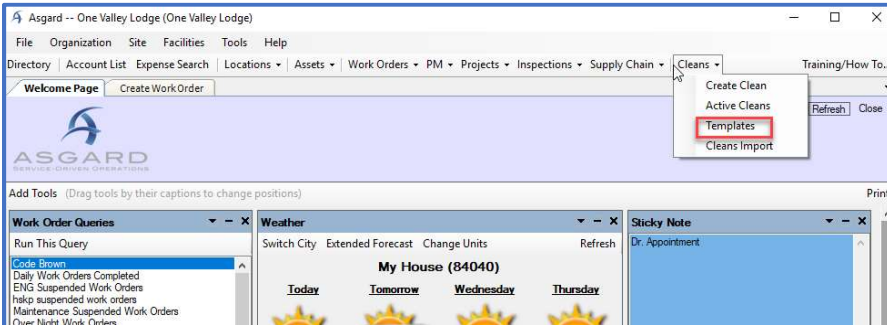


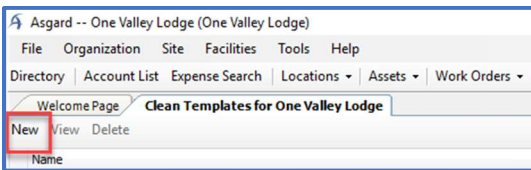
Cleans – Create Template

Note: The ability to create Cleans templates is permission based. If you don't have these permissions, and think you should, please contact support@katanasoft.com.

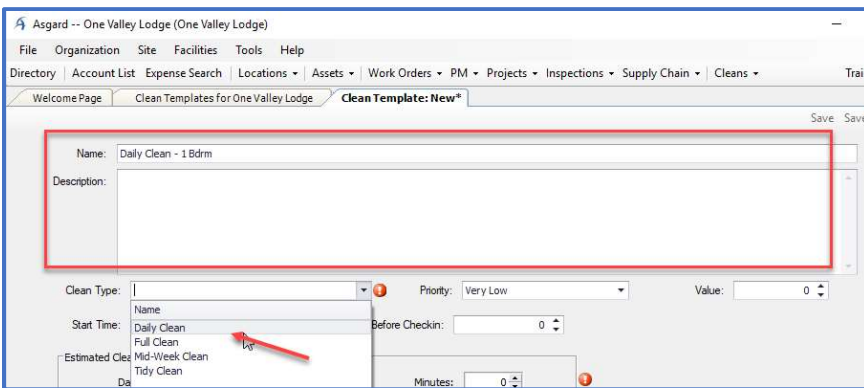
Step 1: Click the drop-down arrow on Cleans and select Templates.



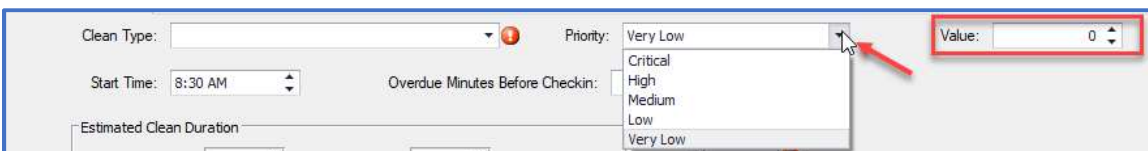
Step 2: Click NEW.



Step 3: Enter the name and description (if desired) and choose a Clean Type from the drop-down menu.



Step 4: Choose a Priority level from the drop-down list and enter the Value associated with this Clean.



Step 5: Enter the Start Time and the number of minutes before check-in that this Clean should be overdue, allowing time for final inspection. Then enter the estimated time it should take to complete this clean.

The screenshot shows a form with three main sections. The first section has two dropdown menus: 'Start Time' set to '8:30 AM' and 'Overdue Minutes Before Checkin' set to '90'. The second section is titled 'Estimated Clean Duration' and contains three dropdown menus: 'Days' set to '0', 'Hours' set to '0', and 'Minutes' set to '45'. A red arrow points to the 'Minutes' dropdown.

Step 6: To add Tasks, click New, then enter the name of the task and a description (if desired). Select the sublocation for the task from the drop-down menu.

The screenshot shows a 'Tasks' management window. At the top, there are buttons for 'New', 'Edit', 'Delete', 'Move Up', and 'Move Down'. Below these are three input fields: 'Name' (containing 'Mop Floor'), 'Description', and 'Sublocation'. A dropdown menu is open for 'Sublocation', showing options: Bathroom, Bedroom, Bldgs, Den, Dining Room, Foyer, and Guest Bathroom. A red arrow points to the 'Bathroom' option. Below the form is a table with columns for Name, Description, and Sublocation. The table contains two rows: 'Strip Beds' with sublocation 'Bedroom' and 'Mop Floor' with sublocation 'Bathroom'.

Step 7: Click Update and repeat Step 6 until all tasks have been added.

This screenshot is similar to the previous one, but the 'Sublocation' dropdown is closed. The 'Update' and 'Cancel' buttons are now visible at the bottom right of the form area. A red arrow points to the 'Update' button. At the bottom of the window, there is a status bar with text: 'cviail One Valley Lodge Last Login: 6/14/2018 9:25:04 AM Last Logout: 6/18/2018 2:33:56 AM Time Online: 3:17:08:52.0170000'.

Step 8: When all the tasks are added, click Save/Close. The template will now be available for scheduling cleans.

The screenshot shows the application window titled 'Asgard -- One Valley Lodge (One Valley Lodge)'. The menu bar includes 'File', 'Organization', 'Site', 'Facilities', and 'Tools'. The 'Cleans' menu is open, showing 'Clean Template: New*'. A red box highlights the 'Save/Close' button in the top right corner. Below the menu, there are input fields for 'Name' (containing 'Daily Clean - 1 Bdrm') and 'Description'.