

## Contracts

The screenshot shows the OPTIQO web application interface. On the left is a dark sidebar with a menu containing: Customers, Users, Users/Groups, Notifications, Key figures, Cleaning frequencies, Control groups, **Contracts** (highlighted), Inspections, Work orders, and Reports. The main content area has a top bar with 'Main customer' and 'Optiqo Admin' dropdowns. Below this is a 'Contracts' tab header with a 'Filters' button. The 'Contracts' section contains a table with columns 'Name' and 'Description'. The table lists: Monthly inspection (Done by cleaning company), Security inspection (done by company X), Fire Inspection (Done by Fire Safety Teams), Snow Clearing (To be conducted by Field Maintenance), Office Cleaning for AG (To be carried out by AG), and Equipment Maintenance (To be conducted by Field Maintenance...). To the right of the 'Contracts' table is a 'Buildings' section with a table with columns 'Building' and 'Address'. It lists: Building 1 (123 street) and Linköping Office Building (123 Rock). Below these is a 'Units' section with a table with columns: Unit number, Description, Unit size, m², Used area, Used size, m², Cleaning time, m², Insta size, m², Storey, and Quality. The 'Units' table has a row with values: 0.00 m², 0.00 m², 0.00. An orange speech bubble icon is in the bottom right corner of the 'Units' table.

On this tab you can add contracts and then add buildings. After adding a building you can add rooms/units.

The screenshot shows the 'Add contract' dialog box. The dialog has three tabs: 'General' (selected), 'Quality profiles', and 'Room Types'. The 'General' tab has a 'Name' field with a dropdown arrow and an 'AQL(%)' field with a dropdown arrow showing '4'. Below these is a large 'Description' text area. At the bottom right of the dialog are 'Close' and 'Save' buttons. The background shows the same OPTIQO interface as the previous screenshot, but it is dimmed.

When adding a contract, first you'll choose a name and description.

**OPTIQO**  
Quality in Time

Customers  
Users  
Users/Groups  
Notifications  
Key figures  
Cleaning frequencies  
Control groups  
Contracts  
Inspections  
Work orders  
Reports

**Add contract**

General **Quality profiles** Room Types

	Furniture and fixtures		Walls		Floors		Ceilings	
	Waste and loose dirt	Surface soiling	Waste and loose dirt	Surface soiling	Waste and loose dirt	Surface soiling	Waste and loose dirt	Surface soiling
A	5	5	5	5	5	5	5	5
B	4	4	4	4	4	4	4	4
C	3	4	3	4	3	4	3	4
D	3	3	3	3	3	3	3	3
E	4	4	4	4	4	4	4	4
F	4	4	4	4	4	4	4	4
G	4	4	4	4	4	4	4	4
H	4	4	4	4	4	4	4	4
I	4	4	4	4	4	4	4	4
J	4	4	4	4	4	4	4	4

Close Save

Buildings  
Address  
23 street  
23 Rock

Units  
Size, m² Storey Quality

Then you can change the quality profiles to match your needs. Double click the letters A-J to change name.

**OPTIQO**  
Quality in Time

Customers  
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Reports

**Add contract**

General **Quality profiles** Room Types

A
B
C
D
E
F
G
H
I
J

Close Save

Buildings  
Address  
23 street  
23 Rock

Units  
Size, m² Storey Quality

Here you can add room types to the quality profiles.

The screenshot shows the OPTIQO web application interface. On the left is a dark sidebar with a menu containing: Customers, Users, Users/Groups, Notifications, Key figures, Cleaning frequencies, Control groups, Contracts (highlighted), Inspections, Work orders, and Reports. The main content area has a top bar with the OPTIQO logo, a hamburger menu, and user information (Main customer, Optiqo Admin). Below this is a 'Contracts' section with a table of contracts. To the right is a 'Buildings' section with a table of buildings. Below these is a 'Units (Building 1)' section with a table of units. A small orange envelope icon is visible in the bottom right corner of the units table.

Name	Description
Monthly inspection	Done by cleaning company
Security inspection	done by company X
Fire Inspection	Done by Fire Safety Teams
Snow Clearing	To be conducted by Field Maintenance
Office Cleaning for AG	To be carried out by AG
Equipment Maintenance	To be conducted by Field Maintenance

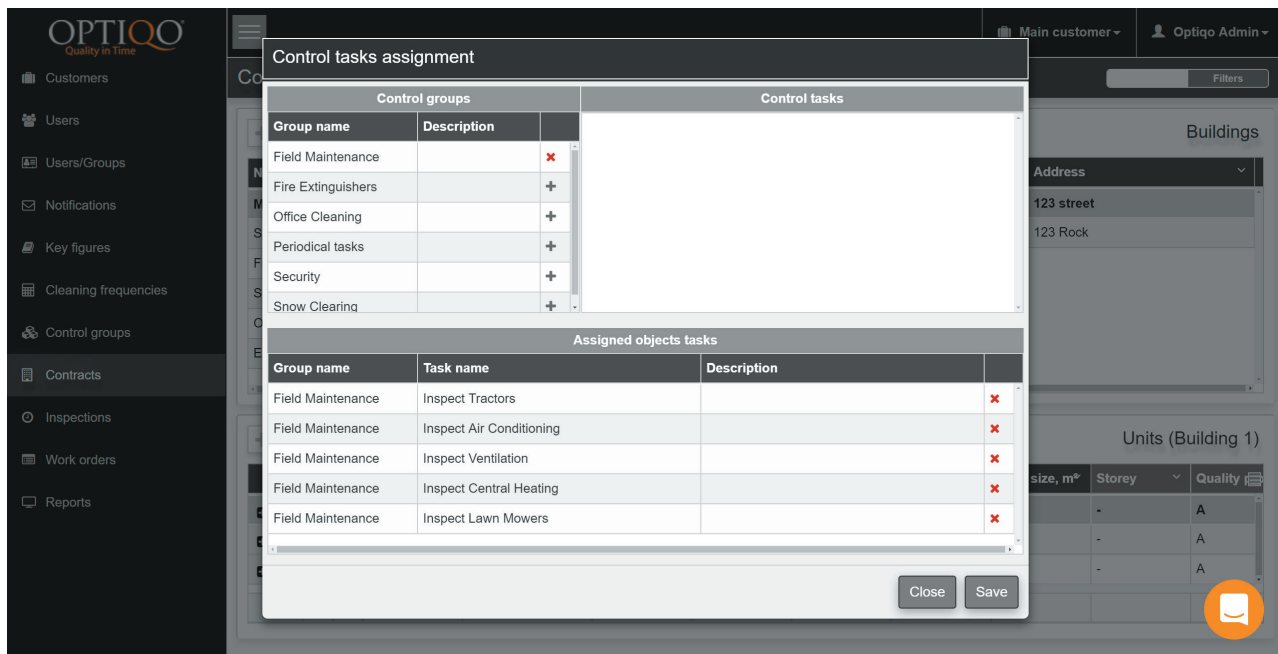
Building	Address
Building 1	123 street
Linkoping Office Building	123 Rock

Unit number	Description	Unit size, m²	Used area	Used size, ...	Cleaning ti...	Insta size, m²	Storey	Quality
1	Room no.1	1 m²	100%	1 m²		0-15	-	A
2	Room 2	1 m²	100%	1 m²		0-15	-	A
3	Room 3	1 m²	100%	1 m²		0-15	-	A
		3.00 m²		3.00 m²	0.00			

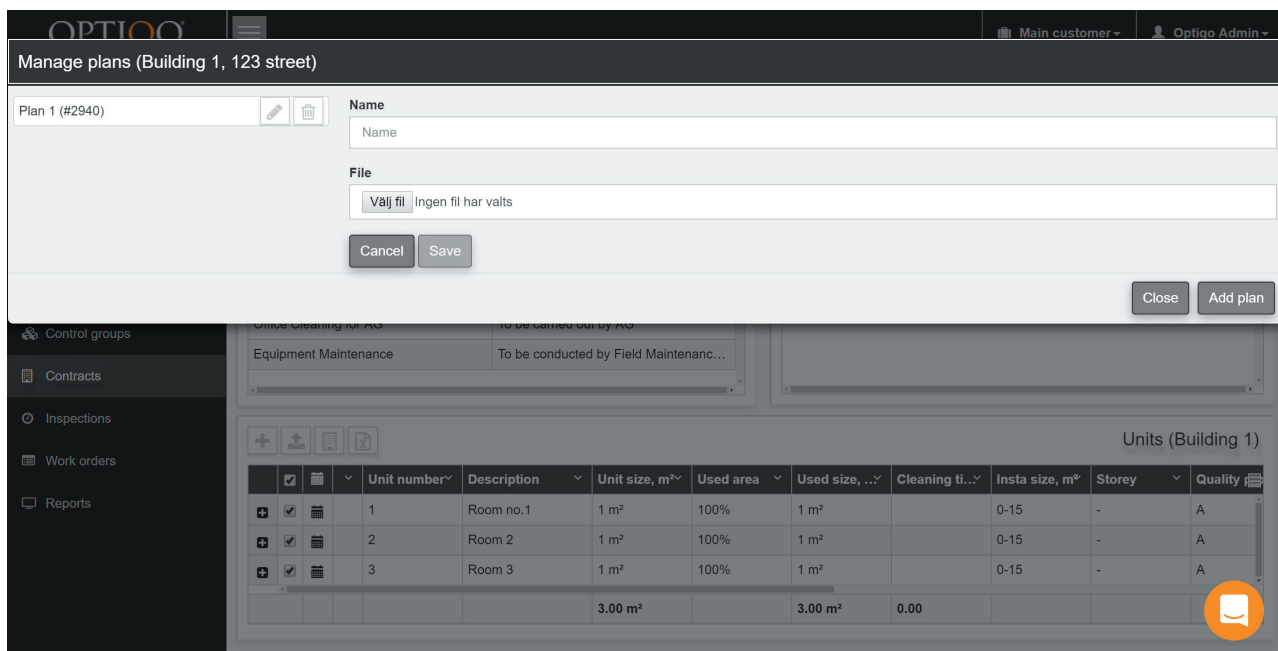
After you've created a contract, add a new building by pressing the "+" button. Choose a name and address. It is possible to import buildings together with units from a csv file. You'll want to press the little "+" button next to the building to add it to the selected contract. This needs to be done to make the buildings and rooms/units show up in inspections. By pressing the little red cross you can remove it from the selected contract. You can also use the button all the way to the right to add all buildings to the selected contract.

The screenshot shows the 'Add unit' form in the OPTIQO web application. The form is divided into several sections: Unit number, Tag ID, Attributes (Name, Value), Unit size, m², Used area, Storey, Cleaning frequency, Mac address, Description, Key figure, Hygiene profile, and Quality profile. The Quality profile section has a dropdown menu with options A, B, C, D, E, F, G, H, I, J. The background shows the same sidebar and main content area as the previous screenshot, with the 'Buildings' and 'Units (Building 1)' sections visible.

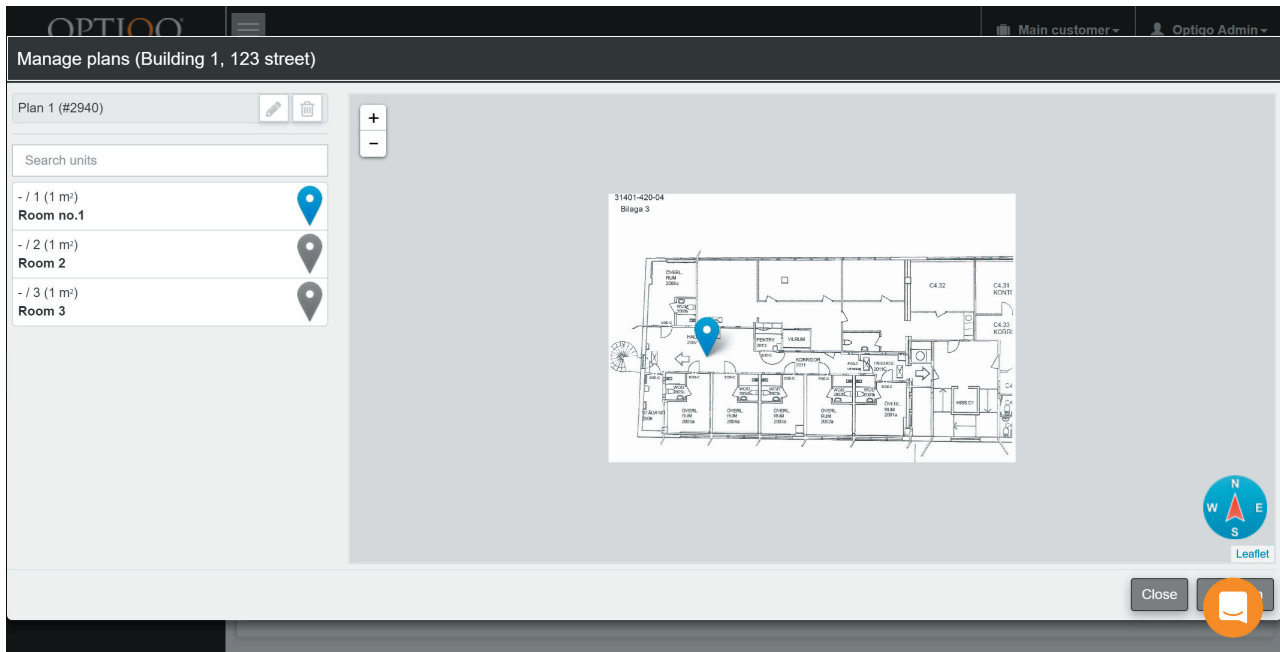
When a building is created you can add rooms/units. Number, size, storey, description, keyfigure and quality profile needs to be filled to add a room/unit. You can also add your own attributes to a room/unit. It is possible to import units from a csv file.



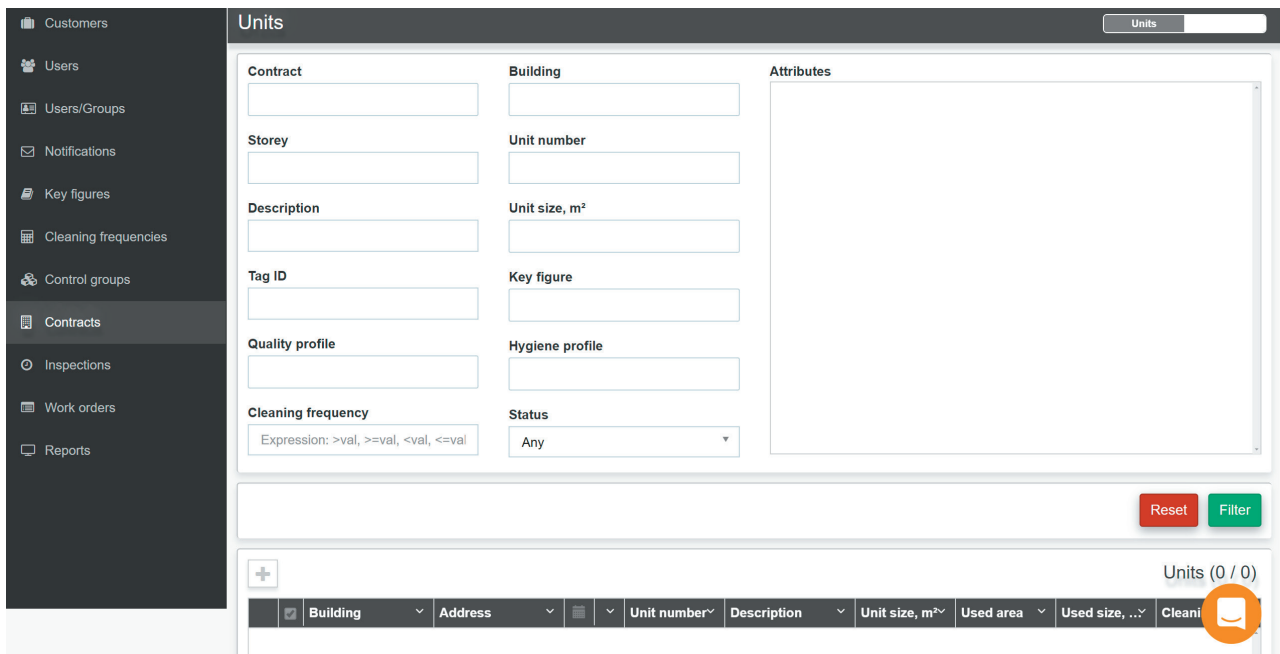
By pressing the three blocks icon called control groups assignments this view will show up. Here you can add desired control tasks to a room/unit. This needs to be done for the rooms/units to show up when making an inspection.



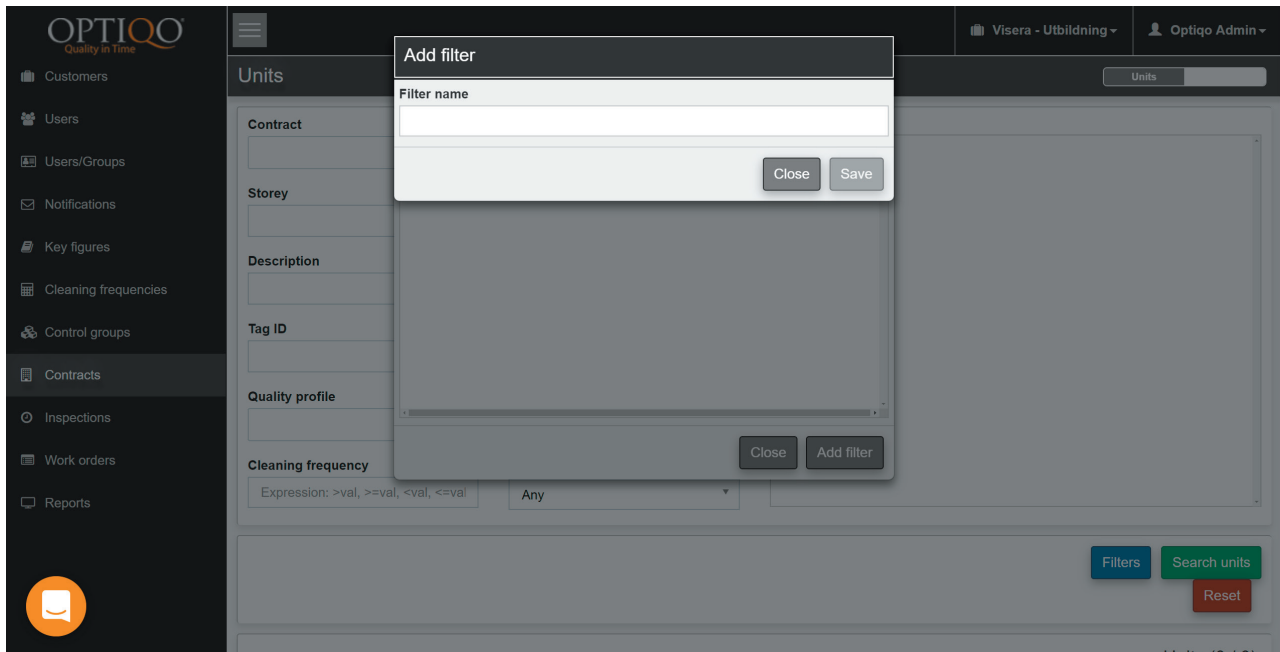
By pressing the building icon you can add plans. To the left you will see existing plans. When adding a plan you choose a name and a file. The file can be a pdf, jpg or png.



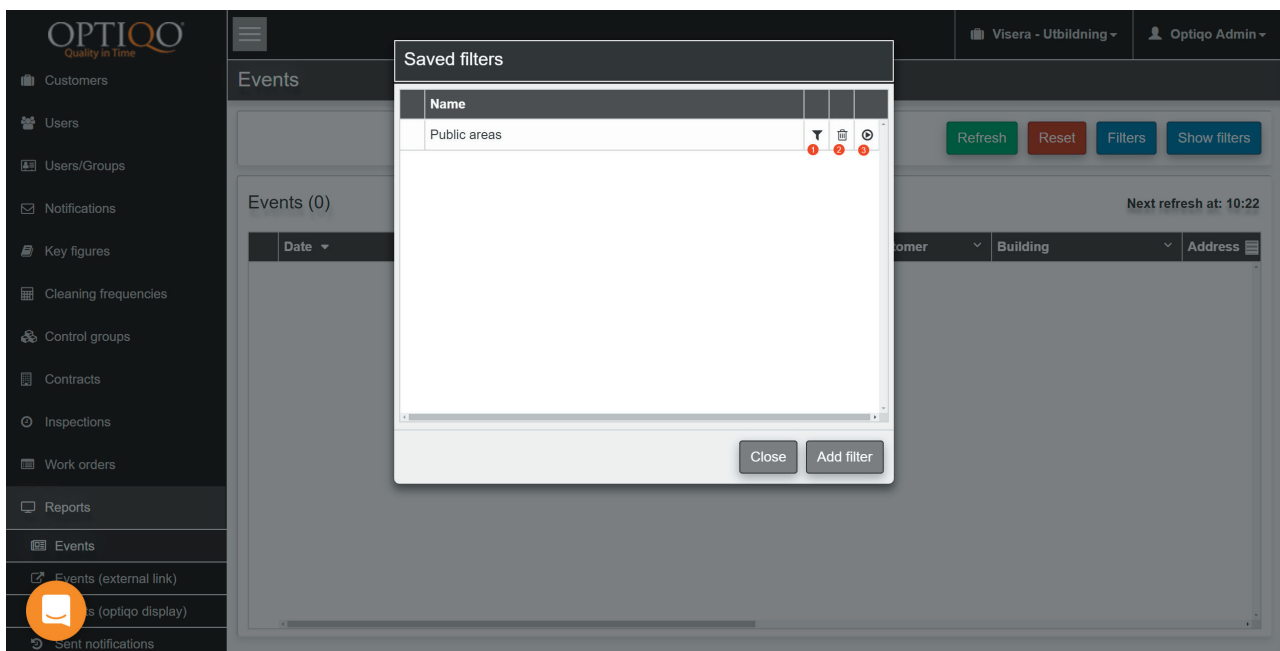
Press a plan and you will see your attached file. You can drag the grey markings to the image and they will change to blue. These markings will be shown in the Insta and Check apps. Right click the markings on the blueprints to remove them.



There's also a filter option to search for specific rooms/units.



Press the filters button and add filter to save current filter settings for future use. Choose a name and it will be saved permanently.



Here you will see all saved filters.

1. Hold your mouse over this symbol to see timeperiod for saved filter
2. Press this button to delete saved filter.
3. Press this button to apply saved filter.