

## HMS Housekeeping Management System



### HOUSEKEEPING MANAGEMENT MADE EASY

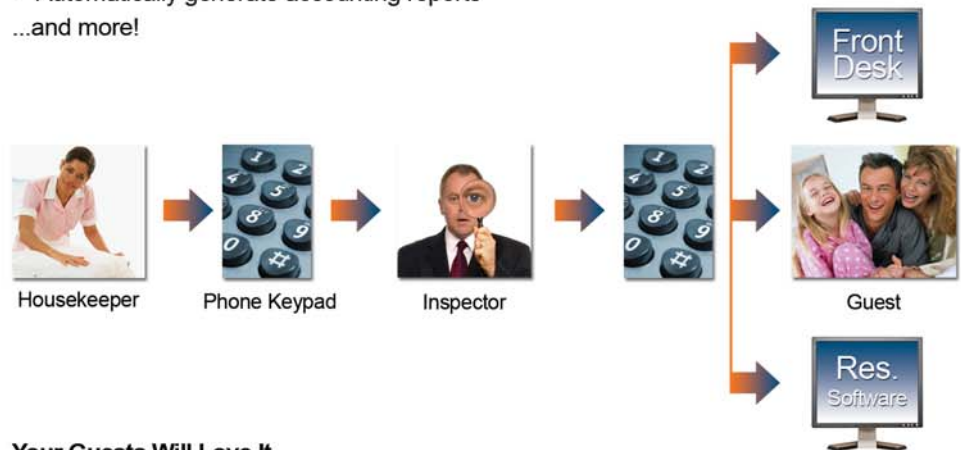
- Know the real-time clean/not-clean status of each property
- Automatically alert inspector
- Automatically notify guests when property is ready
- Manage housekeeping staffing much more efficiently
- Easily create reports to see who cleaned what and when
- Create and track work orders
- Print instructions for housekeepers in English or Spanish

### Transforms Disorder to Order

NAVIS HMS is the ideal housekeeping solution for vacation rental managers and independent resorts. From a simple website interface, NAVIS HMS enables comprehensive management and real-time awareness of the entire housekeeping process, along with improved tracking of your housekeeping personnel. You will save time, know what's going on, and convert what was chaos into currency.

Thanks to our innovative telecommunications connectivity, NAVIS HMS will:

- Instantly tell you when your housekeeper begins the cleaning process
  - Instantly tell you when your housekeeper completes the cleaning process
  - Automatically alert an inspector (optional) to check the quality of the cleaning
  - Automatically call the guest when the property is ready for occupancy
  - Automatically notify your front desk
  - Automatically update your reservation management software (select vendors)
  - Automatically generate accounting reports
- ...and more!



### Your Guests Will Love It

How many times have you had to tell an early-check-in that a property was not ready for occupancy when in fact you weren't really sure? With NAVIS HMS, you will know in real time the clean/not-clean status of all of your properties. If the guest needs to wait, you can enter their cell phone in the system, and they will be automatically notified with a recorded message as soon as the property is available for occupancy. This sophisticated level of service is sure to impress your guests.

Once your guests enter the property, they can check-in and check-out using the phone in the property, which automatically updates the screen at your front desk.

### Staffing Made Easy

With the flexible reporting capabilities of NAVIS HMS, you can easily determine the average clean time of each property type; i.e. 3.5 hours for each 4 bedroom property. This will help you save money by not under or over-staffing. Plus, you can instantly determine when a guest checks out of a property so you can get a jump on the cleaning.

## Housekeeping Management System

### Stay Informed and In Control

NAVIS HMS is the complete solution for your housekeeping problems. Since it's web based, you can see what's going on from any internet-connected computer - anytime, anywhere.

- Enter your housekeeping employee names and IDs.
- Enter outside contractors
- Assign work order tasks to employees and contractors with specific due dates and properties
- Automatically send notifications via phone, fax or email anytime the status of a task is changed
- Automatically close tasks after a specified number of days
- Group properties together for notification, scheduling or viewing convenience
- Group employees for faster day-to-day scheduling and task setup
- View details on any property such as status, task/work order number, description, employee assigned to task, start time and end time of each listed task
- View a list of all employee's current or last known location as logged by HMS
- Allow guests to check in and check out using telephone keypad
- Manually change the occupancy status of any property if guest does not use automatic check-in/check-out
- Automatically notify guests when a housekeeper or inspector notifies HMS that the property is ready for occupancy
- Automatically broadcast pre-recorded messages to employees and guests. This enables branded messages to guests following check out.
- Create detailed reports of employees, contractors, tasks, and properties for specified date ranges
- Print instruction cards for employees and contractors that show how to log in to HMS

The screenshot shows the NAVIS Housekeeping Management System interface. At the top, there are navigation tabs: Administration, Task Activity, Messaging, Reports, Information, New Features, and Home. Below the tabs is a search bar with 'Unit Search' and 'All Units' dropdown, and buttons for 'Show Unit Details' and 'Advanced Search'. The main area displays a grid of property status reports, with columns for property ID, name, and status. The grid is color-coded to indicate different occupancy and task statuses.

Color-coded screens let you view the current status of your properties, including occupancy and open tasks.

The screenshot shows an 'Employee Report for 04/01/2008 thru 04/30/2008'. The report is a table with columns for Employee, Task, Unit, Start Date, EndDate, Status, and Amount. It lists various tasks performed by employees like Barb McCollum, including cleaning and inspection tasks across different units.

Employee	Task	Unit	Start Date	EndDate	Status	Amount
002- McCollum, Barb	33- Contractor Clean	ROG16			1- Waiting	
33- Contractor Clean	MTH12				1- Waiting	
04- Callback Reclean	FCC34				1- Waiting	
33- Contractor Clean	MALD2		4/30/2008 1:12:09 PM	4/30/2008 2:18:18 PM	4- Complete	39.15
33- Contractor Clean	VRL14		4/30/2008 11:21:58 AM	4/30/2008 1:06:09 PM	4- Complete	68.30
33- Contractor Clean	GDF11		4/30/2008 8:56:31 AM	4/30/2008 11:04:04 AM	4- Complete	58.30
33- Contractor Clean	SGB20		4/29/2008 11:48:24 AM	4/29/2008 1:08:01 PM	4- Complete	53.70
33- Contractor Clean	BGS04		4/29/2008 10:13:35 AM	4/29/2008 11:35:04 AM	4- Complete	43.90
33- Contractor Clean	RDW02		4/29/2008 8:49:41 AM	4/29/2008 9:59:59 AM	4- Complete	36.45
33- Contractor Clean	TPF19		4/28/2008 1:47:45 PM	4/28/2008 3:25:19 PM	4- Complete	36.45
33- Contractor Clean	RDW09		4/28/2008 12:09:56 PM	4/28/2008 1:34:19 PM	4- Complete	94.20
33- Contractor Clean	WHE33		4/28/2008 9:18:40 AM	4/28/2008 11:50:49 AM	4- Complete	110.00
33- Contractor Clean	APP06		4/25/2008 2:47:58 PM	4/25/2008 4:43:13 PM	4- Complete	53.70
33- Contractor Clean	PNN06		4/25/2008 11:56:02 AM	4/25/2008 2:29:26 PM	4- Complete	72.90
33- Contractor Clean	BKW07		4/25/2008 9:15:02 AM	4/25/2008 11:39:45 AM	4- Complete	61.00
33- Contractor Clean	DIX03		4/24/2008 3:16:32 PM	4/24/2008 4:08:54 PM	4- Complete	43.70
33- Contractor Clean	BEL06		4/24/2008 1:14:14 PM	4/24/2008 3:01:26 PM	4- Complete	39.15
33- Contractor Clean	BIT05		4/24/2008 9:12:49 AM	4/24/2008 12:49:10 PM	4- Complete	139.60
33- Contractor Clean	RGR17		4/23/2008 12:50:14 PM	4/23/2008 2:54:25 PM	4- Complete	36.45
33- Contractor Clean	TPF15		4/23/2008 11:08:18 AM	4/23/2008 12:29:34 PM	4- Complete	53.70
33- Contractor Clean	BGS04		4/23/2008 9:21:27 AM	4/23/2008 10:57:03 AM	4- Complete	43.90
33- Contractor Clean	JKP09		4/22/2008 1:11:22 PM	4/22/2008 3:32:14 PM	4- Complete	101.25
33- Contractor Clean	QLN15		4/22/2008 11:14:11 AM	4/22/2008 12:41:10 PM	4- Complete	56.40
33- Contractor Clean	FCC26		4/22/2008 9:02:20 AM	4/22/2008 11:05:30 AM	4- Complete	52.10
33- Contractor Clean	WHE33		4/21/2008 11:38:38 AM	4/21/2008 4:38:26 PM	4- Complete	110.00
33- Contractor Clean	LN15		4/21/2008 11:34:43 AM	4/21/2008 12:46:44 PM	4- Complete	36.45
33- Contractor Clean	TRN03		4/18/2008 2:39:18 PM	4/18/2008 4:05:39 PM	4- Complete	47.35
33- Contractor Clean	PRO03		4/18/2008 11:57:08 AM	4/18/2008 2:27:40 PM	4- Complete	47.40

Print reports for each employee showing status, times worked and labor costs.

The screenshot shows a 'Unit Report for 12/29/2006 thru 12/29/2006'. The report is a table with columns for Unit, Employee, Task, Start Date, EndDate, Status, and Amount. It lists tasks performed by employees like ASP15 and BAL03, including inspection and full clean tasks.

Unit	Employee	Task	Start Date	EndDate	Status	Amount
ALT02		11 Inspection	12/29/2006 4:04:02 PM	12/29/2006 4:07:52 PM	4- Complete	0.00
ALT02		02 Full Clean	12/29/2006 2:08:21 PM	12/29/2006 4:02:17 PM	4- Complete	27.00
ALT02		21 Full Close	12/29/2006 1:06:47 PM	12/29/2006 1:06:47 PM	4- Complete	0.00
ASP15		11 Inspection	12/29/2006 3:53:41 PM	12/29/2006 15:57	4- Complete	0.00
ASP15		02 Full Clean	12/29/2006 11:03:07 AM	12/29/2006 12:22:56 PM	4- Complete	27.00
ASP15		21 Full Close	12/29/2006 1:02:27 PM	12/29/2006 1:02:27 PM	4- Complete	0.00
BAL03		11 Inspection	12/29/2006 1:26:29 PM	12/29/2006 1:42:50 PM	4- Complete	0.00
BAL03		02 Full Clean	12/29/2006 12:06:08 PM	12/29/2006 12:06:08 PM	4- Complete	32.40
BAL04		11 Inspection	12/29/2006 11:20:36 AM	12/29/2006 11:30:28 AM	4- Complete	0.00
BAL04		02 Full Clean	12/29/2006 9:47:30 AM	12/29/2006 11:24:04 AM	4- Complete	37.80

Print reports for each property including completed tasks, employees or contractors performing the task, and the amount paid.