qMetrix
Insight

Mobile App - User Guide

qMetrix Insight helps hotel and facility teams inspect rooms, complete cleaning, and track issues from your phone. It works on iOS and Android, keeps working offline, and adapts to your role — **Housekeeper**, **Manager**, or **Maintenance** — so you only see what's relevant to your work.

Getting Around

The app has five tabs along the bottom of the screen:

- **Rooms** — browse and act on rooms
- **My Work** — everything assigned to you
- **Dashboard** — your home screen and daily overview (opens here after you sign in)
- **Issues** — reported problems
- **Settings** — sync, location, and account options

Dashboard Navigation



Signing In

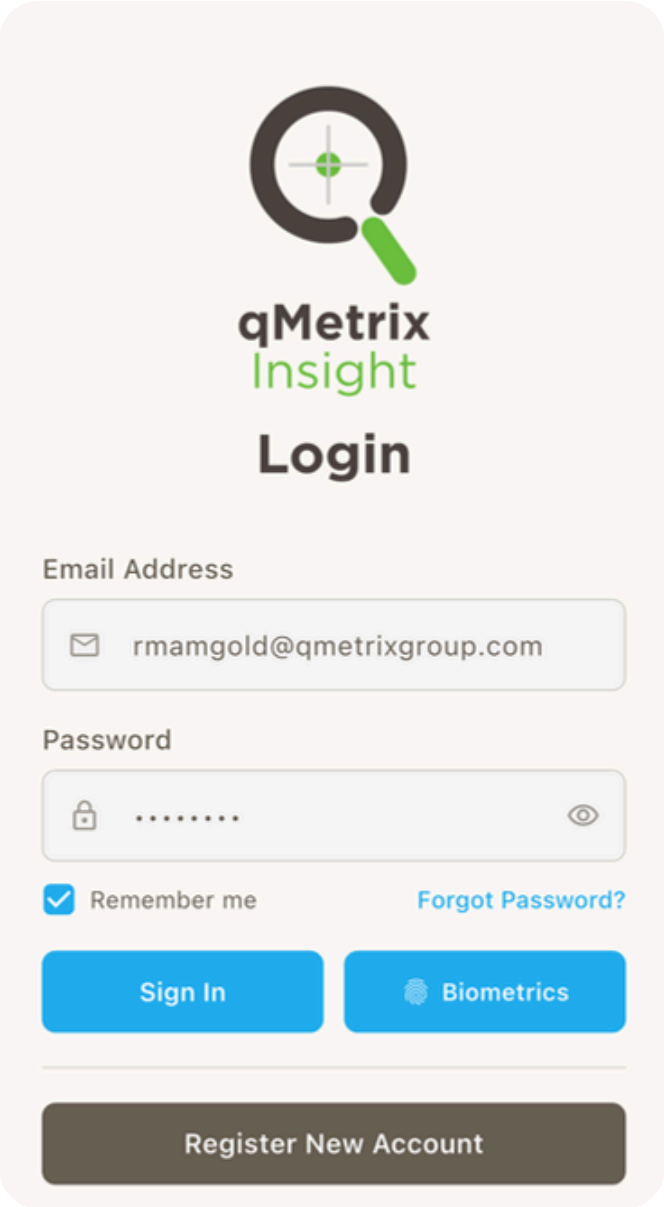
Splash screen. When you open the app, you'll see the qMetrix Insight logo while it checks whether you're already signed in.

Login screen. Sign in with your email and password.

- Tap the eye icon to show or hide your password.
- Turn on **Remember Me** to stay signed in.
- Use the **fingerprint / face** button to sign in with biometrics once you've logged in before.

After you sign in, the app syncs the latest data for your location and then opens your Dashboard.

Login screen



Dashboard

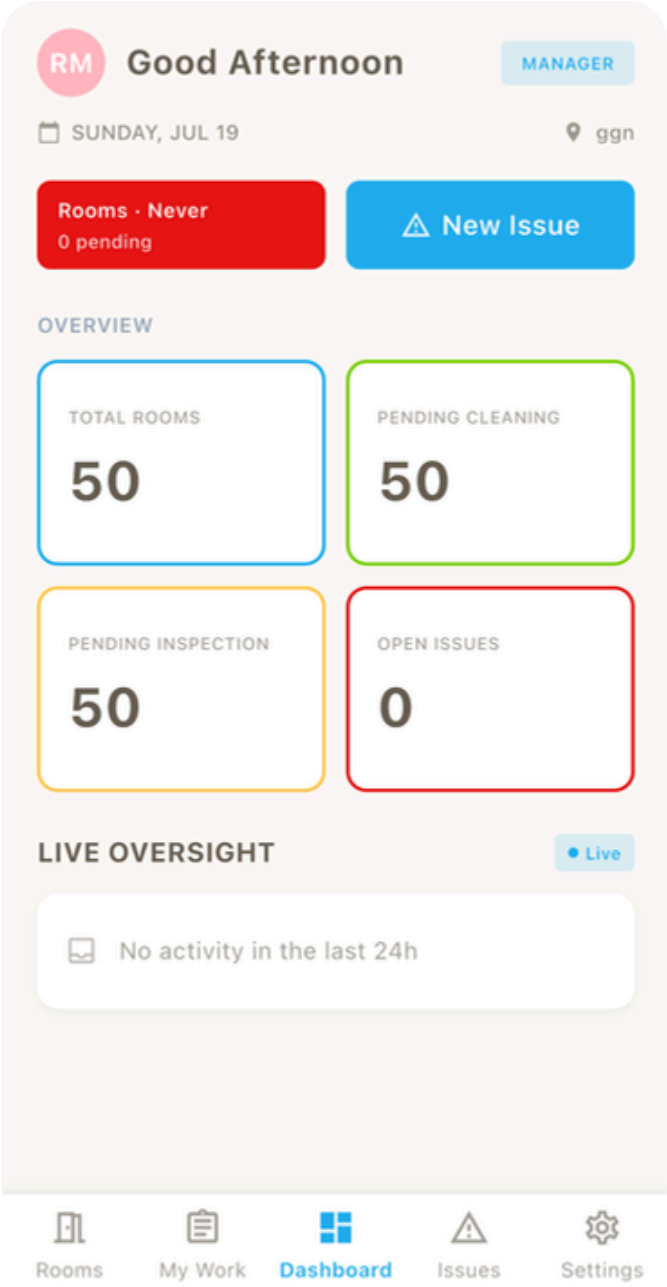
Your home screen, tailored to your role. At the top you'll see a greeting with your name, role, the date, and your current location, along with a sync indicator and a quick **New Issue** button.

The stat cards below change based on your role:

- **Housekeeper** — Assigned Rooms, Completed, Pending, and Open Issues, plus an Efficiency Streak showing your progress for the day.
- **Manager** — Total Rooms, Pending Cleaning, Pending Inspection, and Open Issues, plus a Live Oversight feed of recent activity.
- **Maintenance** — Assigned Issues, Completed, In Progress, and Overdue, plus your current priority work.

Pull down to refresh your numbers at any time.

Dashboard (Manager view)



Rooms

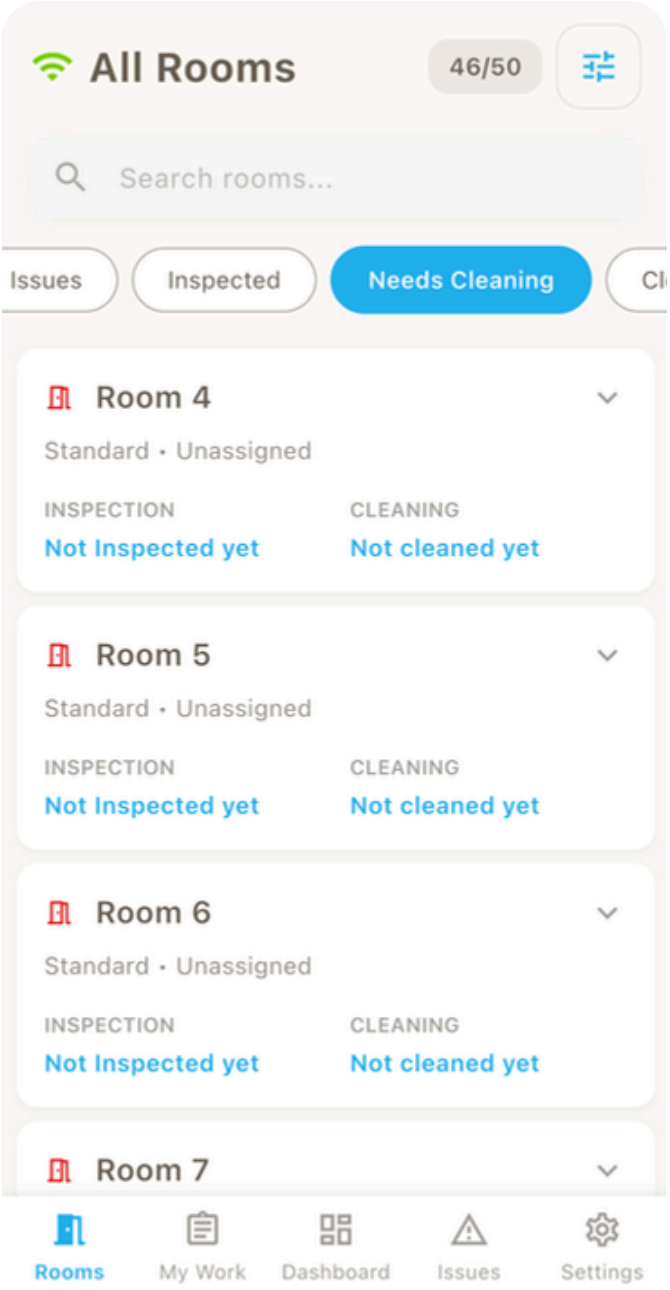
Browse every room and take action on it.

- **Search** for a room, or use the filter chips: All, Assigned, Issues, Inspected, Pending Inspection, Needs Cleaning, and Cleaned.
- The header shows how many rooms match and whether you're online.
- **Tap a room** to expand it and see its details and available actions.

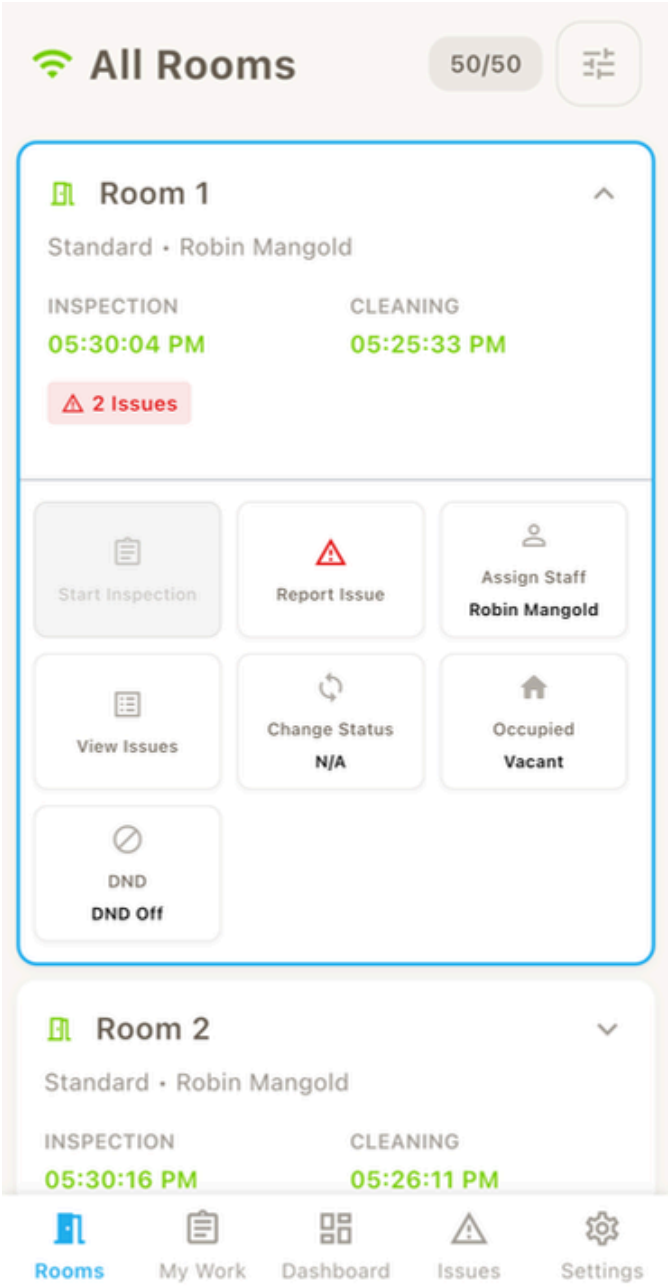
Depending on your role, an expanded room lets you:

- **Start Inspection** — scan the room's QR code to confirm you're in the right room, then work through the checklist.
- **Start Cleaning** — open the cleaning checklist for that room.
- **Report Issue** — log a problem for that room.
- **Manager actions** — assign staff, change room status, and toggle Occupied/Vacant or Do Not Disturb.

Rooms list with filter chips



Expanded room with action buttons

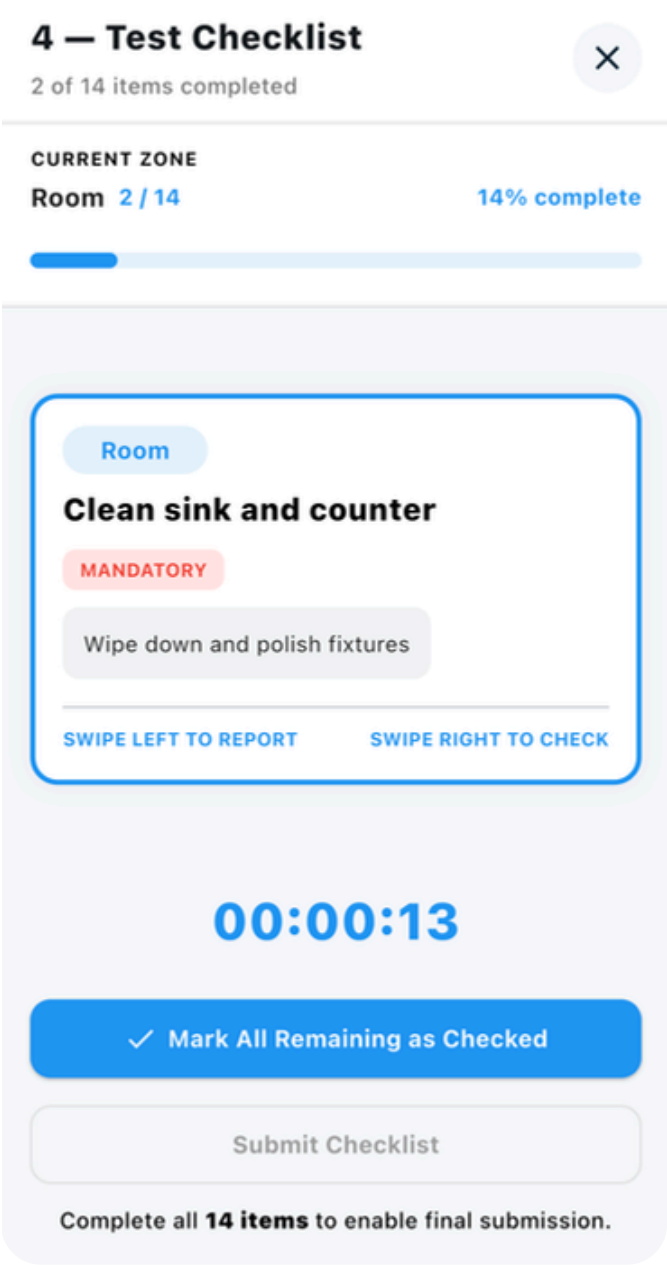


Cleaning a Room

The cleaning checklist walks you through one item at a time, grouped by area of the room, with a timer running as you work.

- **Swipe right** to mark an item OK.
- **Swipe left** to report an issue for that item.
- Use the toggle to show only the items you still have left.
- Track your progress by category as you go.
- **Submit** when you're done — this records your cleaning time.

Cleaning checklist in progress

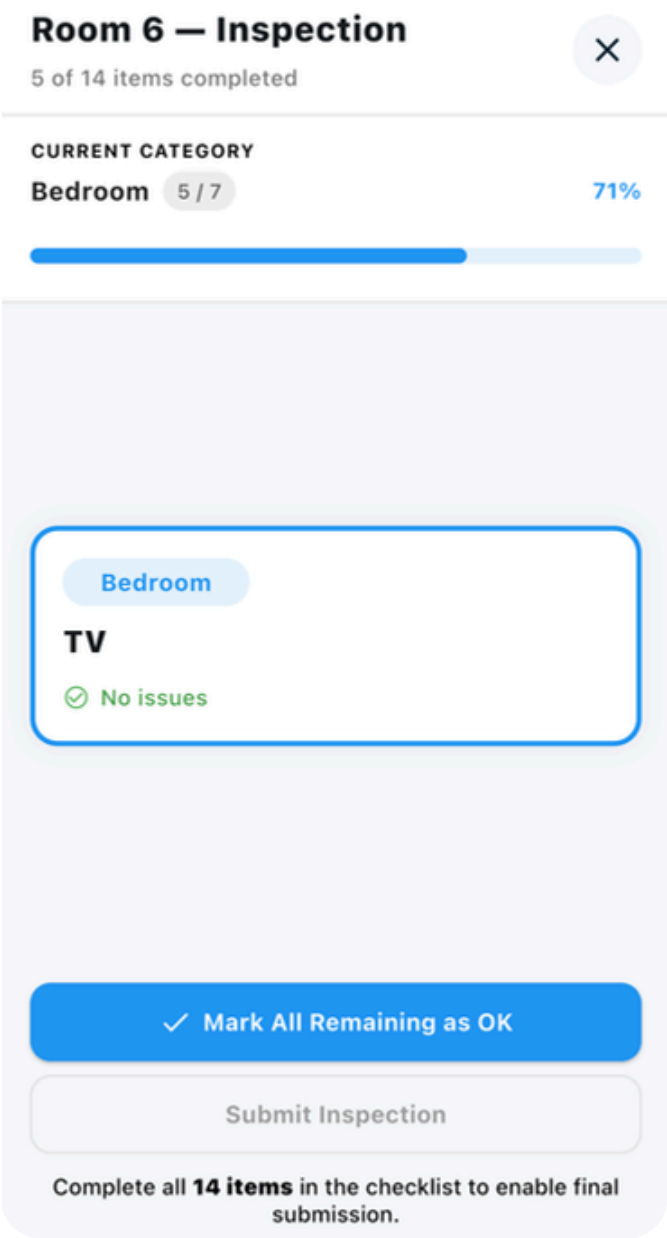


Inspecting a Room

The inspection checklist works one item at a time, grouped by category.

- **Swipe right** to mark an item OK.
- **Swipe left** to report an issue for that item.
- Tap **Mark all OK** to pass everything at once.
- Use the toggle to show only the items still pending.
- **Submit** becomes available once every item is either marked OK or has an issue logged.

Inspection checklist

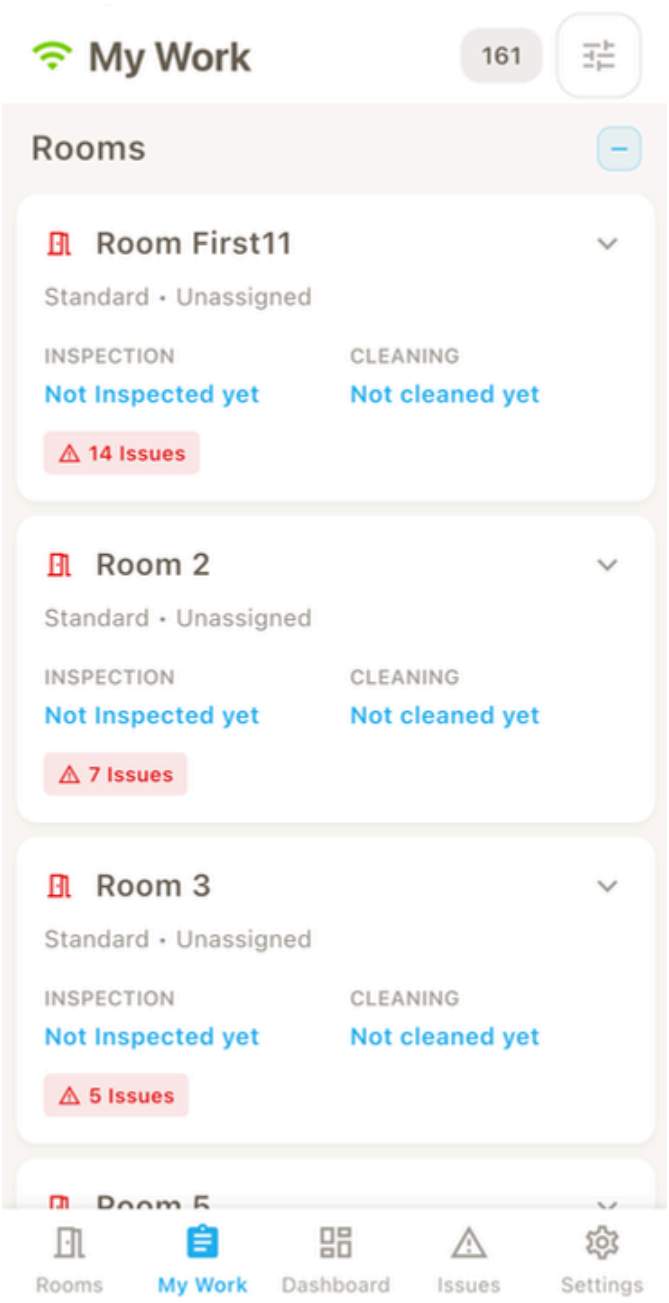


My Work

Everything assigned to you, in one place — your **Rooms**, open **Issues**, and maintenance **Tasks**, each in its own collapsible section.

- **Search** or use the section chips to focus on rooms, issues, or tasks.
- **Start a task** to begin timed maintenance work; the timer runs live while you work.
- When you tap a push notification, My Work opens focused on that specific room, issue, or task.

My Work screen

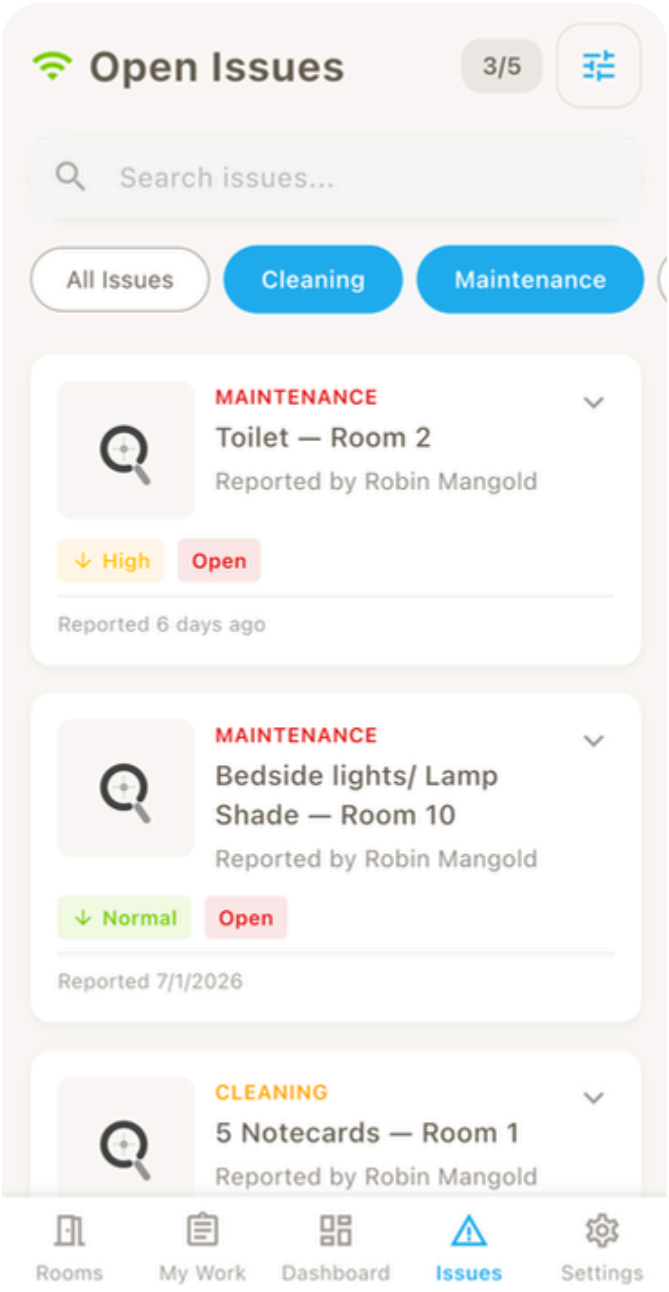


Issues

A list of all reported issues.

- **Search** or filter by type, priority, or room.
- Open issues appear first; resolved issues move to the bottom.
- **Tap an issue** to expand it and view or update the details.

Issues list

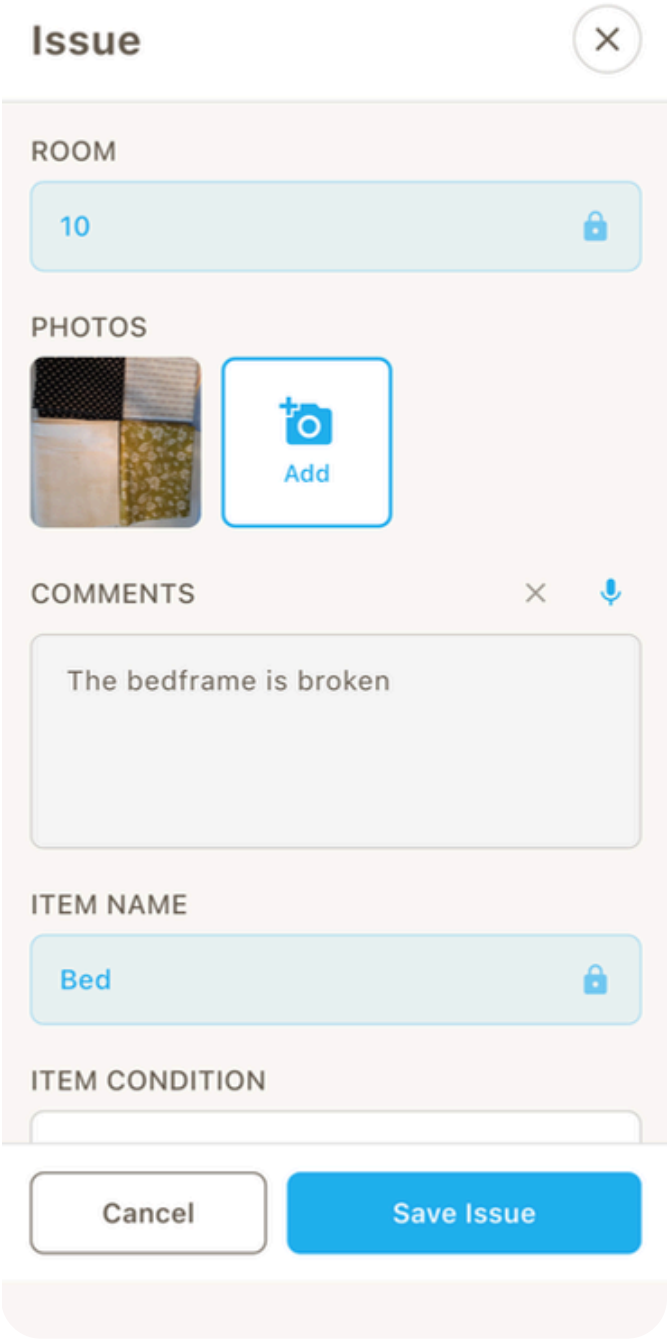


Reporting an Issue

Use this form to create a new issue, or open an existing one to view or update it.

- Choose the **Room**, **Item**, **Condition**, and **Priority**, and add a comment.
- **Add photos** from your camera or gallery, and tap a photo to view it full screen.
- When you open the form from a room or checklist, some fields are filled in for you and locked.
- **AI-assisted fill** — add a room and a photo, and the app can suggest the rest of the details for you.
- Resolved issues open in view-only mode.

Issue with photo attached

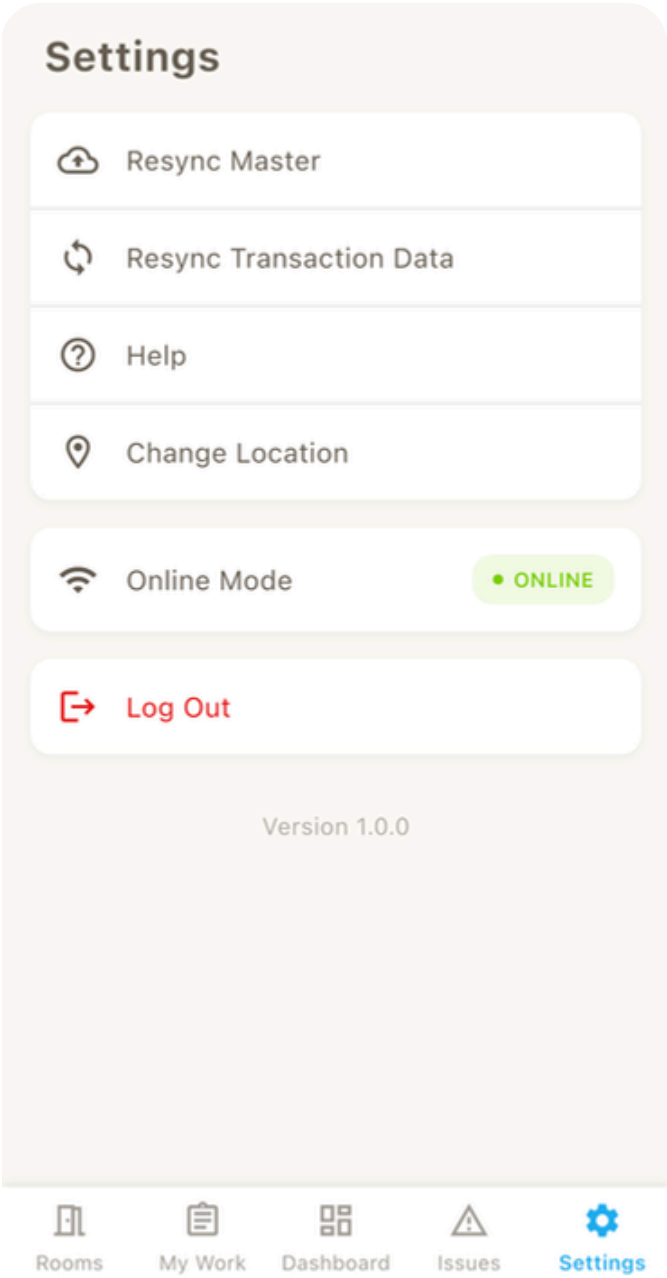


Settings

- **Resync Master Data** — refresh rooms, items, and other reference data.
- **Resync Transaction Data** — refresh your assignments and activity.
- **Help** — open the online user guide in your browser.
- **Change Location** — switch to another location (pick it, confirm, and the app resyncs for that location).
- **Online / Offline mode** — toggle your connection mode; a badge shows your current status.
- **Log Out** — sign out of the app.

The app version is shown at the bottom.

Settings screen



Taking Photos and Scans

Throughout the app — when verifying a room or attaching a photo to an issue — you'll use the built-in camera.

- **Scan** a room's QR code or read text on the spot.
- **Capture photos or video**, with flash/torch control.
- After a photo, **review** it to keep or retake.
- **Annotate** a photo with freehand drawing, arrows, rectangles, ovals, and text, choosing colors and undoing or clearing as needed.

Photo annotation tools

