

Summary

The Summary tab is the day's operational scorecard — where you stand mid-shift, and what got done by the end of it, on one screen.

“ **How do I open it?** The **Summary** item in the bottom bar. **Only managers see this tab.**

👁️ **Demo modu: görüntüleme amaçlı, değişiklikler kaydedilmez.**

BUGÜN**2**

Açık talep

0

Tamamlanan

—

Ort. çözüm

₺0

Upsell

ODA DURUMU (HOUSEKEEPİNG)**26**

Temiz

1

Kirli

1

Arızalı

PERSONEL PERFORMANSI • BUGÜN

Bugün henüz tamamlanan iş yok.

1. Today

- **Open requests:** Requests still not closed.
 - **Completed:** Requests closed during the day.
 - **Avg. resolution:** Average time to resolve a request. With nothing closed it shows —.
 - **Upsell:** Revenue from paid services such as late checkout and early check-in.
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2. Room status (housekeeping)

The current split of rooms: **clean, dirty, faulty**. Every status change you make on the Rooms tab updates these figures immediately.

3. Staff performance · today

Lists how many jobs each person completed during the day. With nothing closed yet it reads "*No completed tasks today yet.*" This is the section to check at shift handover.

Each person is listed with the number of jobs finished and the average time, e.g. "4 tasks · avg 12 min".

4. For managers

👁️ **Demo modu: görüntüleme amaçlı, değişiklikler kaydedilmez.**

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Bugün henüz tamamlanan iş yok.

The Summary tab is for managers. For manager tools such as assigning, nudging and adding tasks, see **Manager tools and tasks**.

“ **Related pages: Useroam Go → Requests, Rooms; Hotel Solution → Request Monitor.**

Revizyon #7

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