Unit manager quick start

Rest Easy · Fictional training screenshots · Revised 1 November 2026

1. Confirm access and the daily routine

1. Sign in with your own account.
2. Confirm your assigned units and Control Points. Ask your business administrator to correct missing assignments.
3. Review opening hours, expected-check schedules and the local safety process.
4. Start with outstanding issues and unconfigured rooms. Do not interpret missing metrics as zero.

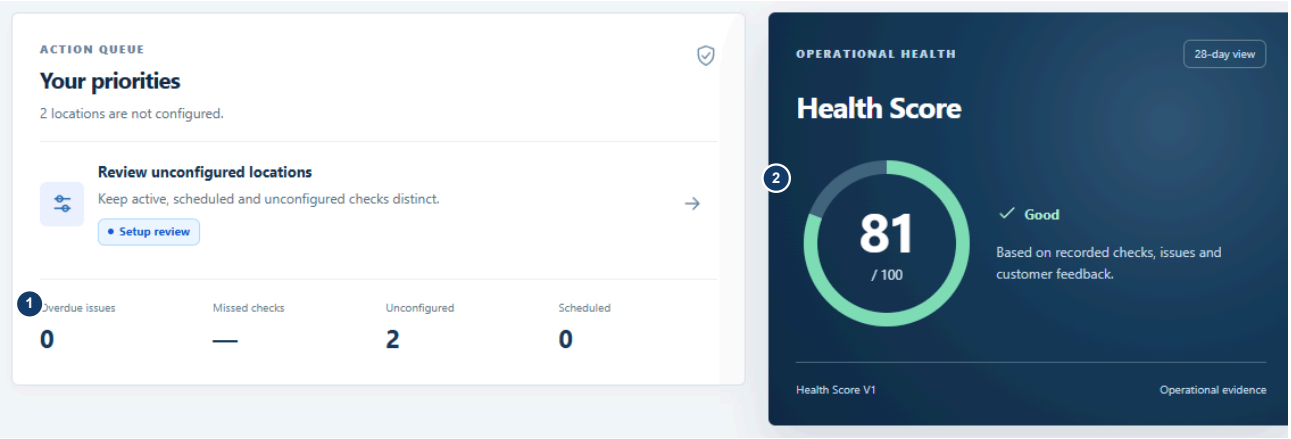


Figure 1. Dashboard

1. Read misses, overdue issues and unconfigured rooms separately.
2. Read the Health Score with its available evidence.

2. Respond to problems

1. Open Open Issues and confirm the room and priority.
2. Inspect the actual condition and make the area safe.
3. Acknowledge when taking responsibility; resolve only after corrective work.
4. Check the saved status. Acknowledgement and resolution have separate timestamps.
5. Escalate maintenance or recurring problems using your business procedure. Customer reports are not independently verified inspections.

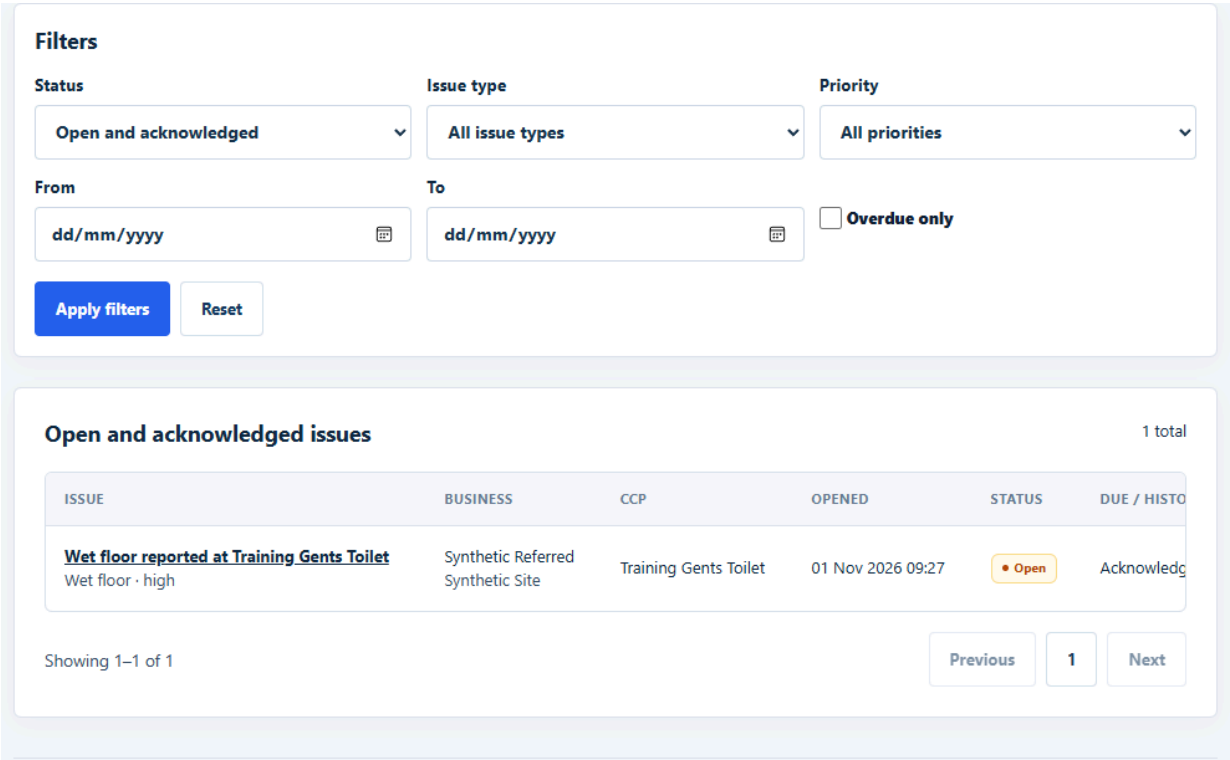


Figure 2. Issues

3. Close the day

1. Review saved checks against expected windows.
2. Investigate genuine misses; a later recovery does not erase history.
3. Use authorised reports/history to review unresolved work.
4. If a temporary missed-check notification pause is justified, record its reason and expiry. It does not suppress customer issues or remove expected checks.
5. Brief the next team on outstanding physical work and notification/device failures.

For role changes or missing access, contact your business administrator. For urgent hazards, act on site first.

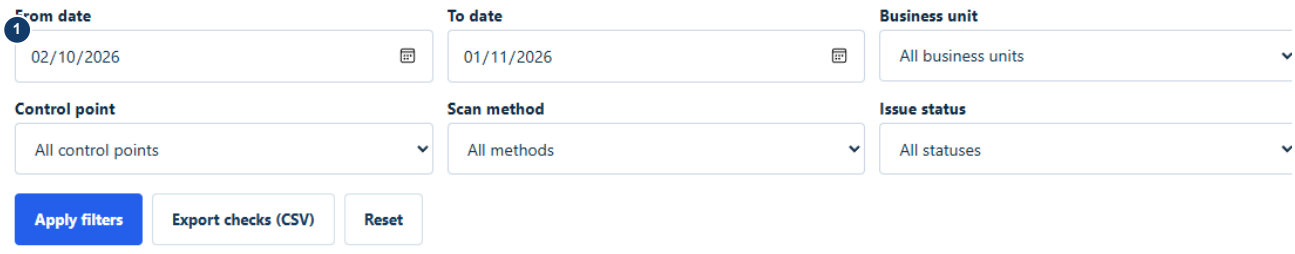


Figure 3. Reports

1. Choose dates and permitted locations, then apply filters.

Full procedures: Customer handbook.