Rooms

This tab shows the live state of rooms and areas (lobby, pool, kitchen, bar and so on). It is called **Points** in a restaurant and **Rooms** in a hotel. If the venue has both rooms and areas, a **Rooms | Areas** switch appears at the top.

> **How do I open it?** The **Rooms** or **Points** tab in the bottom bar (door icon).

Useroam Bistro

Staff

Demo mode: viewing only, changes are not saved.

Urgent: point out of order or failed measurement
1 out of order · tasks 2/28

Tap a card to open its menu and pick a status: Clean, Dirty or Faulty.

Rooms

Areas

Bulaşıkhane
In progress · Deniz Yıldız

Ocak ve Fırın
Faulty

Tuvalet 1/5

Erkek Tuvaleti
Clean

Kadın Tuvaleti
Clean

1. Status strip at the top

The strip at the top summarises every place:

- **All good** (green): no open work.
- **Open work** or **Overdue tasks** (orange).
- **Urgent: point out of order or failed measurement** (red).

Counts appear below it, e.g. "1 out of order · 1 dirty · tasks 0/53".

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2. Tile colours

- **Green (Clean):** all good.
- **Orange (Dirty):** waiting for cleaning, or a task at this place is overdue.
- **Red (Faulty):** a problem to fix, or an out-of-range measurement.
- **Blue (In progress · Name):** someone has started the job here; the tile shows their name.

Under the name the tile shows the place's task count (e.g. "0/2" = 0 of 2 tasks done) and, on places given to you, **· assigned to you**.

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3. The menu that opens when you tap a place


Useroam Bistro
Personel
Demo modu: görüntüleme amaçlı, değişiklikler kaydedilmez.
Acil: arızalı nokta veya uygunsuz ölçüm
1 arızalı · 1 kirli · görev 0/53
Karta dokun: Temiz → Kirli → Arızalı
Odalar
Alanlar
Bar
İşlemde · Ayşe Yılmaz
Bulaşıkhane
Temiz
Çamaşırhane
Temiz · 0/2
Bar
▶ İşe başla
Temiz
Kirli
Arızalı
Bu noktadaki açık iş
Temizlik / Cleaning · Tezgahta dökülen içecek var

1. Tap a room or area. A menu opens; the current state is outlined. The on-screen hint says the same: "*Tap a card to open its menu and pick a status: Clean, Dirty or Faulty.*"
2. If a job is waiting here, ▶ **Start job** appears at the top. For a dirty hotel room it is ▶ **Start cleaning**. Tapping it makes the job yours, shows **Job started** and turns the tile blue.
3. To change the state, choose **Clean**, **Dirty** or **Faulty**.
4. After Dirty or Faulty a field opens: write **What happened? (optional)** and tap **Add photo** if you like.
5. Tap **Report**.

Useroam Bistro

Personel

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Acil: arızalı nokta veya uygunsuz ölçüm
1 arızalı · 1 kirli · görev 0/53

Karta dokun: Temiz → Kirli → Arızalı

Bar

▶ İşe başla

Temiz | Kirli | Arızalı

Ne oldu? (isteğe bağlı)

Fotoğraf ekle

Bildir

Bu noktadaki açık iş

Temizlik / Cleaning · Tezgahta dökülen içecek var

What happens?

- For areas and restaurant points, **Dirty** opens a cleaning request and **Faulty** opens a fault request, assigned to the least busy person. The screen shows **Request opened**.
- If the same kind of request is already open here, no new one is opened: "*There is already an open request here*".
- In a hotel, marking a room **Faulty** opens a fault request. **Dirty** opens no request; the room joins the cleaning queue.

At the bottom, **Open job at this point** lists the request type, note and who holds it.

Clean lock

Staff cannot set a place with an open job to **Clean**; the Clean button is dimmed and you see "*There is an open job at this spot. It turns clean automatically when the job is closed.*" In a hotel only an open cleaning or fault request locks the room. Managers are not locked.

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4. Areas and group headers

Areas are grouped under a parent place. The parent (e.g. Storage, Pool, Lobby) is a **dark header and cannot be tapped**; it shows the task count for the group. The coloured tiles below are the individual places.

Who sees what? Each place can have an owner (a person or a department; a child place without an owner uses its parent's). Staff only see places **they are responsible for**. Places without an owner are visible to managers only. Owners are set on the panel's **Operations** screen.

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5. Hotel rooms

Useroam Bistro

Personel

Demo modu: görüntüleme amaçlı, değişiklikler kaydedilmez.

Acil: arızalı nokta veya uygunsuz ölçüm
1 arızalı · 1 kirli · görev 0/53

Karta dokun: Temiz → Kirli → Arızalı

Odalar | **Alanlar**

101 Temiz	102 Temiz	103 Temiz
104 Temiz	105 Temiz	106 Temiz
107 Temiz	108 Temiz	201 Temiz
202 Kirli	203 Arızalı	204 Arızalı
205 İşlemde	206 Temiz	207 Arızalı

- **Assign room owner** (managers only): gives the room to a staff member; its cleaning job goes to that person.
- **Checkout:** the Checkout button on a room card asks "*Room 205 checkout? Open requests close, room becomes dirty. Guest record is not deleted.*" and then marks the room dirty. The screen shows "*Checkout done, room dirty*".
- If the room list is empty you see "*Room list is created from the panel.*".

> **Related pages: Useroam Go → Requests**, **Tasks**, **Manager Tools and Tasks**; **Operations**; **Hotel Solution → Room Board**.

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