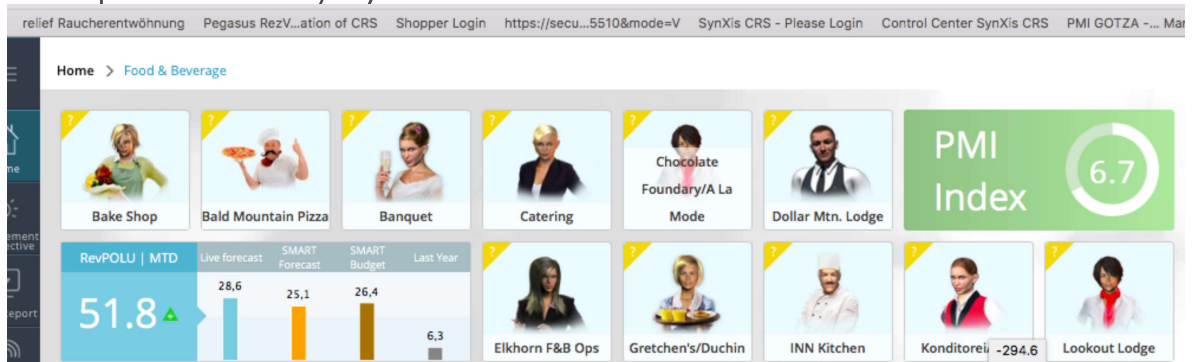


# DAILY COCKPIT ROUTINES

The daily routines in the Cockpit will only take a few seconds and will keep the RevPOLU for the entire Property updated as well as the figures in the Management Perspective.

**FIRST OF ALL – Ensure you have updated your Timekeeping System (Timeplan, Capitech, Lessor, Medvind, Filosof or Protime for example). This should preferably be updated daily. Or if you are working with the Manual Schedule in PMI make sure this is correct.**

1. Go to Cockpit either through the Landing/Home page by clicking on your Cockpit – or via quick-menu “Cockpit” – or main menu and “Cockpit”. Preferably by 11AM.




2. Now since your hours have been updated automatically from your timekeeping system they are imported into the Cockpit in PMI. Make sure you do this after the update from the night report pulling but prior to the time agreed upon by your management, i.e. 10AM.

3. Now Click on SAVE 





Note that LEASED/OUTSOURCED hrs are not imported. You will need to keep these updated for the **past** days in the cockpit and add the TKS Excluded row in Schedule for the **future**.


TKS excluded hours	448.00	0	0	0	0	56	80	88	96	80	48	0	0	
TKS excluded hours Absence	0.00	0	0	0	0	0	0	0	0	0	0	0	0	
TKS Hours	2,222.67	50.85	113.95	121.45	0.00	130.90	138.90	130.00	146.00	96.90	96.90	18.00	18.00	
TKS non-productive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

- a. Click on Schedule
- b. Add the Leased hrs in the TKS excluded for the future in the Schedule to keep you correct forecast of hours.

- c. Never forget to SAVE 
- d. Remember to adjust also the Cockpit and add the Leased Hours for yesterday in the TKS Excluded box so that there is always the actual hours in the past/actual!

Business Management

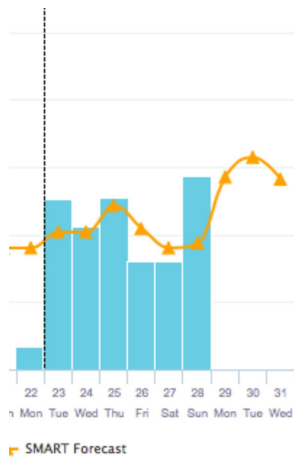
Month <Jan 2018>    

Resource Hours		Total	Prod.	Non Prod.	Revenue Laundry
⊕ Forecast	SMART MTD	0			
⊕ Budget	SMART MTD	0			
∨ More					
☰ 21 Jan, Sun		100.0	100.0	0.0	
<i>TKS excluded hours</i>		100.0	<input type="text" value="100"/>	<input type="text" value="0"/>	
TKS hours		0.0	0.0	0.0	

Now you should of course **check the next few days to** ensure that you have the right staffing going forward!

**7-10 days forward**..... are you understaffed or overstaffed as per your own forecasted productivity? Smart Forecast gives you your target!

In this case we are a little overstaffed on the 23<sup>rd</sup> and a little understaffed perhaps on the 26<sup>th</sup> and not we have no schedule at all on the 29<sup>th</sup> onwards.....! See picture below..... If its possible to move around a bit to ensure you have the right staff at the right time for everybody's benefit.



Now you may analyse the figures in all of the graphs MTD if you wish.....

How do you look Month to date? Is the productivity what you hoped for?

Did you add the rate/avg wage sin the box Current Rate? Then you may also see your total cost so far in the month and end of month. K NOK or K EUR for example.

