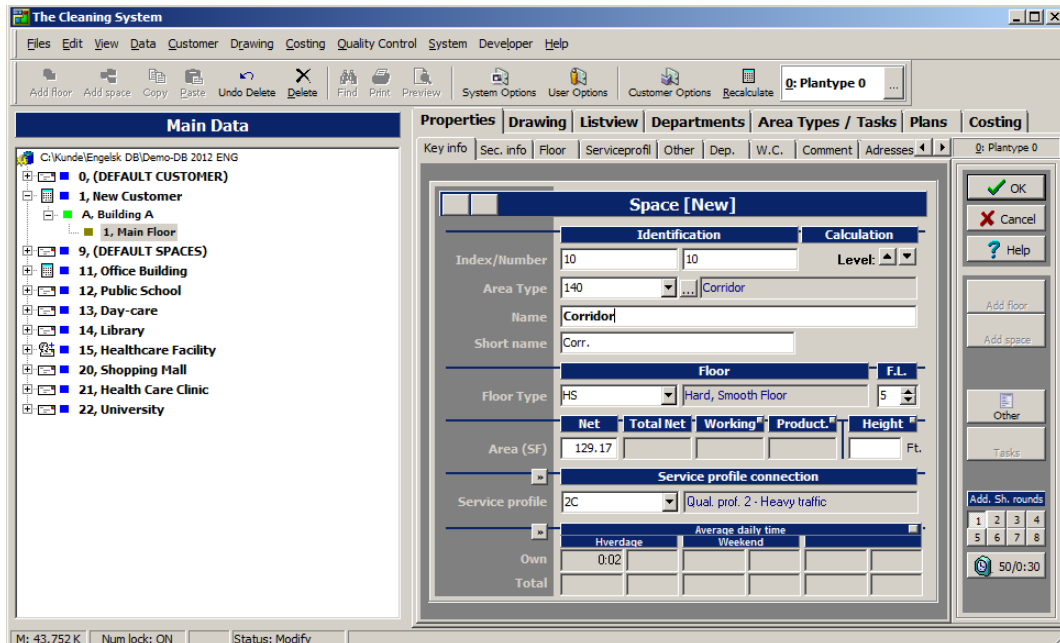
1. Select `Properties`, `Key info`
2. Mark, in the "Main data"-tree, the floor to which the room is to be attached.
3. Click `Add space`
4. Enter new room ID and room no. in ID and **Number**
5. Select the area type meeting the room requirements in **Area type**. Thus automatically completing the remaining fields, including room name and abbreviation.
6. If so required, change the name of the room in **Name.**
7. If so required, change the abbreviation for the room in **Short name.**
8. If so required, change the room floor type in **Floor type.**
9. If so required, change the service profile in **Service profile.**
10. Click `OK`
    (If `OK` is not active, this would normally be due to the fact that you have selected a room no. which has already been created under the particular floor. If so, you must use a different room no.)

Further Room Data

A room may comprise a great many registrations/attributes of which some will be items of information, others will be group items of information, and still others will have calculation consequences.

The items of information are available in the tabs below which may be edited and maintained by you.

- `Sec. Info` (Secondary items of information)
  o Department attachment.
  o Parameters – used with dynamic area types.
  o Factors – enabling additions/subtractions on object types. The "normal value" of these fields is 100.

- **Floor** (Floor and methods)
    - o Floor type – Room floor type
    - o F. L. – Furnish level – degree of furnishing
    - o Normal met. – Normal floor methods for the periods used.
    - o Thorough met. – Thorough floor methods for the periods used.
    - o Trim met. – Floor trimming methods for the periods used.
    - o Andre met. – Other methods
        - ▪ Periodic 1, met. – Floor methods for periodic work, type 1.
        - ▪ Periodic 2, met. – Floor methods for periodic work, type 2.
        - ▪ Spring clean m. – Floor methods for spring cleaning work.
- **Serviceprofile** (Service Profile)
    - o Service Profile – Room service profile. Changing this field will trigger changing of all the fields below.
    - o Program code – Program codes applied by room (normal and alternative). (change between the various types of program codes on ◀▶).
    - o Quality Profile – The quality profile to which the room belongs. Used for quality control.
    - o Frequency profile connections – room attachment to frequency profiles for floor, inventory, wall, ceiling, additional times, windows, and outdoors. Used as reference for the cleaning frequency for objects, thus influencing the total time calculation.
- **Comment** (Comment)
    - o Comment – brief field for comment, may be used for printouts of drawings and room lists.
    - o Notes – Note field, may be used for entering items of information/notes for the room (building/floor) selected.
    - o Free text – Drawing related text which may be used for printout of drawings.
- **Adresses** (Addresses)
    - o Enabling the creation of up to three address items of information, for instance on customer and buildings.
- **Contacts** (Contacts)
    - o Enabling the creation of up to several contact items of information, for instance on customer, buildings, floors, and rooms
- **Details** (Details)
    - o Providing details on time, cost, key figure, as well as area data for the particular room selected (floor, building, and customer).

Create building / floor (via Copying of building / floor)

Sometimes, the quickest way to the target is that of copying an existing registration, and re-using it with small changes. Like a floor, or a whole building.
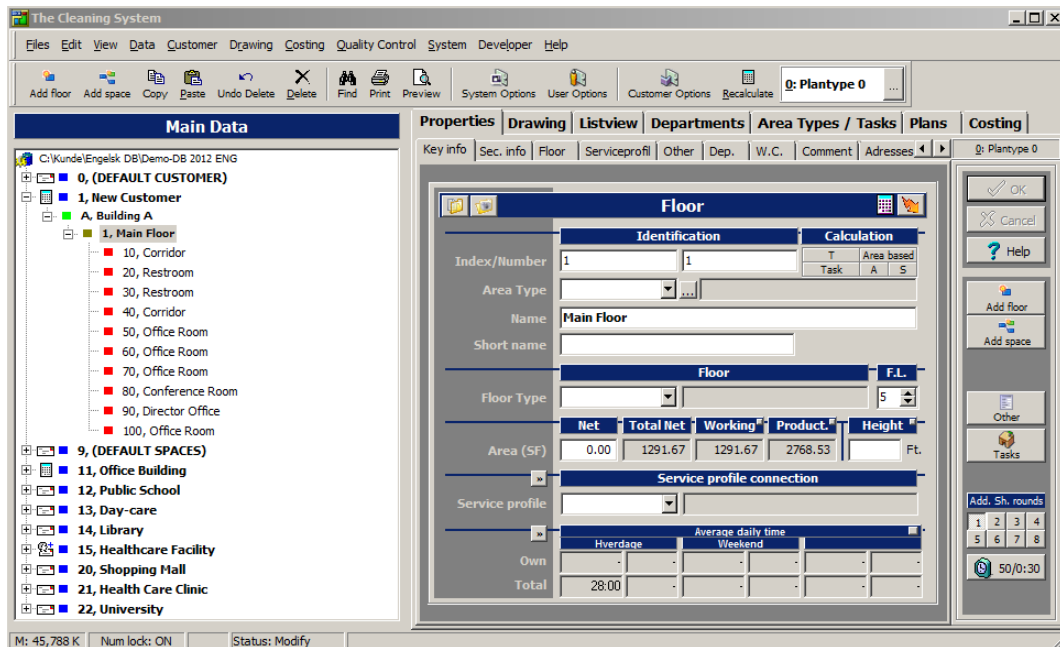
1. Select **Properties** , **Key info**
2. Mark in the "Main data"-tree the floor required to be copied.
3. Click **Ctrl+C**. The items of information are now copied to memory so that they may be inserted elsewhere.
4. Mark in the "Main data"-tree the building on which the "new" floor is to be inserted.
5. Click **Ctrl+V** to insert.
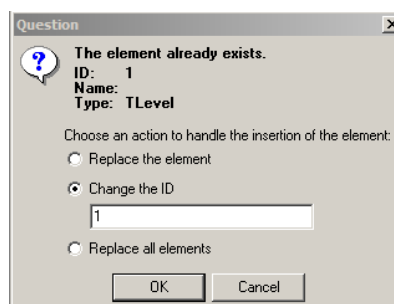
6. If a floor bearing the same no. already exists on the building, the program will ask a question. This will always be the case if you copy a floor to be inserted in the same building.
7. Select "Change ID", and write a new floor ID for the floor copied.
8. Click **OK**
9. If the ID already exists on the building, a warning will be shown to the effect that "The user ID exist!" . Click **OK** to revert to item 7 where you will select a new ID that is not in use.

10. If the ID does not exist, the floor will be copied in under the marked building – however, with the same name and no. as the original one.
11. Mark the newly inserted floor.
12. Mark **Name** , and change the name of the new floor.
13. Mark **Number** if this is used, and enter the floor no. required.
14. Click **OK**

You will now have created a copy of the floor which may be adjusted as required.

If a whole building is to be required, perform the same work routine; however, in item 5 mark the <u>*customer*</u> *in the "Main data"-tree in which the building is to be inserted.*

Editing via Listview

Once you have become familiar with the items of information entered by you during a registration, you may change to **Listview**, selecting the fields to be displayed, and their order of being used.

This gives you a quicker procedure for creating room data, and, in most cases, also a better overview of the rooms. Try for yourself.
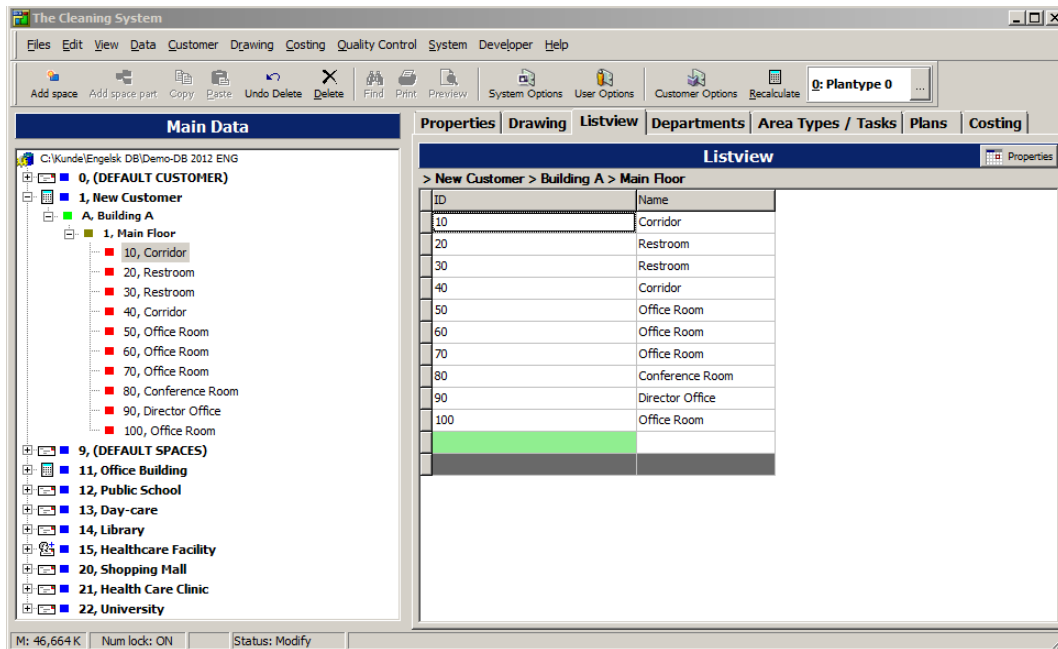
Find the list
1. Mark a room on a floor in the "Main data"-tree.
2. Click Listview for access to the history list.

Select contents and appearance displayed
1. If it is the first time you are about to use the history list, it will show only few items of information for each room. In that case, or if your previous choice of attributes is required to be changed, open the *Property layout* window (click Properties to the right in the heading above the actual list).
    a. Check mark the attributes required by you to be shown in the list.
    b. Remove any previous check marks not needed by you.
    c. Click OK to accept the new choices.
2. Each attribute selected is shown in a column of its own in the history list. The columns may be moved as required, to be in the sequence suiting your purposes. The ID column may, however, not be removed, and should stand placed as the first attribute since ID is the only attribute required for each new room. Removing an attribute is performed as follows:
    a. Using your left mouse button (keeping button depressed), click the attribute column heading.
    b. Pull it up among the attribute headings where it is required to be placed, and "release it".

     c.   Save the position, and it will remain the same until you change it again. Even after computer restarting.

3.   The width of each column may also be adapted to provide the optimal view.

     a.   Using your mouse (keeping the button depressed) click the right hand edge of the attribute heading the width of which is required to be changed.

     b.   Pull the column to the width required, and "release it".

     c.   Save the width and the position; they will remain the same even after computer restarting.

*Creation and maintenance of data are now performed the way it may be known to you from ordinary spreadsheet programs. Moving from field to field by applying **Tab** for the next field, and **Shift**+**Tab** for the previous field. The fields will be displayed and edited differently, depending on the type of attribute in question. The fields may also have different colours, informing about the aspects below:*

- **White fields** are ordinary text or digital attributes which may be changed by keying but also using other editing functions such as copying, insertion, and deletion.
- **Faint yellow field** offers a choice of attributes from among pre-defined values. This may, for instance, be a "Yes/No" - field as option, or a field offering a choice from among previously created area types. Here, you may begin to write the choice required, and **The Cleaning System** will then show the option corresponding to what has been entered. You may also press **Alt**+**Arrow down** , thus showing all options.
- **Grey** (horizontally over all the fields of the room) shows that the room has been set as inactive. The room may be changed back to active condition by clicking **F7**. However, be aware that it may also be a matter of the overlying level having been set as inactive. This may, for instance be established in that all rows (rooms) of the list are grey. In this case, you will need to move up on the overlying level (the floor) and switch off the activity there.
- **Pink** (horizontally over all the fields of the room) indicates that the room is "Locked" and thus not editable. The room may be unlocked by marking it in the main data tree and clicking **Shift**+**F7**. When a room has been locked, it will not be editable, not in the history list, either. In this connection, bear in mind that it may also be the overlying level which has been "Locked". This may, for instance, be established in that all rows (rooms) of the list are pink. In that case, you will need to move up on the overlying level (the floor) and switch off the lock there.
- **Pink fields** shows that the attribute is only for reviewing, and cannot be changed. This may, for instance, be a matter of fields for times. So these fields may be viewed but not changed.
- **Green** marking in ID attribute field on the bottom line is the "creation line". I.e. the line to be on if yet another room is required to be added to the floor.

Creating a new room

Creating new rooms may, of course, also be performed direct in the history list. The only condition for doing so is that as a minimum one room has already been created on the relevant floor. If not, select `Properties` *, and the first room will be created on* `Key info` *. Then change back to* `Listview` *.*

How to run creation:

1. Scroll down to the bottom of the history list.
2. Mark the *green* field.

3. Enter the new ID, and proceed to the next field. Alternatively, provided the user settings have been set for that, you may click **Insert**, thus automatically inserting a new ID.
4. Now enter the other fields.
5. In the "Main data"-tree, the rooms may be viewed as they are being created.

The same procedure may be applied for creating buildings and floors, however, do bear in mind that there should already be a building/floor at the same level to allow for more to be created.

Search and replace

*In many situations, you will need to search for specific items of information in the registered rooms. Using functions **Search** and **Search again** will enable you to find the very rooms containing the items of information required, and then, for instance, change the program code for the rooms found.*
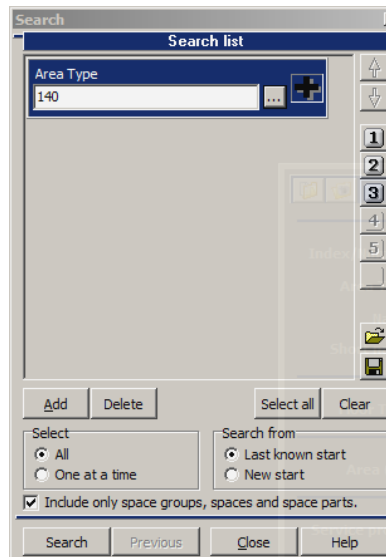
Search (for instance for offices):

1. Mark the customer in the "Main data"-tree. Meaning that all rooms on the particular customer are to be "searched". Marking just one building or one floor will limit your search to run these localities only.
2. Select **Edit, Search** for access to the search window.
3. Now add search criteria. So click **Add** , select the **Area type** search criterion, and click **OK** to revert to the search window.
4. Mark the search criterion inserted in the search list.
5. Click **...** and select the area types referring to the offices. Here, multi-marking may be performed. Close by clicking **OK** to revert to the search window.
6. Check that **Select – All** has been check marked – to ensure that all rooms found will be marked in one go.
7. Check that **Include only room groups, rooms and room parts in result** has been check marked, in order not to have buildings and floors selected. In this example, buildings and floors having an area type attached are hardly likely to be available. But with other search criteria, coincidence may be probable and probably undesirable.
8. Now click **Search** to have the relevant rooms marked in the "Main data"-tree. You may have to move or close the search window to view the result.

In the "Main data"-tree in the main screen image, the marked rooms may now be viewed, and the number may be read over the tree, stated in brackets.

Replace the program code for marked rooms

1. Find the program code field to be changed. This may be found on ▓Properties▓ , ▓Key info▓ or

▓Properties▓ , ▓Service profile▓ .
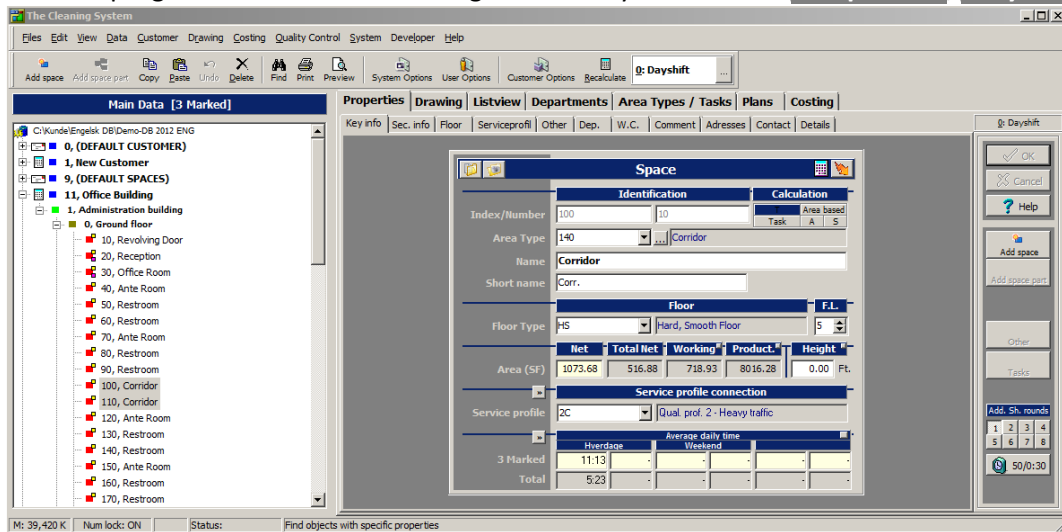
2. Change the program code to the particular value required, like 551.
3. Click ▓OK▓ to accept the change for the marked rooms.
4. Now all the marked rooms will be changed, re-calculated, and saved. This will take a little time depending on the particular number of rooms.

As an alternative to the procedure above, the rooms may be found individually, and the changes may be performed individually as well. Do so by marking *Select – One at a time* in the search window, and by searching again/further. You may also close the search window, and use the keyboard combination:

- o **Alt+F3** to find all rooms meeting the search criteria selected
- o **F3** to find the next room – marking one at a time.
- o **Shift+F3** to find the previous room – marking one at a time.
- o **Ctrl+F** to re-open the search window.

The Cleaning System will "remember" the original starting point for your search until the very moment of closing the program. So a search with changed search criteria will still be carried out within the same data area, such as a specific customer.

If a new starting point is required, mark the new starting point in the "Main data"-tree, and select in the search window Search from – New start before clicking ▓Search▓ again.

If one of the criteria searched is changed (even though the search window is closed), changing, for instance, all rooms with the "Office" area type to something else, the rooms will be "removed" from the list of results, and thus not shown when searching again. Finally, nothing will be marked if no rooms meet the criteria.

Drawing of a floor

The Cleaning System enables drawing of rooms in two different ways. Either by way of a paper drawing, or via an imported DXF drawing.

Drawing by paper drawing using digitizer

When the rooms on the floor have been registered in the system, they will be ready to be drawn. This is performed by using a drawing plate, referred to as a digitizer, as well as an architectural drawing.

Preparation

1. Find your drawing material. For an optimal result, the material should be of a good quality, and be drawn to scale. If this is not the case, you should consider whether you must/may requisition something else.
2. Unfold the drawing, and check whether the entire drawing may be on the "active" part of the digitizer. If not, the drawing should be folded so that it may be under the plastic covering on the digitizer. Start at the bottom left corner of the drawing – thus allowing for proper positioning internally in the system.
3. Fix the drawing as horizontally and vertically as possible. Use some tape so that the drawing will not move before you have finished drawing it.
4. Check that the digitizer has been connected to the system and works correctly. If not, check that the digitizer mouse works, and that the batteries have not run dry.
5. When connection to the digitizer has been established, you will be ready to adjust the perception by the program of the physical drawing.

Adjusting/fixing the scale
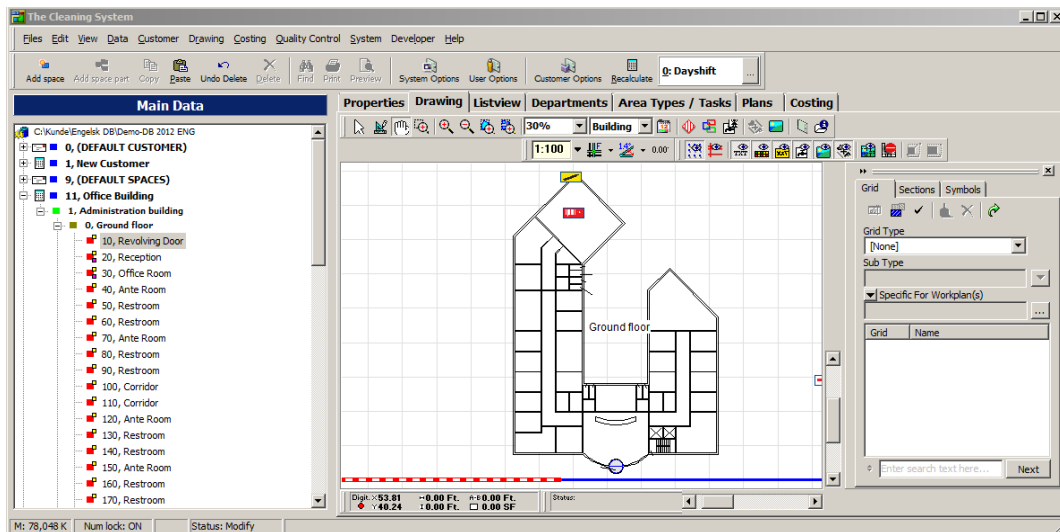
1. Look at the drawing, and read the scale. Normally indicated as 1:xxx – for example 1:100. If the scale is not found, a reference check, measured on the location, will be necessary. The longer the reference check, the more accurate the precision will be.
2. Mark in the "Main data"-tree the floor to be drawn.
3. Select **Drawing**
4. In *Scale* select the scale in which the drawing has been stated – for example 1:200. If the scale required is not among the possible pre-selections , click **1:100│V** and select menu item **Other Scale**. Enter the scale required, and click **OK**
5. If nothing but a reference check on the drawing is available, and no scale – read further here; otherwise continue to the next point. The reference check start and finish points are to be within the "active" part of the digitizer.
    a. Click **1:100│V** and select menu item **Calculate Scale**.
    b. State in centimetres (cm) the length of your reference check, and click **OK** . The drawing face will now change from white to yellow and will be ready to receive digitizer points.
    c. Now state, on the digitizer, left and right (or upper and lower) wall edges for the reference check available to you.
    d. After this, the drawing face on the screen will change back to white background. In **1:100│V** the scale calculated may be viewed. Write this scale on the drawing – so as to be readily available for subsequent adjusting.

Calibration of drawing

For perfect horizontal/vertical drawing in of the drawing, calibration will be required for any drawing placed askew.
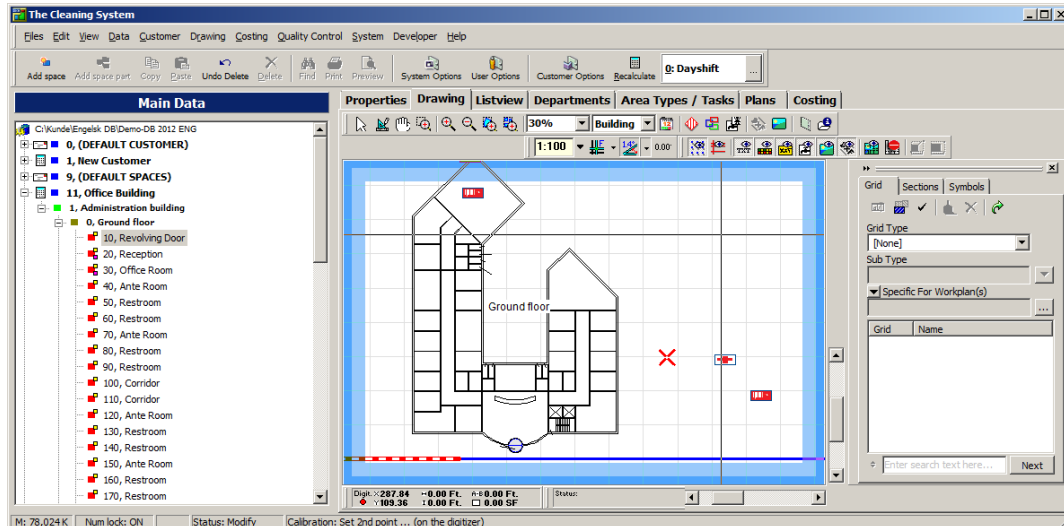
1. Click **Calibration | V** , and the white drawing face will change to pink.
2. Now find the longest line piece which is perfectly horizontal or perfectly vertical on the architectural drawing. Working on your digitizer only, not on the screen. The longer or higher the line piece/the wall, the more accurate calibration.
3. Using the digitizer mouse, mark on your digitizer one end of the line piece. Click it off, using your digitizer mouse. Check that a check mark is placed on the screen, telling you that the point has been registered.
4. Using your digitizer mouse, mark the other end of the line piece. Click it off using your digitizer mouse, and the drawing face on the screen will then change back to white background. Now the calibration rate has been calculated, and it may be read by clicking **Calibration | V** . If you have calibrated a wrong line piece, click **Calibration | V** , and select menu item **Reset calibration** which will reset these items of information, and you may then calibrate anew.

Drawing of Rooms

This is a comprehensive point offering a wide scope. The present description is brief but may be read fully in the user guide on pages 194 – 199.
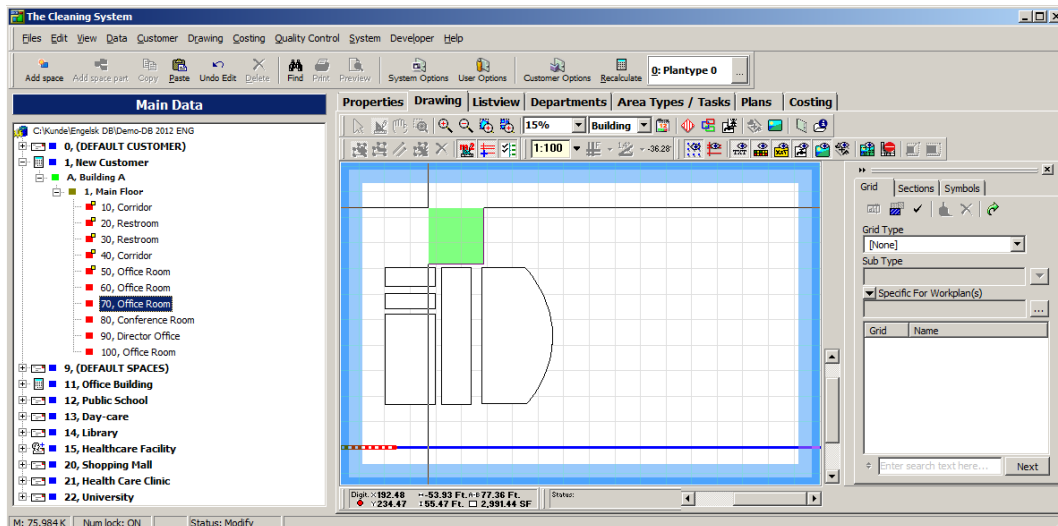
1. Click **Drawing Mode** to go into drawing mode.
2. Mark and double click the "Main data"-tree on the first room to be drawn. Alternatively mark the room in the "Main data"-tree, and then click **Draw walls**
3. Now click the first corner of the room using your digitizer mouse, and view on the screen whether a corner point has been traced.
4. Then click off the remaining corners, tracing the last by a double click which will close the room.
    a. Keeping the **Ctrl** key depressed on the keyboard, trace a circular arch between the two previously traced points and the point just "clicked off".
5. For a square room, you need only trace the first corner, and then move your digitizer mouse to the diagonally "opposite" corner, closing by double clicking. Thus closing the room, and a square room will be created.

Move drawing: Set fixed point

Some drawings are so large that they cannot be unfolded on the digitizer. So moving the drawing may prove necessary, and the program will then need to be told where the drawing has now been placed before the marking continues. This will also apply if, for instance, an extension/rebuilding is to be drawn.
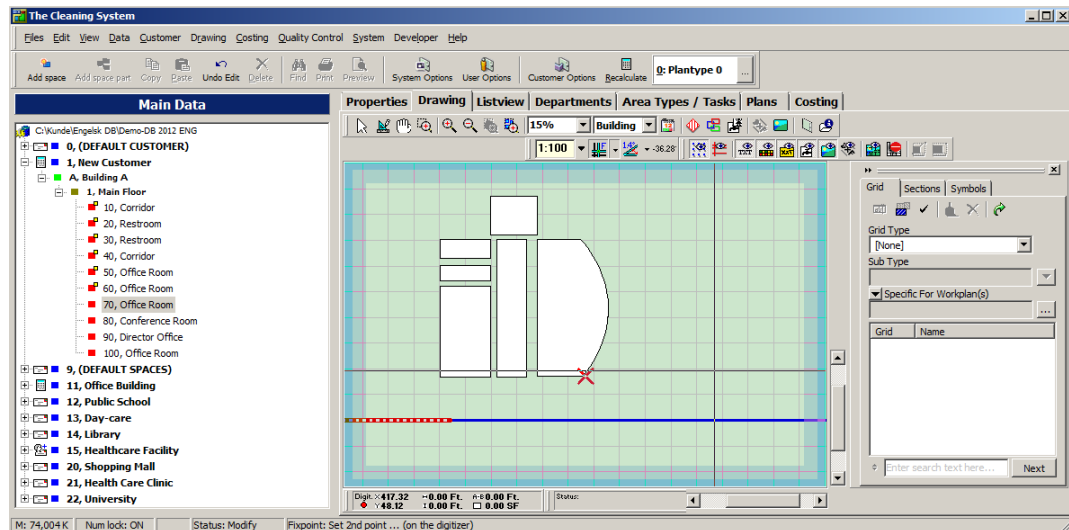
1. Fix the drawing as horizontally and vertically as possible in its new position, enabling you to still mark one or more of the "previously" marked corners/walls. Use some tape so that the drawing will not move until you have completed the drawing.
2. Now calibrate the drawing, as previously described.
3. Click **Set Fixpoint** after the calibration, and the white drawing face will change to light green.
4. Find on the screen a previously drawn room corner/point which is also available on the digitizer, and click it off using your mouse (digitizer or ord.).
5. Find the corresponding corner/point on the drawing on the digitizer, and click it off using your digitizer mouse.
6. The fixed point effect may not be checked until the adjoining rooms are subsequently to be drawn. If you have not had it "fixed" correctly, the fixed point is to be set anew.

Import DXF drawing

If the material is available, drawings may be imported from CAD systems in DXF format, thus facilitating the drawing process. This may be performed using an ordinary PC mouse.

The import is performed as described below:

1. Create a floor upon which the DXF drawing is to be imported.
2. Create under the floor the number of rooms occurring on the particular drawing. If you do not know the number of these yet, start running some. More may always be created subsequently.
3. Mark in the "Main data"-tree the floor upon which the DXF is to be imported.
4. Select Drawing
5. Click **Edit external drawings**
6. In the "External Drawings"- window, the DFX drawings already imported on the floor are displayed, as well as their various drawing layers. If none is shown in the list, drawings have not yet been imported to this drawing.
7. Select menu item **Files**, **Import**.
8. Find via the pathfinder displayed the DXF-file to be imported.
9. Click **Open** to start the import.
10. When the import has been completed, the imported file will show in the list on the left. The drawing layers available in the drawing are displayed in the list on the right.
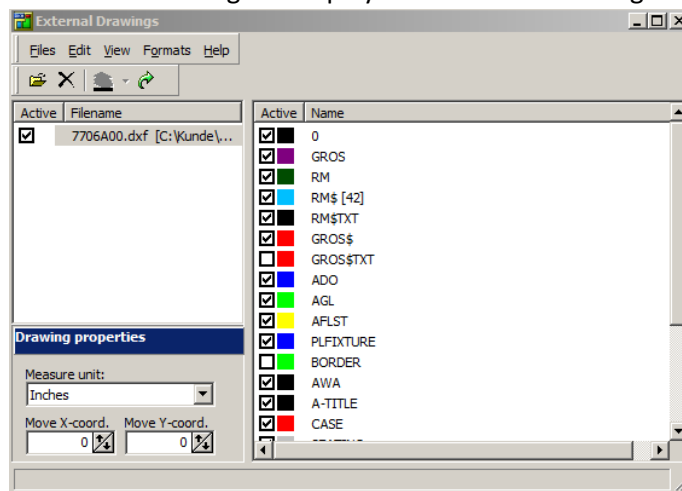
11. Now click off the layers not to be used as drawing background. This may be achieved by clicking the layers on/off in the list on the right while viewing simultaneously the result in the drawing window in the background. Test your ground a little as no drawings are alike, and the names of the layers may frequently seem non-descript.

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Special aspects pertaining to non-drawn to scale drawings

*Even though a drawing may be non-drawn to scale, it may still be drawn into **The Cleaning System**, and subsequently be scaled up or down to the right size. This also applies to drawings having a different scale on the X-axis and the Y-axis, respectively. In either case, you will need to know which area the drawing (or selected rooms on the drawing) should have after the drawing has been scaled by you.*

1. Find an appropriate temporary scale (for paper drawings) or an appropriate temporary measuring unit (for DXF drawings), and draw up your rooms as described elsewhere.
2. If your drawing has a **different scale** on the X- and Y-axis, respectively (for instance 1:375 on the X-axis and 1:300 on the Y-axis), you will have to rectify this "distortion" of your drawing first.
   a. Calculate the difference between your X- and Y-axis by the formula below:

      If X is higher than Y:

      Formula: Scaling factor for the X-axis =   ((X-axis / Y-axis) - 1) * 100 %

      Example:

      The scale for the X-axis is 1:375, and for the Y-axis 1:300

      Scaling factor *for the X-axis: ((375 / 300) – 1) * 100 % = 25.0 %*

      If X is lower than Y:

      Formula: Scaling factor for the X-axis =   - (1 - (X-axis / Y-axis)) * 100 %

      Example:

      The scale for the X-axis is 1:300, and for the Y-axis 1:450

      Scaling factor *for the X-axis: (1 – (300 / 450)) * 100 % = - 33.3 %*
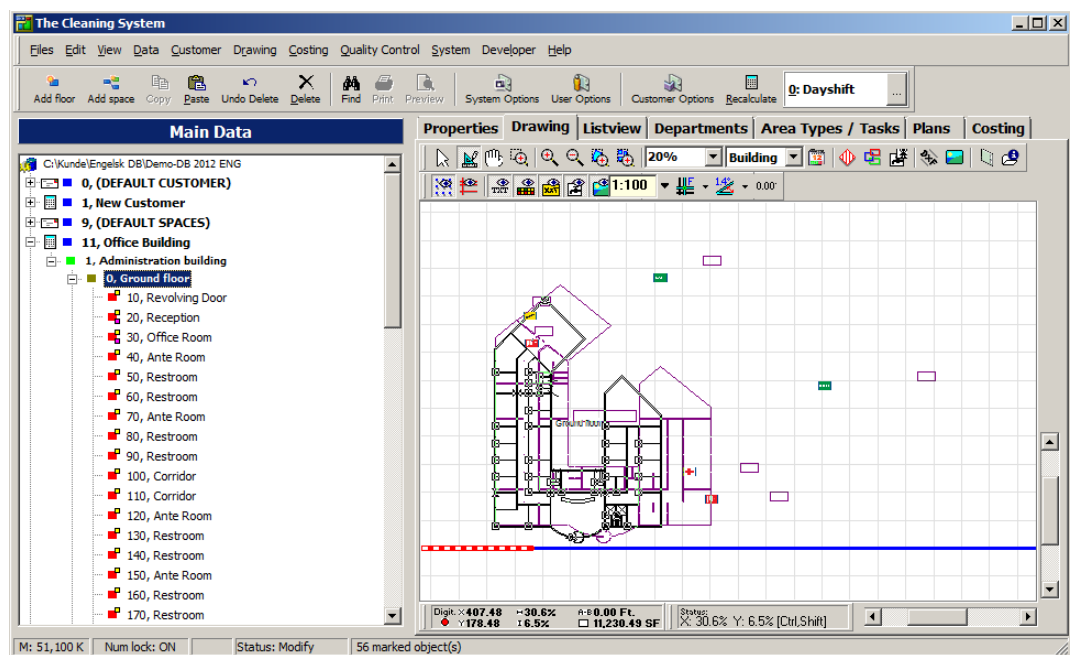
   b. Zoom down drawing for viewing the entire drawing.
   c. Pull a square around all your drawn rooms. Start, for instance, at the top left corner of the drawing picture, click your mouse, and keep your mouse key depressed until you have pulled a square around all your rooms.

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     d. Then click one of your rooms until the marking squares around the marking turn black (=active).

     e. Click the marking square on the right (the middle one on the right) and keep your mouse key depressed. Now pull the marking to the right or to the left until the scaling rate for X (at the bottom of the picture in the "Status" area) corresponds to your calculated scaling factor.

     f. Release your mouse key, and wait until the program has drawn up the new rooms.

3. If the drawing has been measured to a temporary (and thus wrong) scale, the areas measured by you will not be in accordance with the actual area of the rooms. You will consequently have to scale the entire drawing to the right size. Proceed as follows:
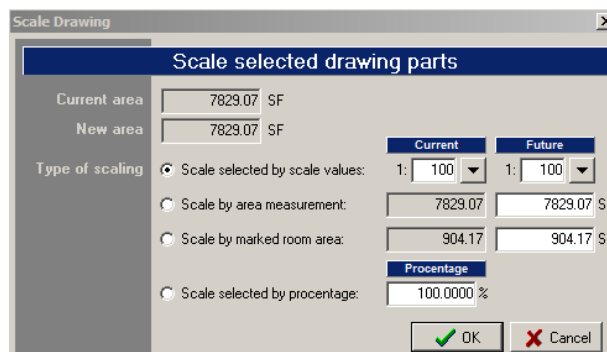
     a. Zoom down the drawing, for viewing of the entire drawing.

     b. Pull a square around all your drawn rooms. Start, for instance, in the top left corner of the drawing picture. Click your mouse, and keep your mouse key depressed until you have pulled a square around all your rooms.

     c. Select menu item **Drawing, Maintenance, Scale Marked Drawing Parts**.

     d. Select *Scale by area measurement,* and write the correct total area for all the rooms in the field under "Future".

     e. Click **OK**

Adjusting guide lines

*Working with DXF drawings in **The Cleaning System**, help may be had to "hit" the corners of the DX drawing accurately. This is done by setting the size of the guide lines around each corner of the drawing at an appropriately high value. Normally, a value ranging between 25 and 50 cm will be suitable.*
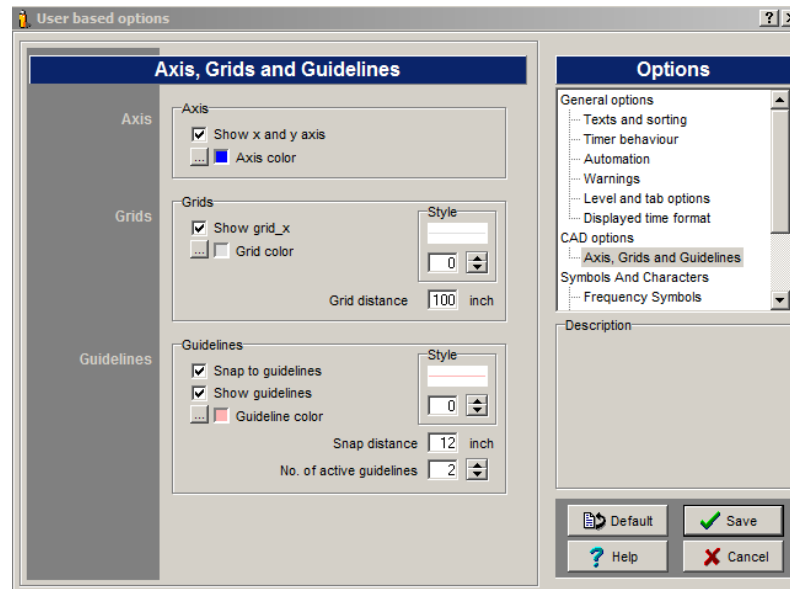
1. Click **User Options**
2. Select item **Axis, Grids and Guidelines** in the **CAD options** menu list.
3. Write a new value in *Guidelines, Snap distance*, like <u>36 cm</u>.
4. Check that *No. of active guidelines* has been set at 1
5. Click **Save** if any of the settings has been changed by you.

Notice: If you change regularly between drawing up of ordinary paper drawings and DFX drawings, remember to set the guide line value back to <u>12 cm</u> (normal (value) next time a paper drawing is to be drawn up by you.

Drawing of Rooms

Drawing of rooms via DXF drawings calls for almost the same procedure as drawing of paper drawing via digitizer. However, with the change that a digitizer is not needed, and that you may run the measuring exclusively on the screen. This would in most cases reduce the time consumption appreciably.
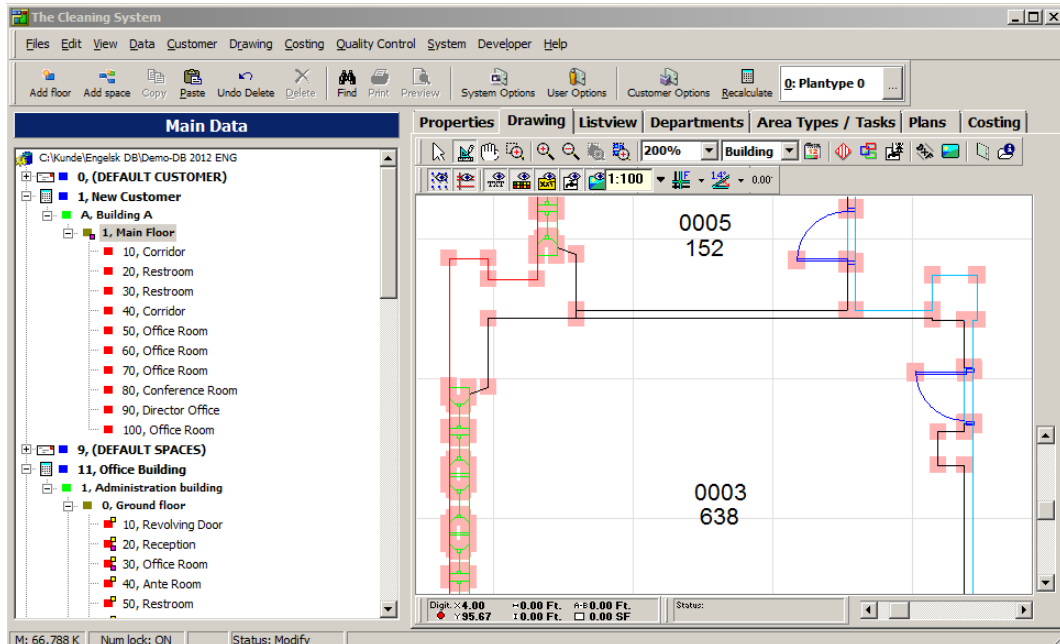
1. Click **Drawing** to go into drawing mode.
2. Mark and double click in the "Main data"-tree the room to be drawn. Alternatively mark the room in the "Main data"-tree, and then click **Draw walls**
3. Now find the room on the screen, and click off the first corner of the room, using your mouse. Hitting within the marked support corners (the support corners are generated automatically based on measuring data in the DXF drawing) will "adhere" accurately to the corner point in the middle of the support corner.
4. Then click off the remaining corners, tracing the last one by double clicking which will close the room.
   a. Keeping the **Ctrl** depressed on the keyboard, trace a circular arc between the two previous points traced and the just "off clicked" point.
5. If a room has four corners, setting the first corner will be sufficient, and you will then move your mouse up to the diagonally "opposite" corner, closing by double clicking. Thus closing the room, and creating a square room.

DATA KNOW HOW
CLEANING SYSTEMS

Control and Adaptation of data via the hatching tool

*One of the easiest ways of overviewing the room data, in **The Cleaning System**, is by applying the hatching tool drawing module. Using this tool, you may view the contents of the rooms of items like floor type, program codes, frequency profiles, and allocation to work plans. It may work in a more easily comprehensible way to be able to view these data visually by way of colour hatching rather than having a list of values.*

This section shows how you may trace these items of information, and how these may quickly be changed by you for one or more rooms.
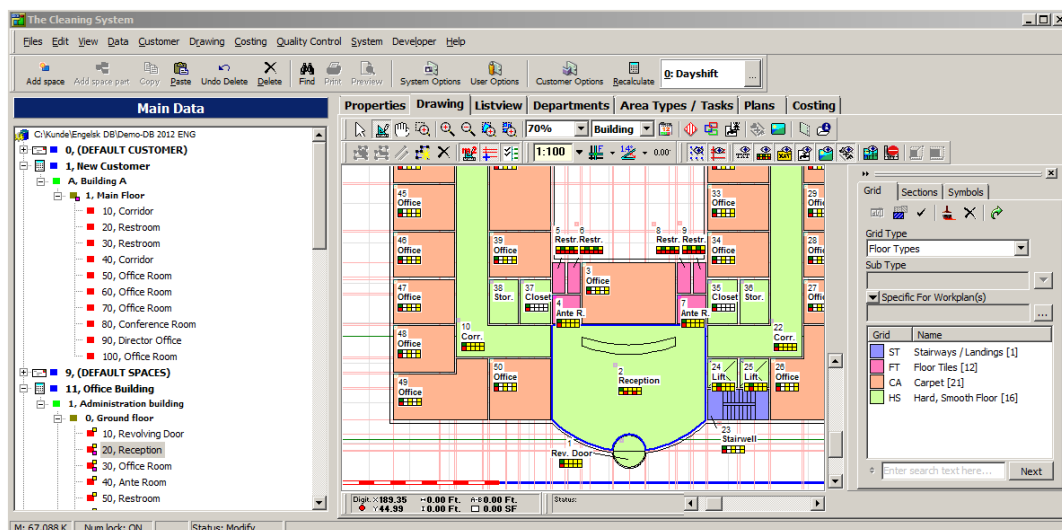
Opening of relevant data and windows

In the "Main data"-tree find and open the floor required by you to work with.

1. Select Drawing
2. Click Zoom to fit all objects , thus making **The Cleaning System** zoom out/in so as to show the entire "open" floor on the drawing face.
3. Click Define and select patterns which will open Grid on the right of the drawing face.

You may have to zoom a little out or move the drawing a little as the hatching window will cover a little of the view from the drawing face. Run some testing.

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Select hatching type

1. Select in **Grid type** on [Grid] the hatching type required. In this example, you will select "Floor types". Now all the floor types used will be displayed in the hatching list below, with colours and any hatching patterns. (If not all of these have been coloured -, this would normally be due to not having been used this hatching type before).

Hatch "not color coded" hatching items

1. Mark, in the hatching list, the hatching required by you to be changed / adapted.
2. Mouse double click this hatching after which the "Edit grid"-window will open. This window contains properties for the hatching selected. All attributes except "Name" may be edited as required. At the bottom of the window, an example of the hatching selected will be shown.
3. Click [Color] to change colour.
4. Check mark **Pattern** to switch pattern on/off.
5. If **Pattern** has been check marked, then click [Colors (F/B)] to change the background colour of the pattern.
6. If **Pattern** has been check marked, click the various hatching patterns to change to a different pattern.
7. If own face graphics (a bitmap picture) is required to be used, click [Browse ...] and select a bitmap file. This will cause **Bitmap** to be check marked, and all other selections to be overwritten.
8. If face graphics is required to be switched off, remove the check mark from **Bitmap**.
9. Click [OK] when satisfied with your choice of hatching.
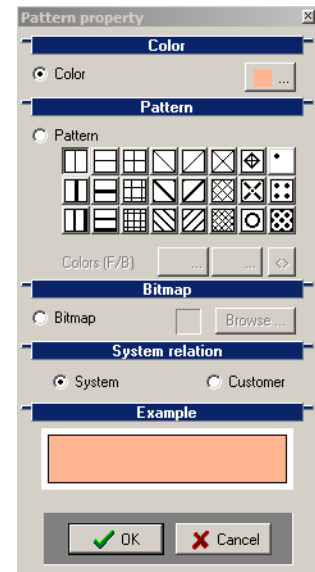
Check of data

When all hatchings have been coloured, you will have a visual view of the attributes of the rooms. For example, the floor types will be shown with colours and hatching patterns in the drawing, and taking a view of the rooms with their specific risers will be easy.

This does, of course, also apply to the other hatching and data types, such as program codes, quality profiles, departments, work plans, area types, room groups, etc.

Are the floor types shown required to be changed?

1. Mark the floor type in the hatching list required by you to be allocated to one or more rooms.
2. Click [Assign grid] at the top of the hatching window.
3. Then click the rooms required to have the marked floor type allocated. When changing a floor type in a room, the change will automatically be written down in the database, and the room time (and in this case the room floor methods as well) will be adjusted as required.

Are floor types on a room required to be removed?

1. Click [Remove grid] at the top of the hatching window.
2. Then click the rooms for which the floor type is to be removed.

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Work assignment for several rooms simultaneously required?

1. Make sure that `Assign grid` has not been activated (depressed). If it has been activated, click it, to switch it off. This does, of course, also apply if you have activated `Remove grid` (which will delete hatching selections).

2. Multi-mark the rooms required in the drawing; by marking first a room, and then, keeping your **Ctrl** key depressed, by marking the other rooms to be selected. The marking on the rooms is being extended currently, showing simultaneously the markings on the rooms in the "Main data"-tree.

3. When the rooms required have been marked, click `Assign grid` at the top of the hatching window.

4. Select the hatching value required (for instance "Linoleum" for floor) in the hatching list.

5. Now click the brush-shaped mouse on one of the rooms marked.

6. Click `Yes` to the question: "Do you want to change the properties for the marked objects?". Now all marked rooms will have the marked hatching value allocated. Apply the same procedure (however, using `Remove grid` instead of `Assign grid`) if hatching values for multi-marked rooms are required to be removed.

You may, of course, choose for yourself the hatching type required by you to be changed. Be, however, aware that a few hatching types may neither be allocated, nor be deselected - but merely displayed. This applies, for example, to the "Room groups" and "Week planning" hatching types.

Short of some hatchings?

Basically, only the hatchings used are shown, i.e. the hatchings represented in the floor drawing displayed. So you may at times get the feeling of being short of an option for selecting for instance a floor type to which you would like to allocate one or more rooms.

Change between "All grids" and "Used grids" hatchings

1. Select in *Grid type* on `Grid` the hatching type required. In this example, you will select "Floor types". Now all currently used floor types will be shown in the hatching list.

2. Click `Switch between showing used grids and all grids|V` at the top of the hatching window. Now "All" floor types will be shown in the hatching list.

3. If only the currently used hatching types are required to be viewed, click `Switch between showing used grids and all grids |V` again.

4. Clicking `Switch between showing used grids and all grids |V` will display a menu with several points. Here, displaying of "Inactive" hatching and "not assigned" hatching may be switched on and off.

Tidying up on customer (incl. Recalculation)

Once you have registered and measured your customer, there may be a need of "tidying up a little" on your customer and closing the registration by recalculating the customer as a whole, to be certain that all area and time details have been added up correctly.

Delete superfluous/not used rooms

If you have created your room lists via copying of "standard" floors / buildings or customers, there may be unused rooms in the room lists which you should delete.

1. Select `Properties` , `Key info`
2. Look through your room lists, floor by floor, and find unused rooms (typically all rooms without a name and area type which have not been "drawn" (no yellow square)).
3. Mark the unused room(s), and click `Delete` to delete it (them). Confirm the deletion by clicking `Yes` to the question: "Are you sure that you want to delete this object and its connected elements?".
4. Repeat items 2 and 3 until all unused rooms have been deleted.

Inactivation of rooms not used

Rooms registered and drawn which are not to be cleaned should be inactivated. Their areas and any time calculations will not be included in customer's cleaning time and cleaning areas.

1. Select `Properties` , `Key info`
2. Find rooms to be inactivated in your room lists.
3. Mark the room(s) to be inactivated, and then click **F7**. Now the room(s) will be inactive, and shown in light grey text in the list of rooms.
4. If the rooms are to be activated again, this is to be performed in the same manner. Mark the rooms to be activated, and click **F7** again. The rooms will now be active.

Recalculate customer

1. Select `Properties` , `Key info`
2. Mark the customer(s) required by you to be recalculated, in the "Main data"-tree.
3. Select menu item **Customer**, **Recalculate**.
4. Under "Calculate following plantype(s)" checkmark the plan types to be recalculated (normally only plan type "0: Dayshift").
5. Under "Recalculation options" check mark whether locked levels are to be included in the recalculation, and whether the program is to adjust, in the course of the recalculation, any errors in the program codes.
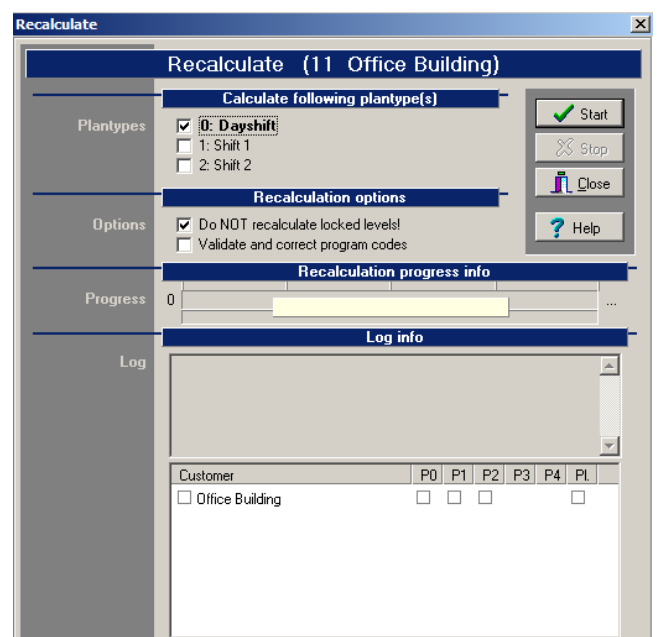
6. Click **Start** to start the recalculation. The export will have been completed when **Close** becomes active again.

7. Close the window on **Close** when the recalculation has been completed.

Final calculation

*The Cleaning System will calculate the daily cleaning time on the registered customers based on the key figures and room types used. If you do not agree with **The Cleaning Systems** calculation of cleaning time, you may indicate yourself the time appropriate in your opinion. This is done via the function: **Final calculation**.*

Such Final calculation applies to the <u>customer as a whole</u>, i.e. all buildings, floors, and rooms will be affected by the "Final calculation"-factor indicated.

The Cleaning Systems time consumption proposal on one customer may be adjusted by you in three ways.

Select menu item **Customer, *Final calculation*.**

1. There are three ways of finally calculating the new time: **Time, Production** or **Factor.**
2. If you yourself want to set a specific **time** such as 10.0 hours a day, click the square button under **Time** in, and then write the time required (in minutes). For instance 600 minutes, equivalent to 10.0 hours per day.

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3. If working with a specific **square-metric production** is required, for instance 200 m^2 per hour, you will need to adjust **Production**. Click the square button under **Production** in, and then write the m^2-ydelse required.

4. If the total cleaning time is required to be reduced / increased by you by for instance 5 or 10 %, you will need to change direct on the costing **Factor.** Click the square button under **Factor** in, and then write the factor required. If, for instance, you have 12 hours and 26 minutes of work, and require this to be reduced by10%, change your factor to 0.9, thus reducing the total cleaning time to 11 hours and 11 minutes.

5. When you have changed **Time**, **Production** or **Factor** , click Start to start the final calculation. When the **Close** button becomes active, the window may be closed. Click Close .

6. Your new calculations have now been saved, and will remain saved, on the customer until you go in to change the calculations again.

7. When you have done your final calculation, a small red/green mark will appear off the customer on the "Main data"-tree, meaning that final calculation has been performed on the customer. If you are in the **"Final calculation"**-window and click Reset (remember to recalculate via Start) and close the window again, the mark will disappear.

Main Data

C:\Kunde\Engelsk DB\Demo-DB 2012 ENG
- 0, (DEFAULT CUSTOMER)
- 1, New Customer
- 9, (DEFAULT SPACES)
- 11, Office Building
- 12, Public School
- 13, Day-care
- 14, Library
- 15, Healthcare Facility
- 20, Shopping Mall
- 21, Health Care Clinic
- 22, University

8. Note that when opening the **"Final calculation"**-window you will be changing weekdays. If weekend times are required by you to be changed, click Saturday or Sun-/Holidays **,** and then change **Time**, **Production** or **Factor** as described above.
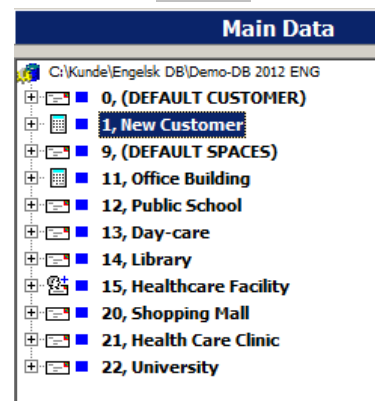
Print out drawings

Drawings are printed out via "Sections". A "section" may be a whole floor drawing (possibly several floor drawings) or just a part (a section) of a floor drawing. Several sections may be created for each floor drawing. The sections are saved automatically with the floor drawing, and may be reused next time the drawing is to be printed out.

Create printout section
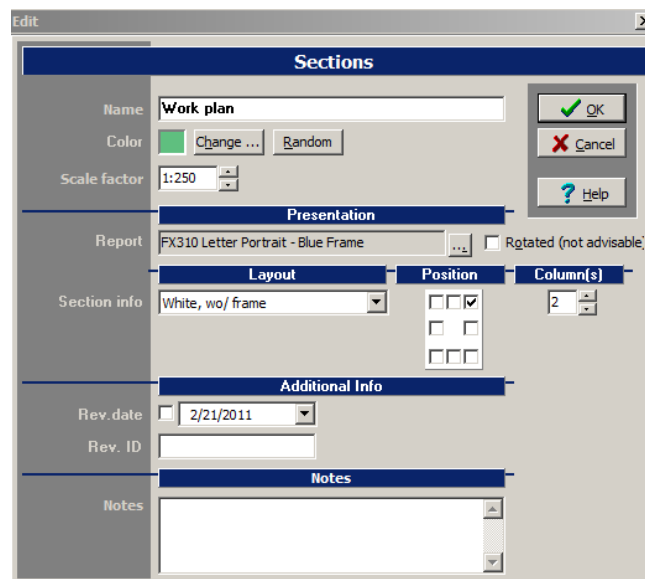
1. Select **Drawing**
2. Open **Sections** by clicking **Define and select print sections**
3. Click **New Section** on **Sections**
4. Write a name for your new section in ***Name***. This name will normally be printed out in the drawing head of the finished printout.
5. If you have several sections on the same floor drawing, you may give each section a display colour of its own by changing the colour in ***Colour*** (click **Change ...**)**.**
6. In ***Scale factor*** select an appropriate scale for printing out of the drawing (normally ranging between 1:150 and 1:400). The scale may subsequently be changed direct on the drawing.
7. In ***Report*** select whether the drawing is to be printed on A4 or A3, and whether the drawing is to be printed as lying ("Landscape") or standing ("Portrait") by selecting an appropriate report.
8. In ***Sections*** select the layout with which the drawing is to be printed. The layout determines frame types and colours, as well as background colours for the drawing part and the legend.
9. In ***Settings*** you may determine where the legend for the hatchings is to be placed in your drawing. Click the corner / side of the drawing at which the legend is required to be placed.
10. Click **OK**

The printout section is now created, and shown in the list of sections in the colour and with the name and scale selected by you. Simultaneously, the section in your drawing will be shown with a frame in the

colour selected by you. If you cannot see the section in your drawing, click Define and select print sections *, and possibly zoom out the drawing, to view the entire drawing.*

Adjustment of Section Position and Size

If the position or size of the section is not as required by you, you may change the position and size.
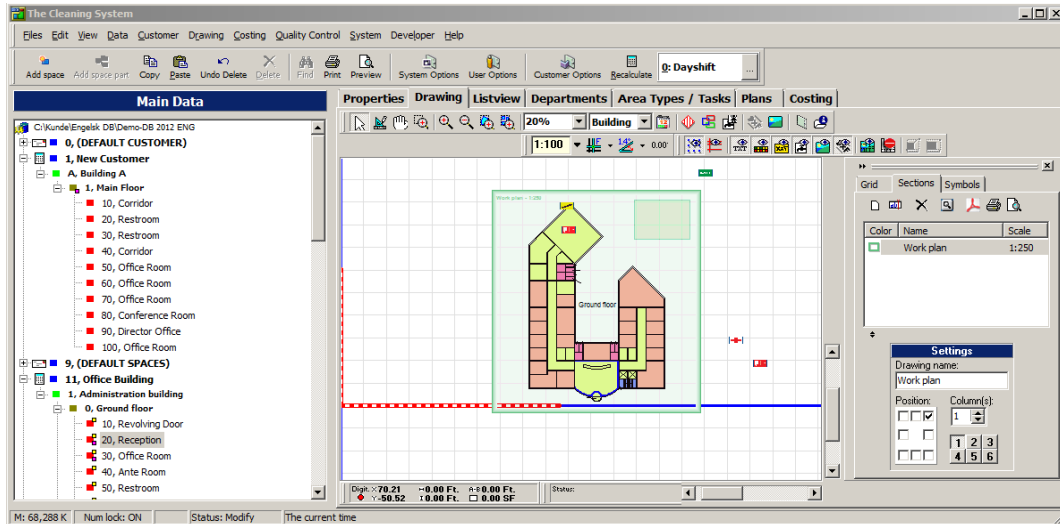
1. Select Drawing
2. Find the section required in the drawing. If you cannot see the section in your drawing, click Define and select print sections , and possibly zoom out the drawing, for you to view the entire drawing.
3. Click the section frame twice, to show the frame with black marking squares in each corner.
4. Adjust the size of the frame to the size required, by pulling the frame corners (the black marking squares) in towards the middle (the frame will become smaller), or away from the middle (the frame will become bigger). The size is changed in stages, by 1:25 per step.
5. Move the frame by placing the mouse over the "moving mark" in the middle of the frame, click the left mouse key, and keep the key depressed while moving the frame around.

Selection of Colour codes/Hatching

The drawing may be printed without colour codes (hatchings), or with colour codes.

1. Select Drawing
2. Open Grid by clicking Define and select patterns
3. In *Grid type* select to which criterion the drawing is to be coloured. If the drawing is to printed out without colour codes, select hatching "[None]".
4. For hatching types "Program codes", "Work Plans", "Week planning", "Departments", "Inspections", and "Frequency profiles", there may be a need of further selection of hatching criterion. This selection is made in *Subtype*.
5. When the hatching criteria have been defined, the program will show a list of the colour codes used on the open floor drawing(s). The colour codes may be adjusted by double clicking the colour code, and then selecting a new colour, and possibly pattern, in the "Pattern property" window. Click OK when you have chosen your colour and pattern.

View drawing printout prior to printing out

Before printing out the drawing, you may view the finished drawing on the screen, and possibly adjust placing of the narrative box before printing out.
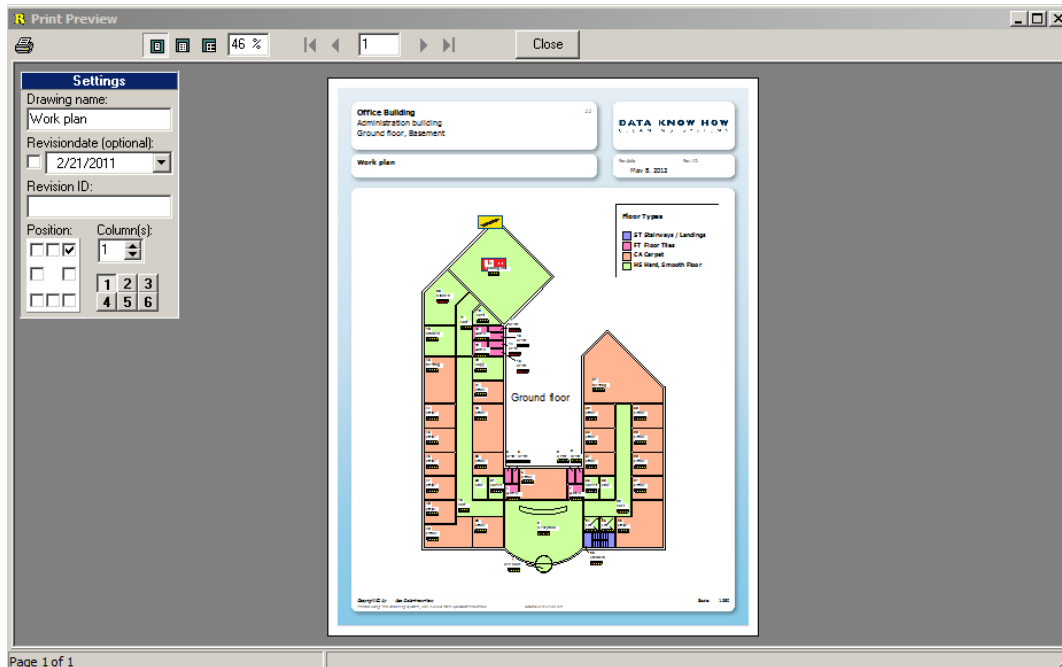

1. Select **Drawing**
2. Open **Sections** by clicking **Define and select print sections**
3. Mark the section required to be viewed.
4. Click **Opens the Print Preview window**
5. If the narrative box has been positioned in a manner inappropriate in relation to the drawing, the position of the narrative box may be moved by clicking a new position in *Position*.
6. If the number of colour codes in the narrative box is high, dividing the box into several columns may pay in some cases. Select this in *Columns*.
7. When the appearance of the printout is as required by you, the drawing may be sent direct to your printer (click **Print**) , or the window may be closed (click **Close**), and the drawing may be printed out later.

Print out drawing for printer or as PDF document

1. Select **Drawing**
2. Open **Sections** by clicking **Define and select print sections**
3. Mark the section required by you to be printed out.
4. Click **Print**
5. Select the printer on which your drawing is required to be printed out. You may select a different paper format under the printer "Properties".
6. Select the number of drawing copies needed by you (in *Copies*).
7. Click **OK**

If the printout is required to be saved as PDF document, rather than being printed out on paper, proceed as follows:
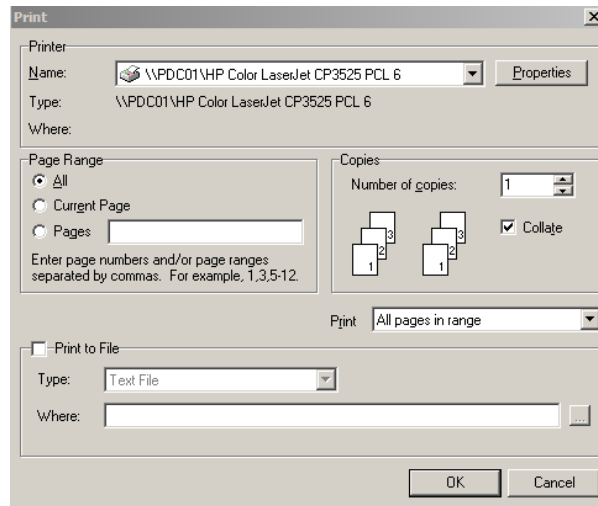
5. Check mark **Print to File**.
6. Select "PDF File" in **Type**.
7. State where the PDF document is to be saved in **Where**.
   You may search for a position(Drive / Folder / "Desktop" etc.) using **…** to the right of **Where**.
   Select position, and write the name of the PDF document in **Filename**. Click **Save** when you
   are finished.
8. Click **OK**

Print out room list(s)

*Room lists may be printed out with varied substance and layout. Substance and layout have been defined in various report layouts. **The Cleaning System** is available with a number of report layouts which may be used as they come. In addition to these reports, your company may have prepared own reports, for instance including your logo as part of any such report.*
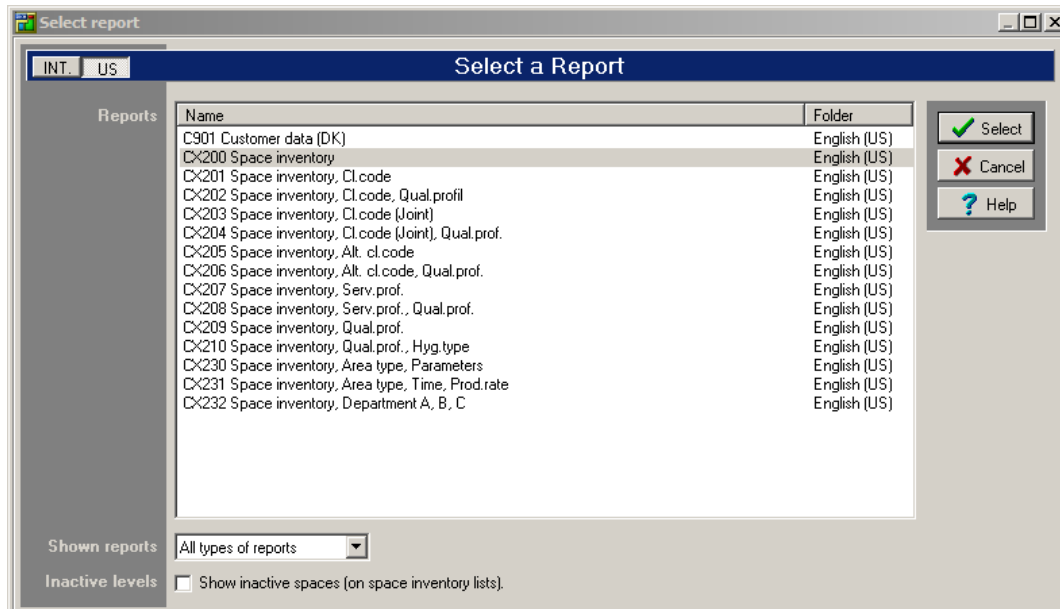
1. Select **Properties** , **Key info**
2. Mark the customer for whom a room list is required to be printed out in the "Main data" window.
3. Click **Opens the Print Preview window** (for viewing the completed printout on the screen before it is printed out) or on the tool button **Print .**
4. In the "Select report" window, mark the report to print out your room list.
5. Click **Select** .
6. In the "Level auto search" window, check mark *Show inactive levels* if any inactive rooms are to be included in the room list.
7. Click **OK**
8. Select the printer on which the room list is required to be printed.
9. Select the number of copies of the printout required by you (in *Copies*).
10. Click **OK**

If the printout is required to be saved as a PDF document instead of being printed out on paper, proceed as follows:

8. Check mark *Print to File*.
9. Select "PDF File" in *Type*.
10. State where the PDF document is required to be saved in *Where*.
    You may search for a position (Drive / Folder / "Desktop" etc.) using **...** to the right of *Where*.

Select position, and write the name of the PDF document in **_Filename_**. Click **Save** when you are finished.

11. Click **OK**

Work assignment

Work assignment is easiest performed via the drawing. First, the work plans are to be created with an ID, a name, and a "Norm time". "Norm time" is the number of hours per day available to the particular assistant for cleaning tasks, service functions, breaks, etc.

Create work plan

1. Select **Plans** , **Work plans**
2. Click **Add**
3. Select plan type (normally "0: Dayshift") in *Plan type*.
4. Select period type (weekday, weekend, Saturday, Sunday, etc.) in *Period type*.
5. Enter an ID (like "1", "2", "3", etc.) for the work plan in ID.
6. Enter a name (like "Area 1", "Area 2", etc.) in *Name*.
7. Enter standardized working hours in *Norm time*. Note that the time is to be entered as whole minutes, like "420" min. (equivalent to 7.0 hours per day).
8. On **Worktypes** check mark or deselect the work tasks which the area is to include / not include in its plan. Normally, all tasks have been selected on.
9. On **Frequency profiles** select a frequency profile for "Other tasks" if time is to be entered for extra work tasks direct on work plans. Extra work tasks may then be entered on the work plan via the "Tasks" window (click **Tasks** to open this window) in the "OTHER TASK" area.
10. Click **OK** when you are finished entering these items of information.

Allocate rooms via drawing
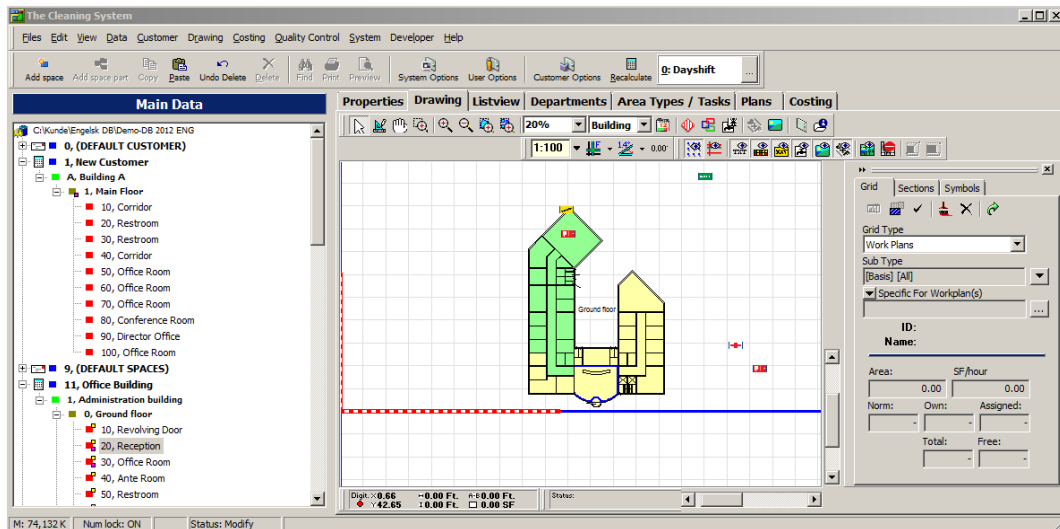
1. Select **Drawing**
2. Open the floor with rooms to be area allocated in the "Main data"-tree.
3. Open **Grid** by clicking **Define and select patterns**
4. In *Grid types* select "Work Plans".
6. Click **Switch between showing used grids and all grids │V**, to have all your work plans shown in the hatching list.
   See that all the work plans you need on the same drawing will have different colour codes. The colour codes may be adjusted by double clicking the colour code, and then selecting a new colour and possibly pattern in the "Pattern property" window. Click **OK** when you have selected colour and pattern.
7. Mark in the hatching list the work plan for which allocation of rooms is required.
5. Click the **Assign grid** tool button in.
6. Click each room to be attached to the marked work plan. For each room (with time) allocated to the work plan, the work plan "Assigned" time and "Free" time will be updated.
7. Click out the **Remove grid** tool button when your allocation of rooms has been completed.
8. For removal of a room from a work plan, click the **Remove grid** tool button in, and then click the rooms to be removed from the work plan. Click the **Remove grid** tool button out again when you are finished removing rooms from the work plan.

Allocate rooms without drawing (via "Assignment")
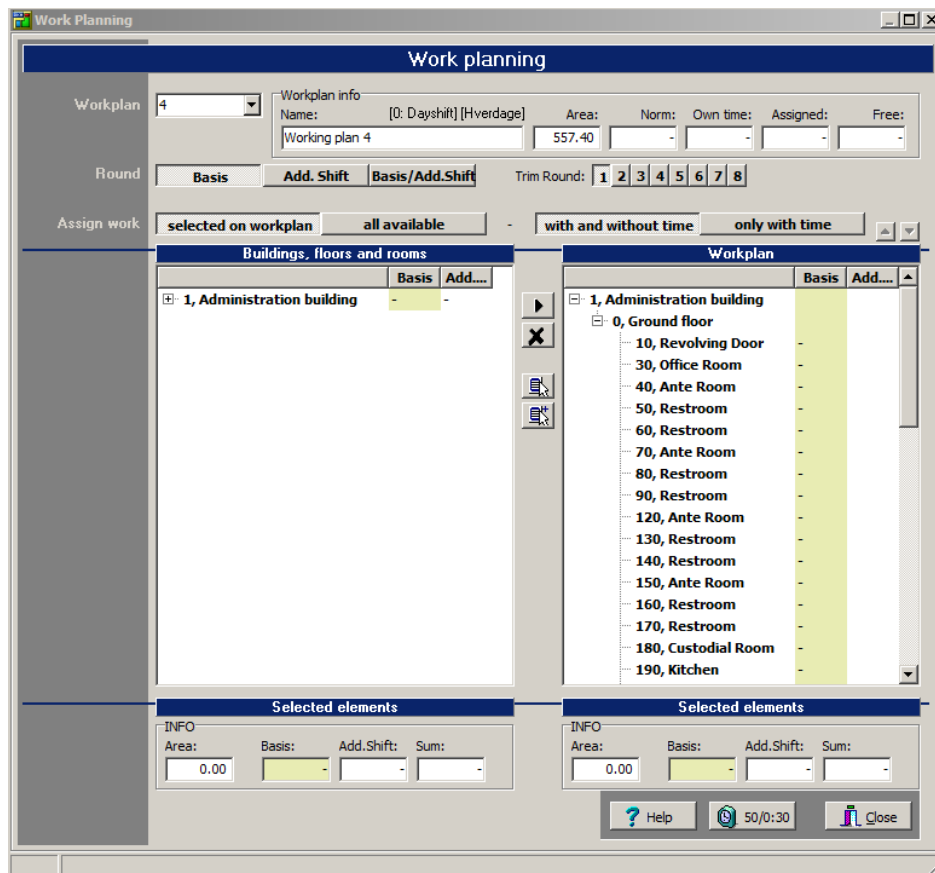
1. Select Plans , Work plans
2. Mark the work plan for which rooms are to be allocated in the work plan list.
3. Click Assignment.
4. In the left half of the window, all the customer's registered rooms will be displayed, divided into buildings and floors. Open the building and floor for which the allocation is required to be started.
5. Mark one or more rooms (with time) in the list of rooms.
6. Click Assign selected 'room(s)' to active work plan to allocate the marked rooms to your work plan.
7. Continue with steps 4, 5, and 6 until the work plan time has been fully utilized, and you have allocated all the rooms.
8. Click Close to close the area allocation.

Week Allocation

If the cleaning work is required to be allocated on specific weekdays so that the cleaning assistants may follow a fixed plan for the cleaning each week, a week allocation may be run on a work plan. Assuming that you have first allocated all rooms to the particular work plan (see how under the "Area Allocation" description.
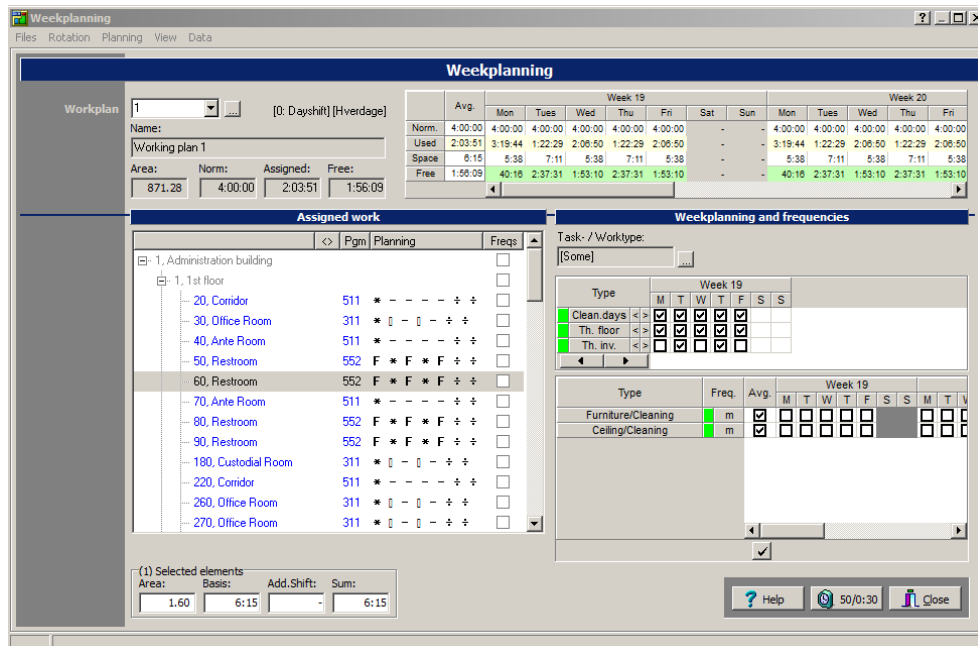
1. Select Plans , Work plans
2. Mark the work plan to be week allocated in the work plan list
3. Click Week Plan.
4. In the "Week planning" window left half (the "Assigned work" list), the rooms belonging to the selected work plan are displayed. Off each room you have the room program code and the allocation of cleaning days and thorough floor and furniture and fittings cleaning days. In the upper half of the window, the time per weekday is displayed. In the right half of the window under "Week planning and frequencies" , the allocation of cleaning days and thorough floor and furniture and fittings cleaning days for selected rooms are shown.
5. Mark the room(s) for which the week allocation is required to be changed.
6. Move the week allocation one day to the right or one day to the left using **Alt+Right Arrow** or **Alt+Left Arrow**, or by clicking buttons ⬅ or ➡ under " Week planning and frequencies".
7. Whenever you move a weekday, the times per weekday will be updated.
8. Click Close when you are finished with your week allocation.

*The week allocation may be viewed on the drawings either as colour codes (select hatching type "Weekplanning") or as "Pictograms" (select "Pictogram" in **Show as** under "Weekplanning display mode" on the "General options" page in the "Customer Options" window).*

To view "Pictograms" as "text" in the rooms, use a text layout <u>with</u> "Week planning".

Printout of Work Plan Drawings

Work plan drawings may be printed out in various ways. In some situations, you will need to print out a list of all work areas on a floor (each colour code will show an area of its own), in other situations printing out a work plan for a single area will be required, the colour codes showing to which program codes, frequency profiles, weekdays or quality profiles the rooms are to be cleaned.

Print out area plan
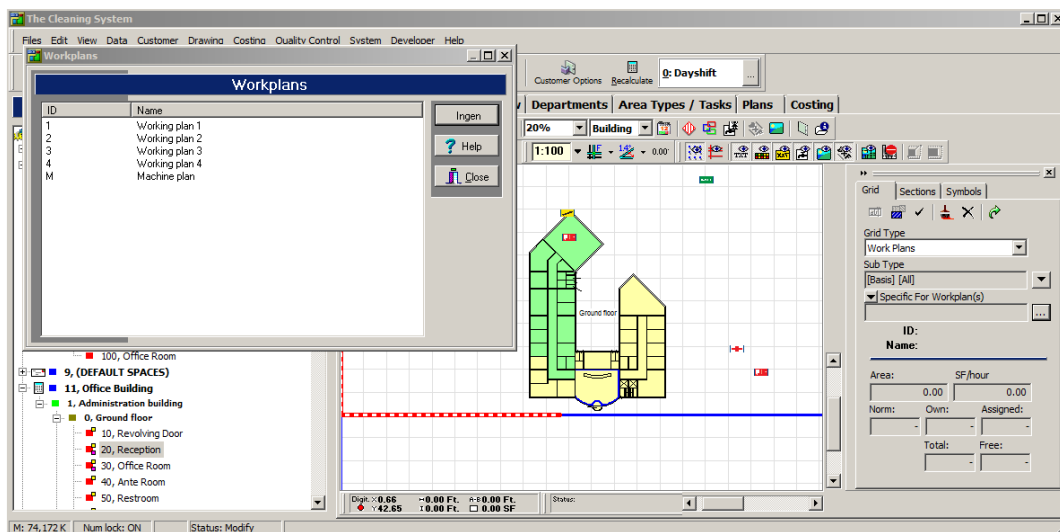
1. Select Drawing
2. Open the floor with rooms to be printed out in the "Main data"-tree.
3. Open Grid by clicking Define and select patterns
4. In *Grid type* select "Work Plans".
5. Check that a specific work plan has not been selected (*Specific for work plan(s)* should be empty). If a specific work plan has been selected, remove this selection by clicking ... to the right of the field, and then clicking None .
6. See that all the work plans required by you to be used on the same drawing will have different colour codes.
   The colour codes may be adjusted by double clicking the colour code, and then selecting a new colour and possibly a pattern in the "Pattern property" window. Click OK when you have selected colour and pattern.
7. Create a printout section, and print out the drawing. See how to do this under the "Print drawings" description.

Print out work plan
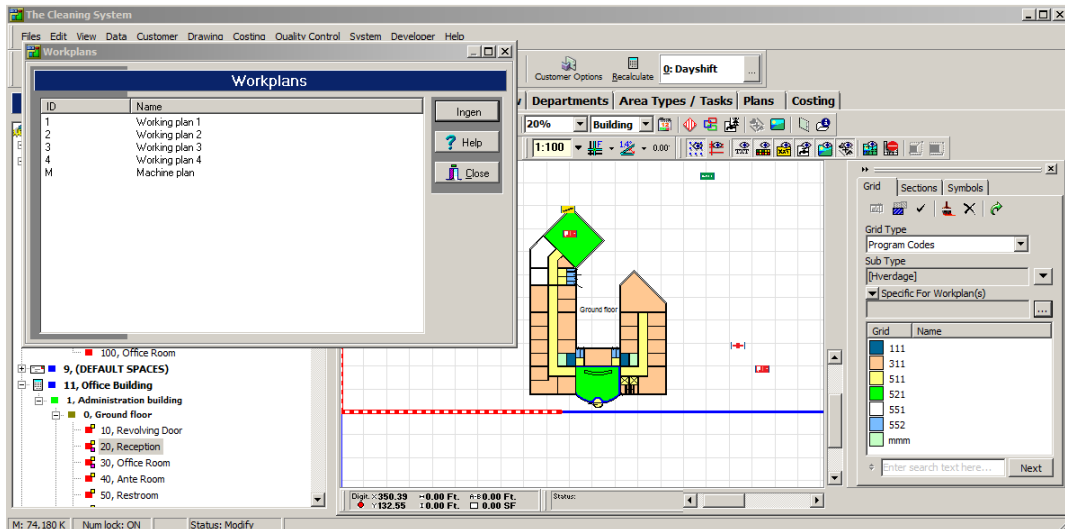
1. Select **Drawing**
2. Open the floor with rooms to be printed out in the "Main data" window.
3. Open **Grid** by clicking **Define and select patterns**
4. In **Grid types** select the criterion by which the drawing is to be coloured.
5. For the "Program codes", "Week planning", and "Frequency profiles" hatching types, there may be a need of further selection of hatching criterion. This selection is made in **Subtype**.
6. In **Specific for work plan(s)** select the work plan for which colour codes are to be shown. Click search button **…** to the right of the field, mark the work plan required, and then click **Select** . Only the rooms belonging to the selected work plan will now be coloured.
7. Create a printout section, and print out the drawing. See how to do this under the "Print drawings" description.

Quality Control (INSTA-800)

The Cleaning System *contains a facility for running quality control/evaluation of the rooms registered on a customer. The selection is made automatically based on some criteria setting out how certain you want to be about your result. The higher the certainty, the more rooms will be selected, and these will thus have to be controlled.*

The quality control goes with the quality profiles set up for the rooms of a customer. The quality control is performed by sampling. The extent of the quality control may be kept at a reasonable level in most cases without jeopardizing/ ruining the safety of the control.

In **The Cleaning System** the particular quality control is divided into three phases:

1. Sampling scheme
2. Sampling plan
3. Inspection

Random Sampling scheme

The sampling schemes contain the overall items of information on the sampling plans, i.e. start and closing dates for the control period (possibly corresponding to the contract period), the number of inspections in the control period, and possibly the items of information as to weekdays on which inspections may not be conducted/or must be conducted. The sampling schemes also contain information as to which rooms are under the control in the particular sampling scheme. Several sampling schemes may thus be created for one customer, each controlling its part of customer's room volume.

The procedure for preparation of sampling schemes is as follows:

- Select the customer for whom sampling is to be performed.
- Create new sampling scheme(s) for the customer selected.
- Define a few items of information, such as start and closing dates, as well as the number of inspections required within this period.
- Make a delimitation of the rooms, room groups, buildings, floors, etc. to be represented in the sampling.

Random Sampling plan(s)

The sampling plans contain all inspections for a specific quality profile. The sampling plan contains items of information on the quality level selected (AQL/CRQ), on supplier's and customer's risk (PR/CR), on the number of rooms to be accepted, or not accepted, to approve/reject the inspections, as well as final information on the total number of rooms in this quality profile, and the number of rooms to be controlled in the sampling plan.

The procedure for preparation of sampling plan(s) is as follows:

- Generate sampling plans via menu item **Functions, Auto generate**
- After this, the required number of sampling plans (1 per quality profile) and the required number of inspections for each sampling plan will be generated automatically.

Inspection(s)

The inspections contain the date, and possibly the hour, for the particular inspection. Further, the inspections contain information as to which rooms have been taken out (random sampled) for control. When the inspection has been completed, the result of the inspection will also be saved with it.

The procedure for conducting an inspection is as follows:

- Transfer inspection(s) to Pocket-PC/PDA, or print out on paper.
- Go to the locality.
- Check the rooms selected.
- Go home, and transfer the registrations back to **The Cleaning System**.
- Print out the finished quality control result with approved or rejected result.
- Report to the relevant persons.
- Depending on the result, the number of the rooms to be checked in the next inspection will be influenced.

Creating sampling scheme

First, a sampling scheme is to be created to delimit the start and closing dates, and the number of inspections to be run within the particular period.
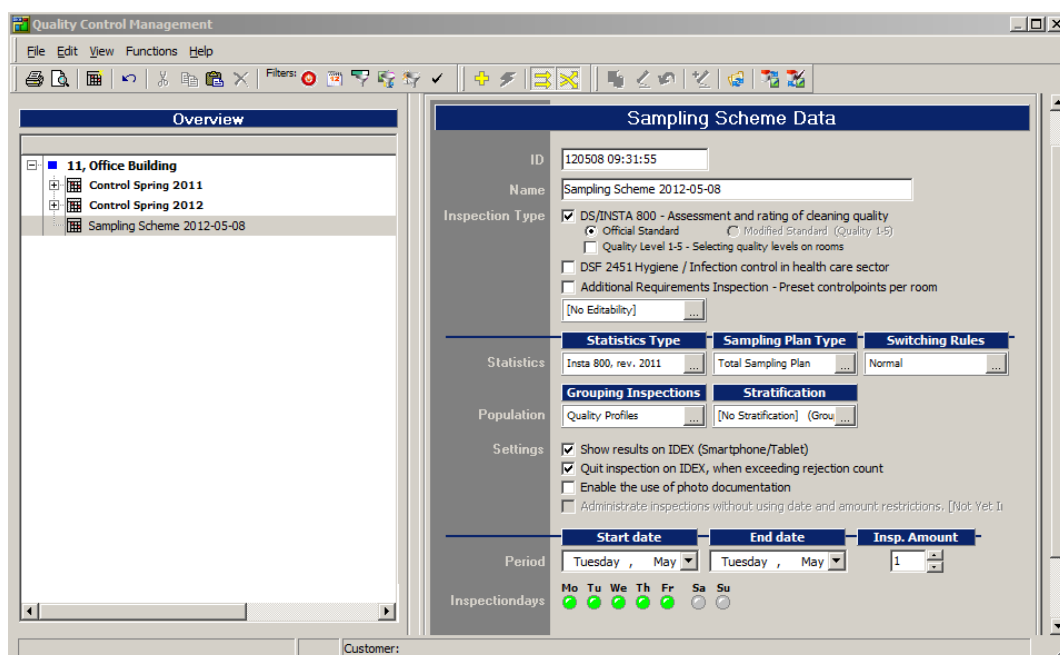
1. Mark in the "Main data"-tree the customer on whom quality control is required to be run.
2. Select menu item **Quality control, Sampling Schemes**. Thus opening the window for "Sampling Scheme Data – and plans".
3. Select menu item **File, New** to create a new sampling scheme.
4. Enter a unique (not previously used) ID in ID
5. Enter a name for the sampling scheme in the *Name* field. Like "*Control, winter 2008*".
6. Mark in *Inspection days* the weekdays on which quality control visits may be made.
7. State in *Start date* a date for when the first control may be run.

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8. State in **End date** a date for when the latest control may be run.
9. In **Inspection count** select the number of inspection visits to be run within the start and closing dates.
10. Finally, select the type for the quality control. Types are as follows:

    - **Official INSTA-800 standard** – following the standard defined in Dansk Standard DS-INSTA-800 guide.
    - **Modified INSTA-800 standard** – following the standard with a few exceptions. This control combines the quality profiles, and consequently the representative number of rooms to be taken out will be lower. Further, the "inspector" himself/herself will evaluate the quality level (0 – 5) of the room, instead of counting dirt accumulation incidence.

    In this example, mark the "Official INSTA-800 standard". Then check your entries, and click OK to save these.

When the sampling scheme has been created, the rooms to be subjected to the particular quality control are to be selected
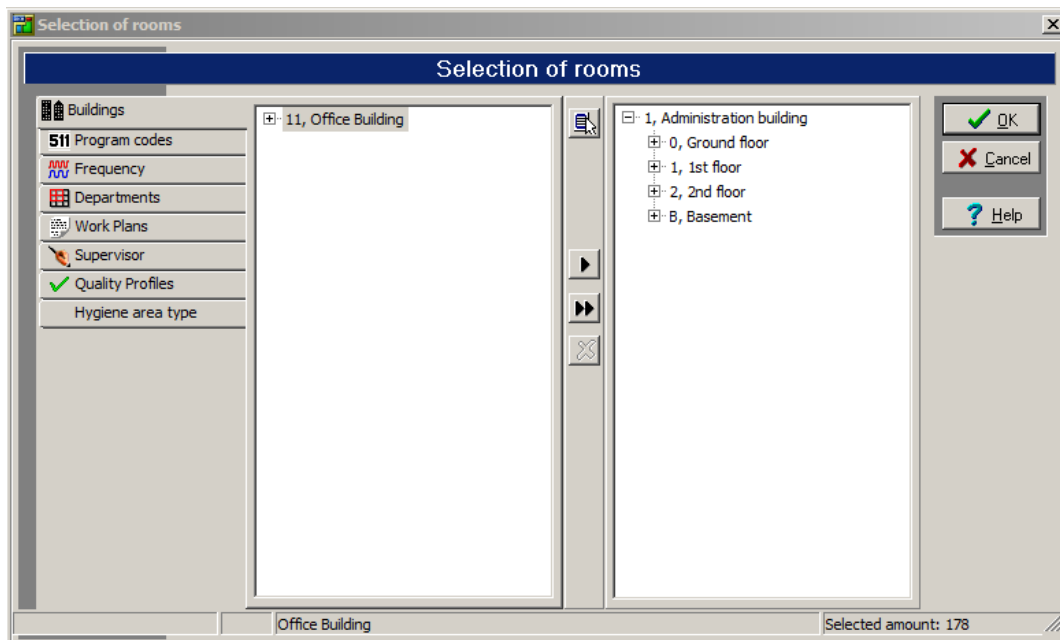
11. Mark in the "Sampling" window the particular sampling scheme.
12. Select menu item **Functions, Add rooms** to begin the room selection. Thus opening the "Room collection" window.
13. Here, rooms may be selected in various ways, for instance based on criteria on program codes, frequency profiles, quality profiles, and for specific departments, work plans, and cleaning managers.
14. In this review, we shall go for the easy solution. Mark the customer under the "Buildings" item, and click >> to select all rooms.
15. The rooms may now be viewed in the list on the right (all "active" rooms with quality profile have been included).

16. Close the "Room Collection" window to revert to the "Sampling" window.
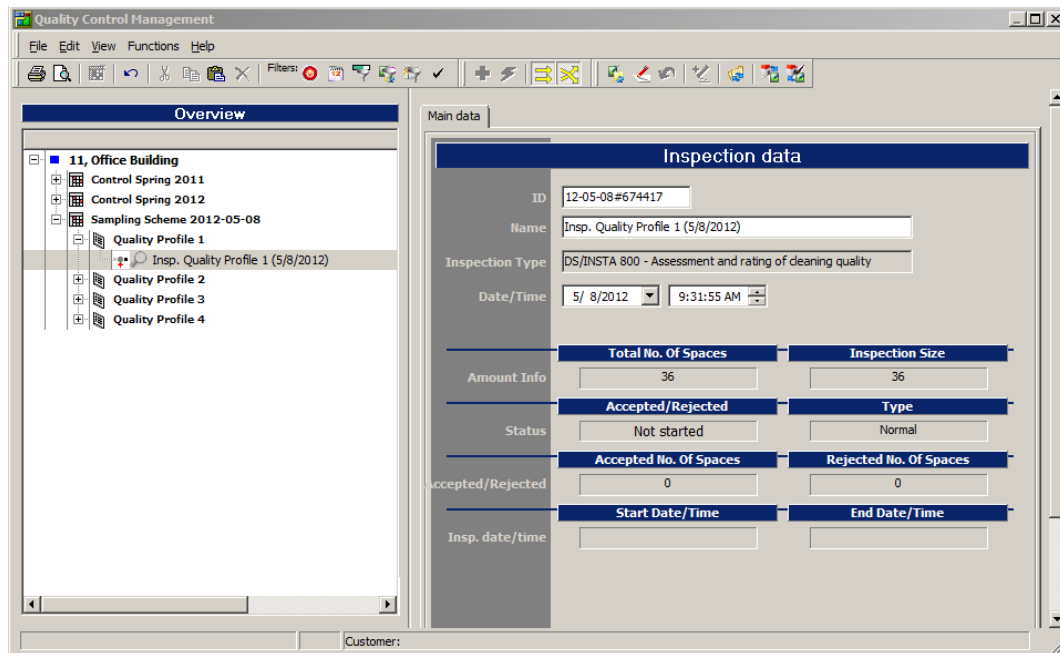
Creating sampling plan(s)
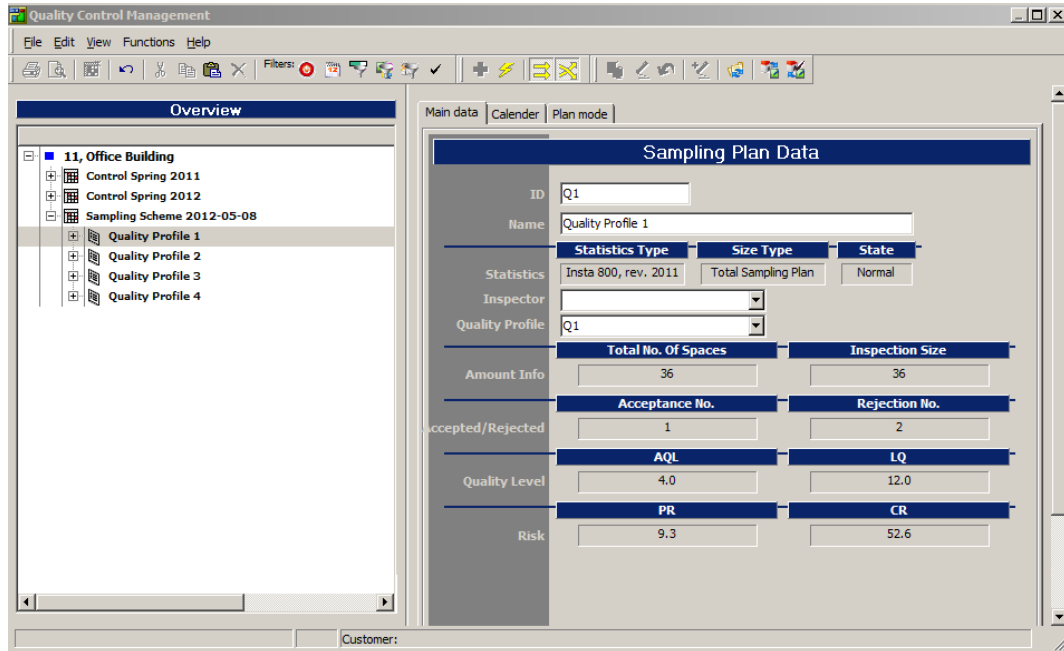
1. See that ⬛ **Generate inspection with same dates** is pushed in – so that the inspections to be generated for the various quality profiles are to be controlled the same day. This will reduce the number of visits on the site.

2. Check that ⬛ **Randomize inspections while generating** has not been clicked in. If it is "out", the inspection dates will be allocated equally between the start and closing dates indicated. If it has been pushed in, you will get a random allocation of inspection dates.

3. Mark the particular sampling scheme in the list on the left.

4. Select menu item **Functions, Auto Generate**. The necessary number of sampling plans will now be generated, and **The Cleaning System** will automatically select dates for the inspections required.

Inspection: Preparation, Printing Out or Transfer

When the sampling plans have been prepared, and the day comes for performing one or more inspections, the inspections are to be "initiated" in **The Cleaning System**. *In this process, the rooms are being selected and prepared for printing out on paper or transfer to* **The Cleaning Systems IDEX Module**, *quality control registration on Pocket PC/PDA.*

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Preparation with printing out on paper

1. Mark in the "Main data"-tree the customer to be quality controlled.
2. Select menu item **Quality Control, Inspections**. The window is now opened for sampling schemes, sampling plans and inspections.
3. Find and mark the inspection(s) to be "initiated" by you. Several inspections may be multi-marked using the **Ctrl** key.
4. Select menu item **File, Manual inspection** to "start" the inspection. "*Manual inspection*" means that the inspection is processed via paper and subsequently keyed manually in **The Cleaning System**.
5. Mark the "initiated" inspections one by one, and select menu item **File, Print** to print out a quality control form for each inspection. The inspection forms contain information as to which rooms are to be controlled, and in which buildings and floors they may be found.

Preparation with transfer to Pocket PC/PDA

1. Mark in the "Main data"-tree the customer to be quality controlled.
2. Select menu item **Quality Control, Inspections**. The window will now be opened for sampling schemes, sampling plans and inspections.
3. Find and mark the inspection(s) to be "initiated" by you. Several inspections may be multi-marked using the **Ctrl** key.
4. Select in *Pocket PC/PDA* at the top of the window the Pocket PC/PDA to which data are to be transferred.
5. Select menu item **File, Send to Pocket PC** to "start" the inspection.
6. Now connect the particular Pocket PC/PDA if this has not been done already.
7. Synchronize the PDA with the PC (via the PDA synchronising program). You will now be ready to start the inspection in the field.
8. Check in the IDEX program on the PDA that the inspections are accessible. You may restart the IDEX program to input the latest inspections.

Inspection: Performance

To follow the rules for the evaluation of the cleaning quality such as specified in the DS-INSTA-800 guide. The rooms to be controlled will appear either from the printouts or via the IDEX program on the PDA.

Inspection: Inputting or import

*When the quality control has been completed, the registrations are to go back to **The Cleaning System** for result costing and filing. If the digital solution (the PDA) is applied, data are only to be transferred digitally whereas the manual inspection will require results to be keyed manually.*

Reversal of quality control from Pocket PC/PDA

1. If you are in the "Inspection" window in **The Cleaning System**, you should close the window to enable the system to update the items of information.
2. Check that the inspection has been marked as "Back to PC" before closing IDEX and connecting the PDA to your PC.
3. Synchronize the PDA with the PC (via the PDA synchronization program).
4. Open the "Inspection" window again using menu item **Quality Control, Inspections**.
5. Mark the particular inspection and check that the inspection has been completed and closed.
6. Read the result direct on the display.
7. Select menu item **File, Print** to print out the final result.

Reversal of quality control from paper registration

1. Open the "Inspection" window using the menu item **Quality Control, Inspections**.
2. Mark the particular inspection.
3. Select menu item **Functions, Add result** to open the input window.
4. Key your result for the first room, and continue to the next by Next .
5. Continue until all registrations have been keyed, and click Close . If you are sure that your data have been keyed correctly, answer Yes to the question "Save sample?"
6. Mark again "inspection" in the list.
7. Read the result direct on the display.
8. Select menu item **File, Print** to print out the final result.

Export of Room List to Excel™

*Room list may be exported from **The Cleaning System** database to comma separated files (CSV files) which may be read by other programs, particularly by Microsoft Excel™.*
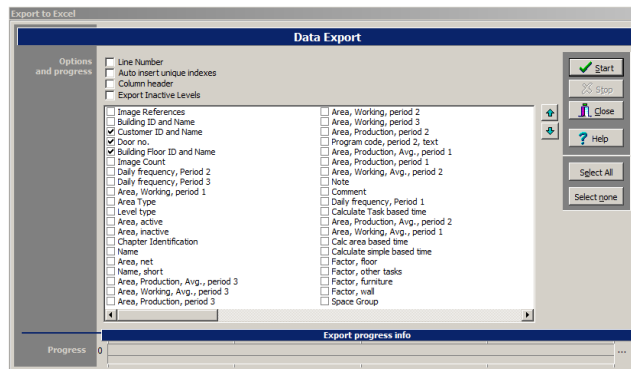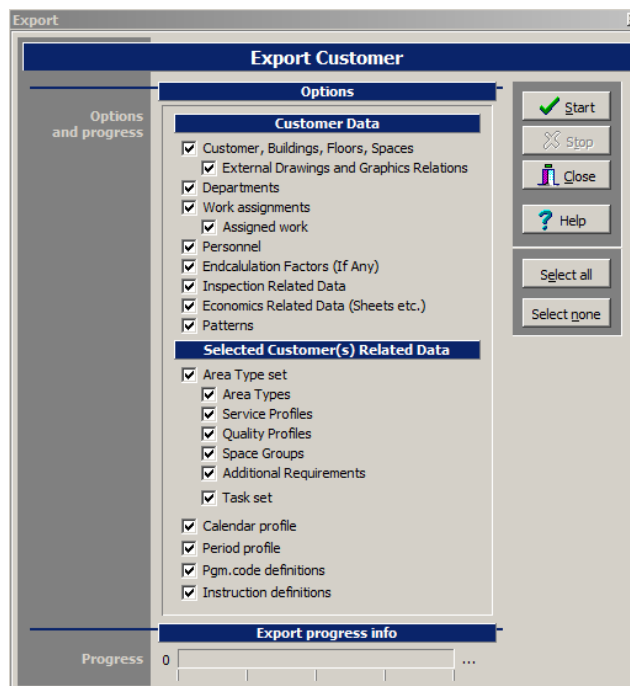

1. Select Properties , Key info
2. Mark the customer for whom exporting a room list is required in the "Main data"-tree.
3. Select **Files, Export to Excel**.
4. In *Line Number* you may check mark whether the program is required to add a column (1. column) with a line no.. Having included line no. in the CSV file may come in handy if the file is needed to sort the rooms in a different order, subsequently returning to the starting point.
5. *Auto insert unique indexes* may be check marked by you to have the program add one or more columns with Customer-ID, Building-ID and Floor ID for each room. Typically used when the file is required as import file in another program.
6. In *Column header* , you may check mark if a row is required to be at the top of the file, with an explanation for each column exported. Good to be included if the file is required for instance to add up data using the Excel™ Pivot table function.
7. *Export Inactive Levels* may be check marked by you as to whether inactive rooms are to be included in the file, or not.
8. In the field list, check mark the fields required to be exported. Each field to be written in its own column in the CSV file.
9. If the sequence of the fields (and thus the columns of the CSV file) is required to be changed, mark a check marked field, and then move it up or down the list using ▲ and ▼ .
10. Click Start when you are ready to start the export. The export will be finished when Close becomes active again.
11. State where the CSV file is required to be saved in **Save As.** Click Save when you are finished.
12. Close the window using OK when you are finished. Your settings will be saved automatically for next time.

Export and Import

*In certain cases, it may prove necessary to **export** or **import** data, i.e. customer data items of information, room list, work plans, etc. Data may be exported by you from other users of **The Cleaning System** to your customer database in question, or you may export data if data are required to be transferred to another computer or **The Cleaning System** of another user.*

Data to be exported out of the system are saved in an import file (file type ".imp") which may be copied/sent to other systems where they are to be imported.


Export

1. Select Properties , Key info
2. Mark **the customer** required to be exported.
3. Select menu item **Files**, **Export**.
4. Mark, under **Options**, the data required by you to be exported. You may refer to section "Export Setting Potential" below.
5. Click Start to save your data. A new window is opened – for selecting position and file name, as well as the file type ending ".imp." When ready, click Save . Data are now saved.
6. If an import file bearing the same name is already available, the program will inquire whether data are to be overwritten. This is to be considered before clicking **Yes/No**.

Export Options

- o **Levels** – customers, buildings, floors, and rooms.
- o **Departments** – the departments available on the customer.
- o **Work plans** – customer's work plans.
- o **Area type set** – area types, service profiles, room groups, and quality profiles.
- o **Object set** – furniture and fittings, ceiling, floor, wall, and window. Times and frequencies.

- o **Personnel** – staff employed.
- o **Calendar profile** – number of cleaning days per year, etc.
- o **Sheets** – finance (price calculation)
- o **Period profile** – the days in the week for cleaning.
- o **Sampling schemes** – quality control (inspection etc.)
- o **Plan types** – customer specific names of plan types.
- o **Grids** – customer specific hatchings on drawings.
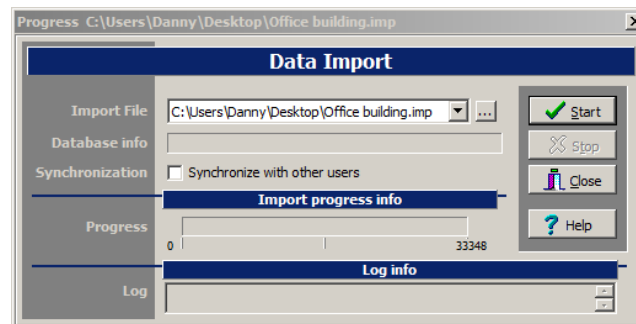
Import

1. Select the **database** to which data are required to be imported. You may have to create a new empty database first (see chapter "Create new database") if you are uncertain about the contents of the import file.
2. Select menu item **Files**, **Import**.
3. Click **...** .
4. Select the file type ending with ".imp."
5. Then select the import file required, and click **Open** . You will now be back at the first window - click **Start** to import.
6. If data having the same ID are already available (such as a customer) in your particular customer database, the program will inquire whether data are to be overwritten; this is to be considered before clicking **Yes**/No.
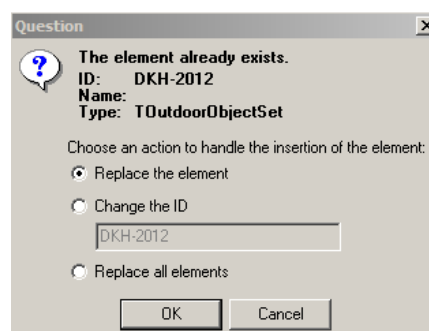

7. Selecting *Replace the element* will replace the element selected on the customer.
8. Selecting *Change the ID* will produce the same element with another ID. In the text field write the new ID with which the element is required to be inserted.
9. Selecting *Replace all elements* will replace all elements on the customer.
10. When the Close button becomes active, all data will have been imported, and you click **Close** .
11. The customer(s) will now be in the "Main data"-tree.

Report Generator

*Using your report generator, you may change existing reports and create new ones. Basically, this item is so sophisticated that in most cases you will be best served by **copying an existing "System report" and using it as basic report for your changes**.*

The rooms will frequently contain so many data that they cannot all be presented in one line, be the paper A4, A3, standing or lying down. So you will need to find a report similar to the result required, and already containing as many as possible of the items of information required on the printout. This report is then to be copied to your "User reports", and you will then edit in the copy.

*The Report Generator will display all the types of **reports**, such as **room lists**, **work plans**, **drawing reports** etc. available in the cleaning system. Below, we will try to describe briefly a situation of copying an existing "System report" to printout of a room list, subsequently editing the copy (in) "User reports").*
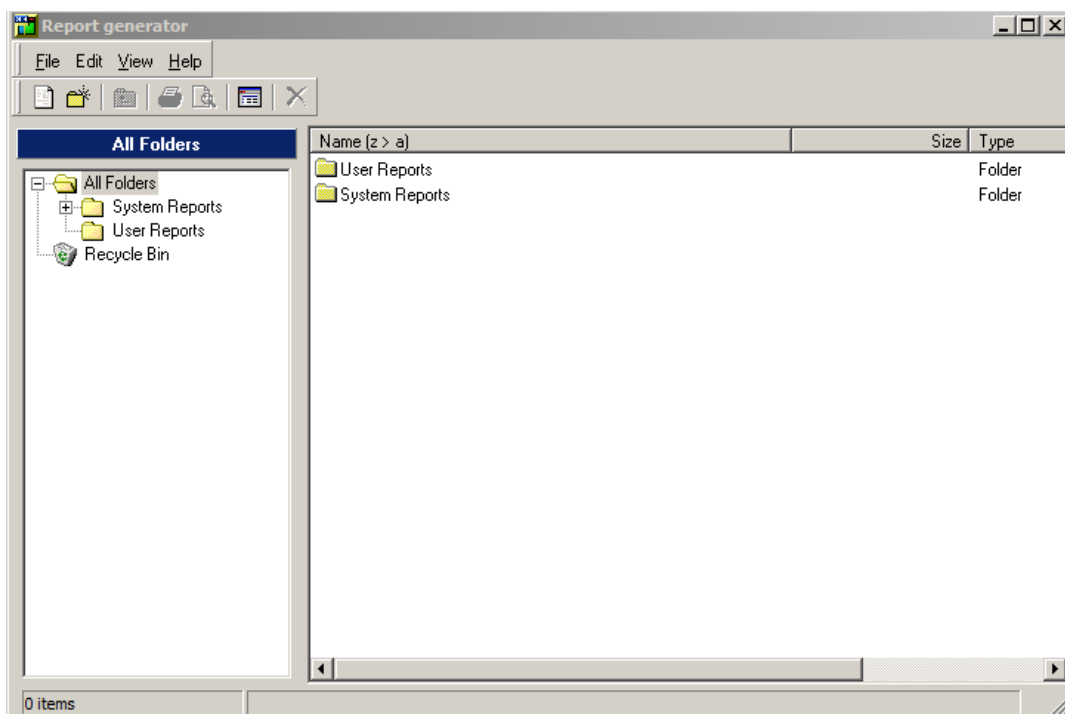
Copying of standard report

1. Select menu item **Files, Report generator**.
2. In the report tree, you will find, on the left, **All Folders**; select here **System Reporter, English**.
3. Find and mark the report that suits your needs best. In this example, you will find the "CX121 Room list" report. Standard reports for printout of room lists will begin by "CX" (CX120-CX123).
4. Select menu item **Edit, Copy** to copy the marked report to the memory.
5. Find your way to **User Reports** in the report tree. Mark this folder.
6. Select menu item **Edit, Paste** to insert the copy of the report. The copied report should now be displayed in the list to the right. Continue below with item 3.

Editing of User Report
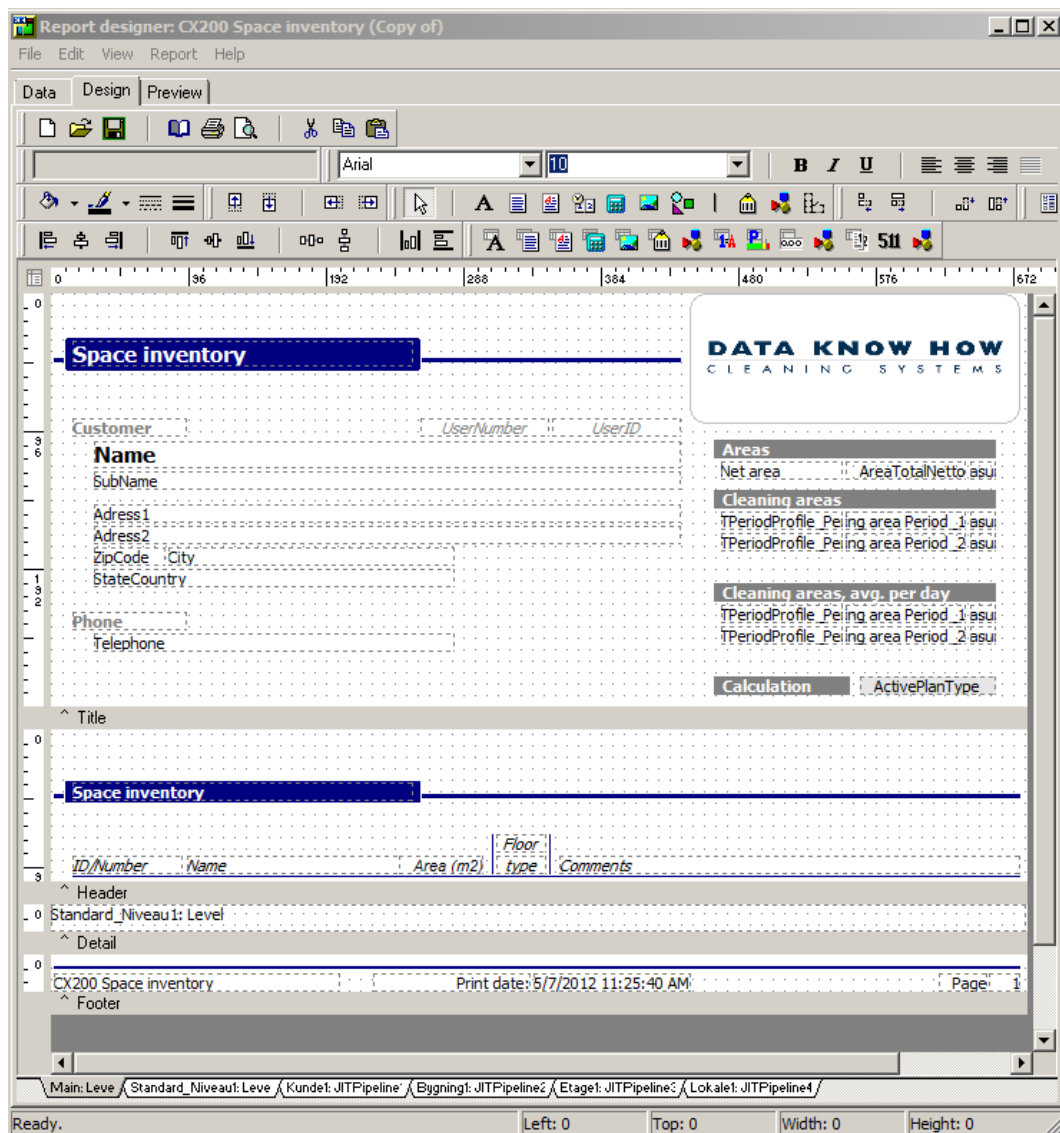
1. Select menu item **Files, Report generator** to enter the report generator window.
2. In the report tree, you will find your way to "User reports".
3. Find and mark the report ("CX121 Room list (Copy of)") previously copied and inserted by you here.
4. Select menu item **File, Open** to have access to the design of the report.
5. The report design window has been divided into 3 tabs:
   - **Data**, showing all data with context. For the normal user, this tab is NEVER to be used.
   - **Design**, in which the actual design is made; this is the tab mainly used. It is also the only tab described and used in this review.
   - **Preview**, showing a printout example of what the report will look like when it is to be printed. This tab does not always work, and is consequently rarely used.

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6. Select **Design**

7. At the bottom of the report window, you may select from the various part reports of the report (shown as tabs). Be aware that they interrelate, and that for instance headings may be placed on a tab, and the actual data field on another. So you will need to control them all the time if, for instance, you change the positioning of data.

8. Now switch on the relevant tool lines/tools (to be performed only once). The following tools under menu item **View, Toolbars** should, as a minimum, be switched on:

    *   Standard Components - Standard components
    *   Data Components - Data components
    *   Advanced Components - Sophisticated components
    *   Edit
    *   Nudge

9. Select **Floor1** at the bottom of **Design**

10. Mark the "Name" text area at the bottom of the design area. That is the bottom field "Name" as the top one is used for the floor heading,

11. Now change the text area field name to "ShortName". This is done up on the tool line in the field **Data Field** containing the text "Name".

12. Now change to **Room1** at the bottom of the window.

13. Mark the "Name" data field in the design area.

14. Now change the data field "Name" to "ShortName". This is done up on the tool line in the **Data Field** field containing the text "Name".

15. Save the printout by selecting menu item **File, Save**.

16. Now try to print out this as well as the original room list, and compare these. The difference will, of course, only be there if the abbreviations on one or more rooms are different than the room name. How to print out is described in section "Print out room list(s)".