



Room Inspections Made Easy with SynergyMobile

Whether the inspection you want to perform is an MOD walk through or part of a PM or even just a Floor Manager walk through after a cleaning, SynergyMobile is the easiest way to record your findings directly into SynergyMMS from anywhere. Here is a quick summary of what you can do followed by detailed instructions for each step:

- Create a new Inspection task
- Create new questions or steps
- Connect the questions with the task in the order you want them
- Create a PM schedule that references the inspection
- Connect the rooms
- Conduct the inspection on the handheld device.
- Run a report showing the results

Create a new Inspection Task

The screenshot shows the 'Inspections' tab in Synergy Setup. A table lists existing inspection tasks. Below the table, the 'Add' button is highlighted with a red '1'. The form fields are: Name (MOD/NTMGR2, highlighted with '2'), Description (MOD/Night Manager walk thru, highlighted with '3'), Department (HSKP, highlighted with '4'), Type (PM, highlighted with '4'), and Bar Codes (highlighted with '5'). The 'Save' button is also visible.

Name	Description	Department	Type
MOD/NTMGR2	MOD/Night Manager walk thru	HSKP	PM
Room Insp	Room Inspection	HSKP	PM
Security	Security	SEC	Security
SecWalk	Walking rounds	SEC	Security
test	test	BILLING	PM
Test Room	Room description	None	PM

From the Tool Box, click on "Setup" and choose "Inspections". When the screen loads, do the following:

1. Click "Add"
2. Enter a short name
3. Enter a description
4. Select "PM" Type and choose a department if desired.
5. Click "Save".

Create a new Inspection Questions/Steps

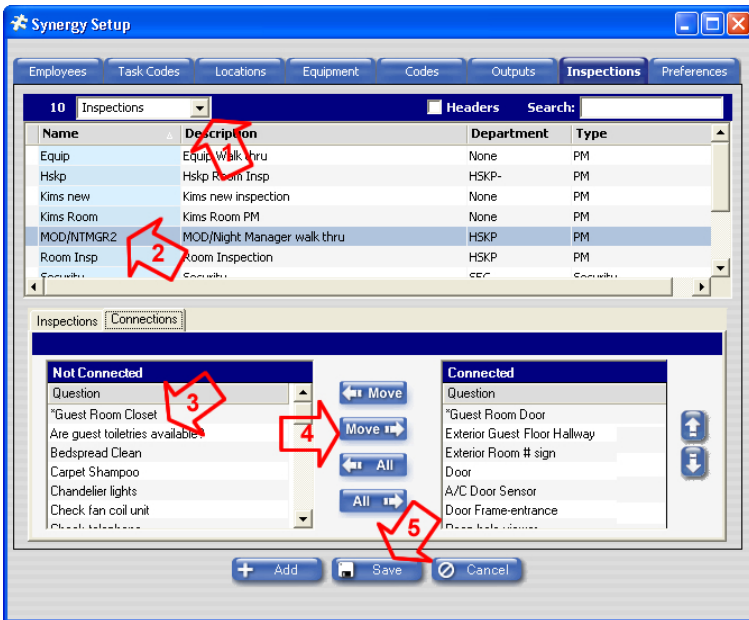
The screenshot shows the 'Inspection Items' tab in Synergy Setup. A table lists existing inspection items. Below the table, the 'Add' button is highlighted with a red '2'. The form fields are: Item (*Connecting Room Door(s), highlighted with '3'), Department (HSKP, highlighted with '4'), Type (PM, highlighted with '4'), and Keywords (highlighted with '5'). The 'Save' button is also visible.

Item	Department	Type
Door Frame-closet	HSKP	PM
Door Frame-entrance	HSKP	PM
Door latch or guard	HSKP	PM
Door Lock	HSKP	PM
Double or dead lock	HSKP	PM
Drapery cleaning need?	HSKP	PM

Next, create the questions or steps you want to use in your inspection. You can create them in any order as they will be added to the inspection later. Creating an item with a "*" as the leading character will make a header on the mobile application such as "*Bathroom" followed by questions specific to the bathroom.

1. At the top of the form just below the tabs change the drop menu to "Inspection Items"
2. Click "Add"
3. Enter your question or step
4. Select "PM" Type and choose a department if desired.
5. Click "Save".

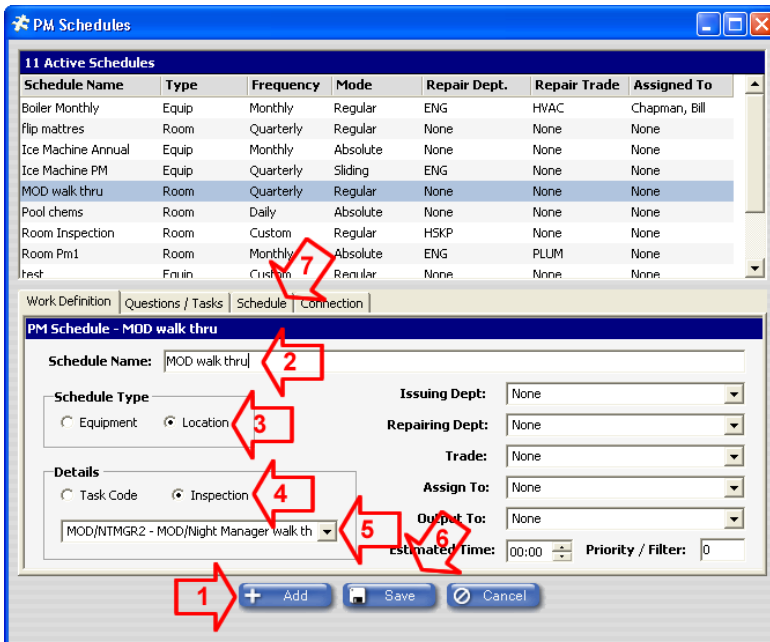
Connect the Questions/steps to Your Inspection in Order



Now you can connect the questions to your new inspection. The order in which you connect them is the order in which they will list on the mobile device. You can also change the order by selecting an item and moving up or down in the list with the arrows on the right. (version 2 required)

1. At the top of the form just below the tabs change the drop menu back to "Inspections"
2. Highlight the new inspection you just added.
3. Select your first questions or header
4. Click "Move" to connect the question
5. Repeat for each additional question in order.
6. Click "Save".

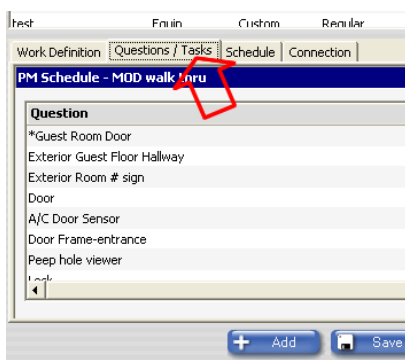
Create a new PM Schedule Referencing the Inspection



From the Tool Box click on the "Preventive Maintenance" icon and then "Preventive Maintenance in the menu items".

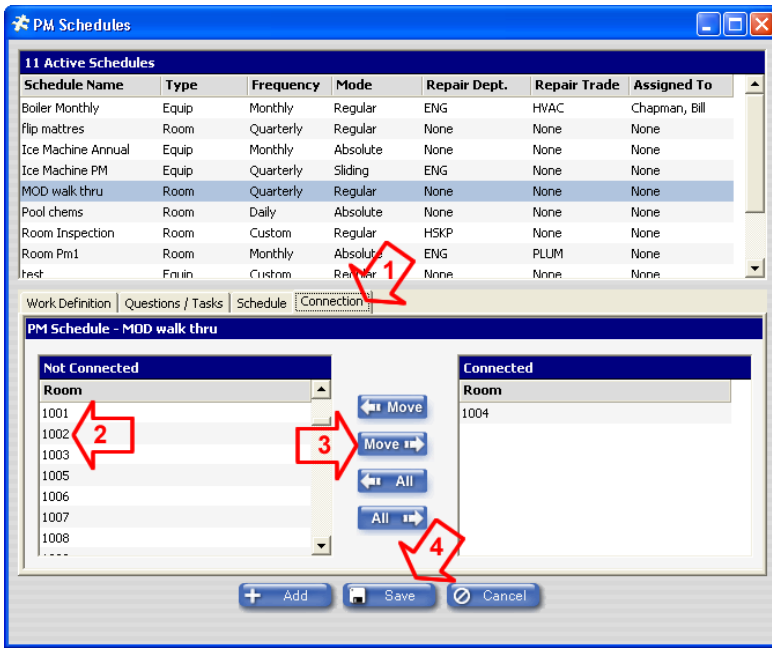
1. Click "Add"
2. Enter a name for new schedule.
3. Choose the type ("location" in this case)
4. Choose "Inspection" under the Details
5. Select the inspection you just created by name from the drop menu.
6. Click "Save".
7. Click the "Schedule" tab and set up the rest of the schedule such as the frequency, schedule mode and start date.

View the Questions/Steps



Clicking on the Questions / Tasks tab you should see a list of the items that you connected to this inspection in the Set Up area. They are listed in the order of their appearance in SynergyMobile. If you need to edit the steps, you will need to go back into the Set Up area.

Connect the Rooms to the Schedule



Next you will connect the rooms in which you want to conduct this inspection.

1. Click the “Connection”
2. Select a room you want to include from the left panel
3. Click “Move ⇌” to add it to the schedule Repeat as needed to get all of the rooms you want included – **OR** – alternatively, you can click the “All ⇌ “ button to add all of the rooms. If you wish to remove any rooms from the “Connected” list, just select the room you want to remove and click “⇌ Move”. It may be faster, in some cases, to add all rooms and remove only the ones you don’t wish to include.
4. Click “Save”.

Conduct the Inspection on the Handheld Device

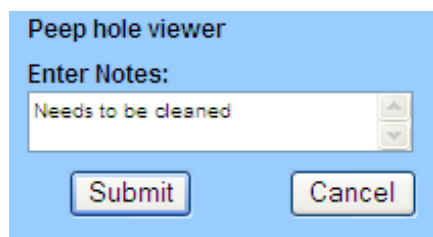
Once the PM Schedules generate either when they are due or via PM On Demand, the inspection will show up as a list of Pass/Fail questions on the mobile device. Below are the steps for completing the inspection followed by the reporting tools.



The inspection form automatically creates a list of 10 items maximum per screen. Navigating to the next and previous screens is accomplished by clicking on the arrows at the bottom. The total page count is also listed. The “*Guest Room Door” is a header to separate groups of questions by an area of the room such as “Entrance” or “Bathroom”.

To conduct the inspection, users simply indicate a “Pass” (check mark) or “Fail” (x) response. Clicking on the “X” will automatically load a new work request form allowing the individual to quickly complete a new work request which is immediately entered into the system. Once the WR is entered, the user is returned to the form where they left off.

When all questions are answered, users can enter any overall comments (not items specific) and a duration in minutes and click “Done” to complete the inspection and the PM work request.



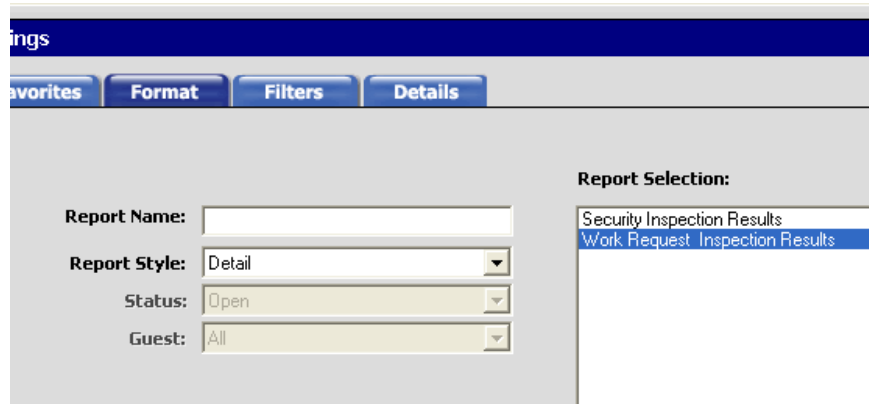
The Inspection allows for comments to be captured on a per-question basis. This helps keep track of items that may be important to note but not necessarily require a work request. In addition, users can also enter values such as pressure readings, meter readings or other values. To enter a comment users simply click on the “?” for that question. Users enter the comments needed and “Submit” to return the form where they left off. Once a question has comments stored the “?” becomes a “!” as a visual reference.

Run a Report Showing the Results

Once the inspection is complete, you can run a report that will show the results of each question and any associated details. Follow the steps below to run a report:



1. Open the Tool Box and click on "Reports"
2. Select "Inspection Results"
3. Click on the "Format" tab
4. Select "Work Request Inspection Results" for the report selection
5. Click on the "Filters" tab to add any filters
6. Click on the "Details" tab to set the date range of the report
7. Click "View" to see the report



Prime Hotel			
Work Request Inspection Results			
Inspection: MOD/NTMGR2 - MOD/Night Manager walk thru			
Inspected By: Clark, John		Repair Dept: Not Assigned	
Inspected Date: 09/11/2008 03:41 PM		Repair Trade: Not Assigned	
Location: 1004		Equipment: Not Assigned	
Comments: comments for overall inspection here			
Items	Response	Note	WR #
*Guest Room Door			
Exterior Guest Floor Hallway	✓		
Exterior Room # sign	✓		
Door	✓		
A/C Door Sensor	✓		
Door Frame-entrance	✓		
Peep hole viewer	✓	Needs to be cleaned	
Lock	✓		
Double or dead lock	✓		
Door latch or guard	✓		
Breakfast Menu - hang tab	✓		
Do Not Disturb - hang tab	✓		
Inn keepers law -sign	✓		
Evacuation Plan - sign	✓		
*Connecting Room Door(s)			
Door Lock	X		4374
Door Frame-closet	✓		
*Utilities Closet Doors (CLV)			

The report contains several valuable pieces of information including:

- Inspection name
- Inspector
- Date/Time of inspection
- Location
- Overall comments

Also listed is each question along with the response recorded as a check mark or an "x". Any comments recorded for a particular item are listed as well as the work request number of any work requests created as a result of a "fail" answer. Any skipped questions or headers do not list a response. As with other data in SynergyMMS, the history of an inspection can be kept indefinitely.



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