

# wanda software manual

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visionstate inc

# 1 introduction

WANDA stands for Washroom Attendant Notification and Digital Aid. WANDA is a user-friendly, touch-screen solution that replaces the traditional maintenance form used by facility staff to track maintenance history. Now, not only can employees track what was done and what supplies were used, but the public can alert management if anything is amiss at the touch of a button. The area's last cleaned times are displayed along with a space for advertisements and announcements. WANDA reduces maintenance costs while improving your level of service:

- management can see how often areas need cleaning which allows staff hours to be appropriately adjusted
- records the supplies used providing a way to more accurately predict the supplies needed in the future
- provides a quick way to retrieve a list of cleanings for the time period specified
- provides the public with a way to alert management when something requires attention so it can be addressed immediately

**\*note: all images in this documentation are for illustrative purposes only and are subject to change.**

# 2 the WANDA unit

In order to save energy and screen longevity, the WANDA unit has a power saving mode that turns on at 10:00 pm and turns off at 7:00 am. While in this power saving mode the screen will be turned off. A simple tap on the screen will turn the screen back on so that the WANDA unit can be used. After a minute of inactivity, the screen will turn off again. If you would like to have the power saving mode time adjusted, please contact Visionstate **(see section 4)**.

As the WANDA unit is often located in areas with sanitation concerns, the touchscreen is equipped with an antimicrobial overlay in order to maintain a health environment.

# 2 the WANDA unit

## 1 WANDA features

This is the default screen shown on the WANDA unit. Areas of interest are highlighted.

The screenshot shows the main interface of the WANDA unit. It features a Visionstate logo in the top left, a central area with icons for Men and Women, and a bottom section with a 'Touch to request service' button. Callouts provide details: 'Displays the unique product serial number.' points to the top left; 'Your logo must be max. size of 360x205 px. Employees hold their finger on the logo to sign in and log their activities.' points to the Visionstate logo; 'The current time.' points to the bottom left; 'Rotating messages or ads (max 387x790 px) uploaded from the Client Portal (15" only).' points to the left sidebar; 'In this corner is a network indicator. Every twenty minutes this indicator will update and show whether or not the WANDA unit is connected to our servers. You can press on the indicator to instantly refresh it.' points to the bottom right corner.

## 2 the alerts screen

As soon as a patron touches the "Touch to request service" button they will see a new pop-up screen (figure 2.2) which indicates what needs attention. Up to ten areas of attention can be displayed. Once submitted, this will send an automatic email alert to staff members assigned on the Client Portal.

The screenshot shows the alerts screen. A pop-up window titled 'Please select the item(s) that require attention:' is overlaid on the main screen. The pop-up contains a list of items: Toilet Paper, Paper Towels, Sinks, Floors, Mirrors, Waste Containers, Toilets, Urinals, and Hand Soap. Below the list are 'Submit' and 'Cancel' buttons. The background shows the 'Touch to request service' button and the 'Women' icon.

figure 2.2

# 2 the WANDA unit

## 3 staff area

For staff to log their cleaning activities, they must first sign in. This is done by pressing and holding their finger on the location's logo (**top left-hand corner on fig 2.3**) for three seconds. A number pad will appear on screen that is used to sign in.



## 1 areas

If the WANDA unit is monitoring multiple areas, the first screen shown asks which area is being serviced. Each unit can service up to three areas (two areas for 10"). If the WANDA unit is monitoring a single area then this screen is skipped.

**\*please note that the area icons are set prior to shipment so in the case these icons need to be changed, please contact Visionstate support (section 4, page 11)**

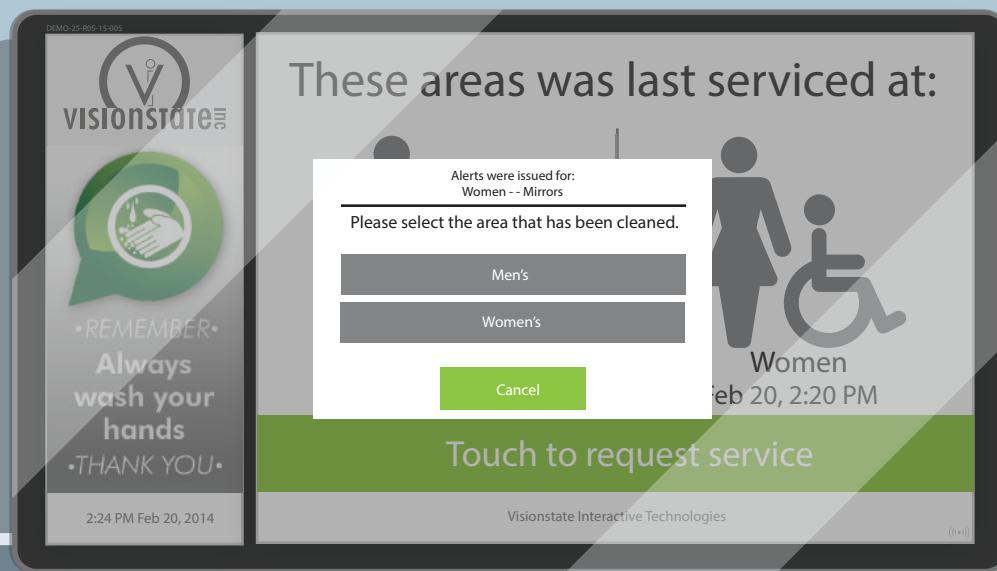


figure 2.3

As seen from figure 2.3, the specific alerts issued for each washroom are clearly displayed at the top of the screen for the staff to identify and address.

## 2 tasks

This screen asks which tasks were required to be completed. If there are no tasks to be tracked then this screen is skipped. The list of tasks to track is completely customizable (up to ten tasks) and can be configured through the Client Portal (section 3.2.1.5).

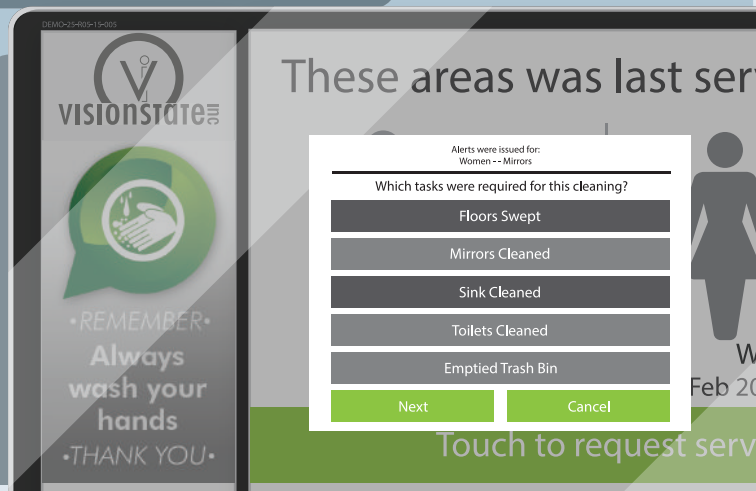


figure 2.4

**NOTE: This is not meant to be a checklist**

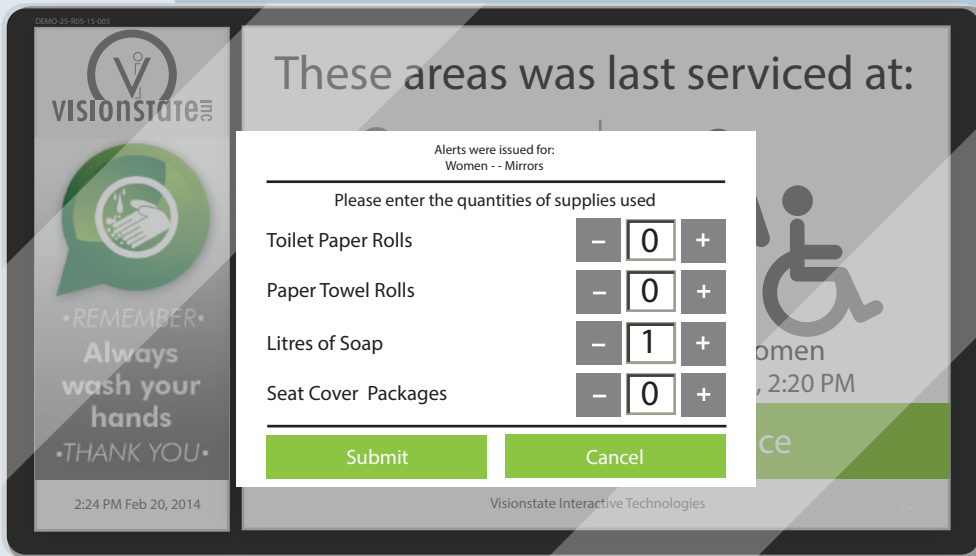
# 2 the WANDA unit

## 3 staff area

### 3 cleaning supplies

The final screen shown (fig. 2.8) is where staff can indicate how many supplies were used or replaced to maintain the area.

figure 2.5



This list is also customizable up to ten resources through the Client Portal (see section 3.2.1.2). Once the number of supplies has been entered, the cleaning information can be submitted with the 'Submit' button. We recommend informing staff to treat the 'Submit' button as a signature; when pressed, they are certifying that the entire area is clean.

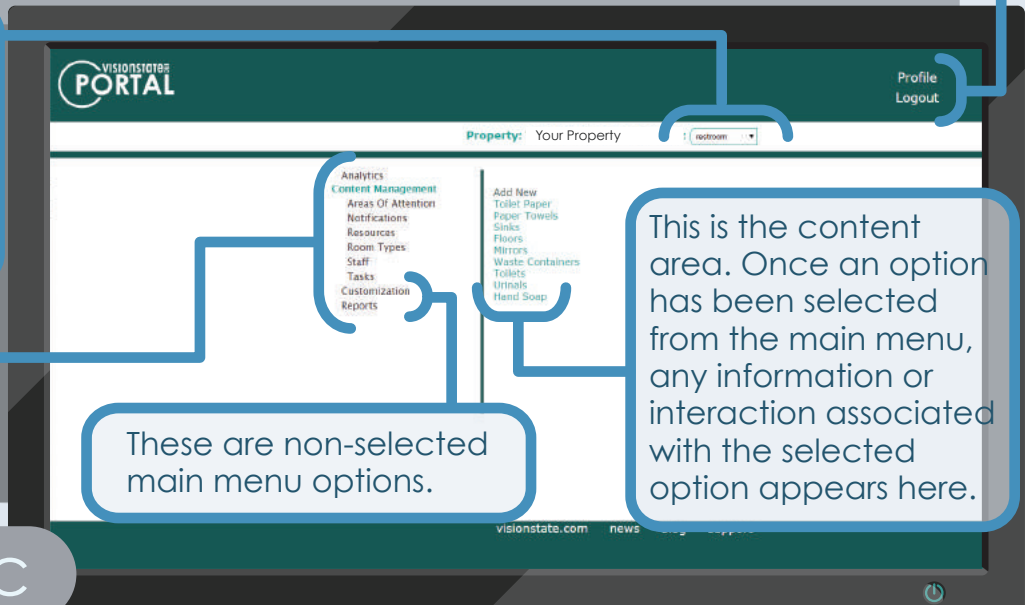
Profile allows you to edit your account information (email, password, etc).

## 3 client portal

The Client Portal or administration website is used to control the content on the WANDA units and view reports. It can be reached at: <http://admin.visionstate.com/>

This drop down bar allows you to change the current application. The main menu (located on the left sidebar) will change in response to the current application.

The entire left sidebar is the main menu. When an option is selected its own sub-menu (if one exists) is shown.



These are non-selected main menu options.

This is the content area. Once an option has been selected from the main menu, any information or interaction associated with the selected option appears here.

# 3 client portal



## 1 WANDA application

You can access the Analytics menu under the Restroom Application.

### 1 analytics

This new features gives you access to an interactive Analytics Dashboard that turns the data collected from the WANDAs into insightful visual graphics that you can print out.

### 1 dashboard

The dashboard is interactive so the information changes depending on your selected month.

## 2 messaging application

Below is a quick rundown of what each menu option is used for, for the restroom application.

### 1 areas of attention

These items are shown to the public when they request service. For example, if you would like the public to tell you the floors need cleaning, you would add a 'Floors' option to this list. You can select up to ten options for this list.

### 2 resources

This is a list of cleaning supplies you wish to keep track of whenever an area is cleaned. It is recommended to include the resource amount along with its name. For example, rather than have 'soap' have '500mL soap bottles', as this will minimize confusion for staff. You can choose up to ten different resources.

# 3 client portal

## 1 restroom application

## 2 content management

## 3 room type

This allows you to view the room types your WANDA units can monitor such as men's or women's washroom, etc. Each 15" WANDA can service up to three rooms or areas and each 10" WANDA can service up to two.

## 4 staff

Control who can sign into the WANDA units, their key codes, and their e-mail address.

**NOTE: The e-mail address is optional as alert notifications from the WANDA will only be sent to the e-mails provided. The same e-mail can be used for multiple employees if desired, however only one e-mail will be sent to that address per notification.**

## 5 tasks

This list allows you to track up to ten tasks to see how often they need to be completed. Please note this is NOT designed to be a checklist for staff to see if they have completed everything. After someone records they have cleaned an area, it is implied that the entire area is clean.

# 2 restroomAds app

## 1 ads

Any ads or messages you wish the WANDA units to cycle through are uploaded here. Priority allows you to choose the order the ads/messages display, with one being highest priority. The required image size is 387×790 pixels and the recommended number of ads is between six and ten.

## 3 client portal

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### 3 reports

Reports allow you to query for various information that is returned in table form. The table can be changed to display a different amount of entries at a time; a search bar provides a way to filter results; data can be copied, printed or saved either in its entirety or selected rows; columns can be rearranged and data can be stored in ascending or descending order according to its columns (up to three columns can be sorted at a time). All reports can be downloaded into CSV, PDF, or Excel formats.

#### 1 alerts

This report displays the alerts issued by the public when an area requires attention and how long it took to rectify the issue.

#### 2 cleaning history

Shows the cleaning history of an area in the selected time frame.

#### 3 resources used

Displays the amount of supplies used during a time period. This report can be broken down by area and/or employee.

#### 4 tasks

Shows what tasks were required during each visit.

## 4 visionstate contact info

Tech support: [support@visionstate.com](mailto:support@visionstate.com)

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