



hotel furniture

AutoCAD & 3D Rendering
Technician Onboarding
Guide



Welcome

Hello and welcome to the team! We know how daunting your first day can be, so take deep breath and relax - we're excited you're here. We've put this document together as an introduction to HotelFurniture.com and as a resource for "all things design" within the company. Consider this a training guide for your first few weeks, but of course, if you have any questions, you know who to contact. With that being said, let's get started!



Introduction to the Design Team

Monique Farley - Lead Design Project Manager

9 years experience in the Interior Design industry.:

- Worked for Choice Hotels in their Interior Design Department. Oversaw the New Construction Design Process for over 80 new construction projects.
- Design prototypical pre-approved design packages for Sleep Inn, Clarion, Clarion Pointe, and Quality Inn.
- Experienced in residential, workplace, and hotel design.

<https://www.linkedin.com/in/moniquefarley/>



Account Sign-ups:

You should have received emails to sign up for the following accounts or emails with account sign-in info. If you haven't received an email or if the links have expired, let me know. Be sure to keep a spreadsheet of usernames and passwords for these accounts - it will definitely come in handy at some point! Lastly, I have training laid out for each of these accounts in this document throughout your first few weeks, so don't have to do anything further at this point!:

- Slack
- RingCentral
- Microsoft OneDrive
- Miro
- Asana
- HotelFurniture.com Platform
- HotelFurniture Product Admin Tool
- Autodesk AutoCAD
- Adobe Photoshop



Week 1 -

Here is a list of training items to focus on in your first week. There is quite a bit of information to consume, but don't worry, if you have any questions don't hesitate to reach out, otherwise, I'll be checking in with you throughout the week!

- Onboarding / Team Meetings
- Slack
- Ring Central
- Hotel Design Industry Overview
- HF Design Process
- HF Brand Offering



Onboarding/Team Meetings - Week 1

Take a peek below at the Onboarding/Team meetings you'll have this week and what they are about. Free feel to look ahead at the links to become familiar with the content.

Meetings:

May 7th
(Fri.)

- 1 on 1: Design Onboarding Guide
- HR Onboarding Meeting: Compensation, benefits...etc.
- "Meet the Team": Informal meeting to meet and get to know the HF team
- Dream Team Social Hour

May 10th
(Mon.)

- Hospitality Industry Overall Intensive
 - [Top 25 Need-to-Know Hotel Design Terms](#)
 - [How to Design the Perfect Guest Room](#)
 - [Hotel Guest Room Design and Color: Telling the Right Story to Reach the Right Clientele](#)
 - [The Best Hotelier Resources: Have All Your Questions Answered](#)
 - [Franchise or Independent: What Hotel Structure is Right For You?](#)
- [Introduction to HotelFurniture.com video](#)
- Design 1 on 1: Design Onboarding Guide - [Guest Directory](#) and basic [HF Admin](#)
- [HF Brochure](#), [HF Project Guide](#), [Hotel Pre-Opening Timeline](#)

[HF Google Drive Demo](#)
[HF Project Guide Video](#)
[Hotel Pre-Opening Timeline Video](#)

May 11th
(Tues.)

- Design Process:
 - [CX-Design-Procurement Process](#)
 - [HF Project Checklist](#)
 - [HF Client Questionnaire](#)

[Client Design Files Demo](#)



Onboarding/Team Meetings - Week 1, continued

Meetings:

May 11th
(Tues.)

- [HF Sample Design Presentation](#)
- [HF Sample Project Specifications](#)
- [Additional Sample Project Proposals of Competitors](#)
- [Usability Test Videos](#) & [Value Proposition Videos](#)

[HF Design Presentation Template](#)

May 12th
(Wed.)

- [HF Design Folder Overview](#)
- [HF Procurement - Vendor Folder Overview](#)
- **Brand Intensive**
 - [Sleep Inn](#)
 - [Hampton Inn](#)
- **Finish any Usability and Value Proposition videos that were not completed on Tuesday.*

[Sleep Inn Brand Demo](#)
[Hampton Inn Brand Demo](#)

May 13th
(Thurs.)

- [Website User Test Videos](#)
- **HF Brand Intensive**
 - [Comfort Inn Truly Yours](#) and [Comfort Rise & Shine](#)
 - [Holiday Inn Express Formula Blue](#) and [Holiday Inn Express Formula Blue 2.0](#)
- **Woosah - Breathe and digest all of the material thus far! Go back review, make notes of any additional questions, and more! Make sure you've setup your [email signature](#), Slack, Ring Central, and [LinkedIn](#) too!**

[Comfort Brand Demo](#)
[Holiday Inn Express Brand Demo](#)

May 14th
(Fri.)

- 1:1 Stand Up
- [Model/ Render Process Documentation](#), [Model/ Render Process Miro Board](#)
- **Project 1: Floorplan Folder - Comfort Rise & Shine (Instructions will be provided)**
- **Woosah - Breathe and digest all of the material thus far! Go back review, make notes of any additional questions, and more! Make sure you've setup your [email signature](#), Slack, Ring Central, and [LinkedIn](#) too!**



Week 2 -

Here is a list of training items to focus on in your second week. There is quite a bit of information to consume, but don't worry, if you have any questions don't hesitate to reach out, otherwise, I'll be checking in with you throughout the week!

- Onboarding/Team Meetings
- Usability Test Videos
- Value Proposition Videos
- HF Builder
- HF Product Admin Tool
- HF Brands Immersion, continued
 - Brand Concept Design Boards
- Personal Miro Board Workflow



Onboarding/Team Meetings - Week 2

Take a peek below at the Onboarding/Team meetings you'll have this week and what they are about. Free feel to look ahead at the links to become familiar with the content.

Meetings:

- May 17th
(Mon.)
- 1:1 Standup
 - Additional Usability and Website User Test Videos
 - [HF Builder Training](#)
 - Departmental Meetings

[Intro to HF Builder](#)
[HF Product Tour](#)
[HF Builder: New Client Project](#)
[HF Builder: Project Details](#)
[HF Builder: Quote](#)

- May 18th
(Tues.)
- Additional Value Proposition Videos
 - [HF Brand Sample Concept Material Board](#)
 - **Project 2: Develop Concept Material Board for Sleep Inn.**
 - Save as a Google Slides File
 - Save as a JPEG
 - Department Meetings

[HF Brand Concept Material Board Template](#)

- May 19th
(Wed.)
- 1:1 Standup
 - Metabase Training
 - **Project 3: Develop Concept Material Board for Hampton Inn**
 - Save as a Google Slide File
 - Save as a JPEG
 - Departmental Meeting

[What is Metabase?](#)
[Creating Reports in Metabase?](#)
[Extracting Invoice Information SOP](#)
[Extracting Invoice from Metabase](#)



Onboarding/Team Meetings - Week 2, continued

Meetings:

May 20th
(Thurs.)

- 1:1 Standup
- Discuss AutoCAD brand templates and planning
- [AutoCAD & 3D Workflow Miro Board](#)
- [Hotel Brand Onboarding Forecasting](#)
- [Product Admin Tutorial](#)

[HF Product Admin Tool Demo](#)
[HF Product Admin - Brand SOP](#)
[HF Product Admin - Vendor SOP](#)
[HF Product Admin - Add Vendor Demo](#)
[HF Product Admin - Vendor View & Edit Demo](#)
[HF Product Admin - Product SOP](#)
[HF Product Admin - View Products](#)

May 21st
(Fri.)

- **Project 4: Develop Concept Material Board for Comfort Rise and Shine.**
 - Save as a Google Slide File
 - Save as a JPEG
- Start Sleep Inn brand template
- **Finalize any remaining projects from the week**
- **Woosah - Breathe and digest all of the material from your first 2 weeks! Go back review, make notes of any additional questions, and more!**



Slack -

Slack is where we communicate most heavily. Best for quick requests, sharing links, instantaneous conversations, and of course sharing giphys. An important feature of our Slack account is that it is paid meaning that no data will be lost and we can reference at a later date if we need to.

Slack Training:

Your quick start guide to Slack:

<https://www.youtube.com/watch?v=m2JuAa6-ors&feature=youtu.be>

Slack emoji reactions for getting work done:

<https://www.youtube.com/watch?v=xyOO8w85VkY&feature=youtu.be>

Your essential guide to Slack notifications:

<https://www.youtube.com/watch?v=wuyWwzazef8&feature=youtu.be>

For additional Slack training/resources, check out the Help Center:

<https://slack.com/help/categories/360000049063-Slack-tutorials#slack-101>



Ring Central -

At HF we use softphones that are provided by RingCentral. These are phones that are powered by apps on both our computers and personal mobile devices, and they allow us to do unlimited outphone and inbound calling within North America. Click [here](#) and complete the “Your Softphone” section of the document (page 1) to set up your phone.

Ring Central Training:

Beginner’s Guide to RingCentral: User:

<https://university.ringcentral.com/series/beginners-guide-to-ringcentral-user-classic>

Live Training: RingCentral App: Message, Video, Phone (1 hour)

<https://university.ringcentral.com/series/available-live-training-office/ringcentral-app-message-video-phone>

For additional Slack training/resources, check out the Ring Central University:

<https://university.ringcentral.com/>



Industry Resources: Newsletters/Articles/Alerts -

It's important to stay up-to-date on the industry, recognize industry trends, and have access to resources that will allow us to make educated business decisions. I encourage you to sign up for the following newsletters to keep learning more about the hotel industry:

Newsletters:

Hotel News Now - <https://www.hotelnewsnow.com/>

Hotel Management - <https://www.hotelmanagement.net/>

Asian American Hotel Owners Association (AAHOA) - <https://www.aahoa.com/>

Lodging Magazine - <https://lodgingmagazine.com/>

Hospitality Net - <https://www.hospitalitynet.org/>

Google Alerts - <https://www.google.com/alerts#>

If there are other relevant Newsletters you're familiar with, feel free to sign up for those as well!



Top Competitors

It's important to learn who our competitors are and understand their strengths and weaknesses to make us better designers. Please see below for a list of our top competitors along with their websites to research.

Top Competitors:

Benjamin West - <https://www.benjaminwest.com/>

Boston Trade - <https://www.bostontradeintl.com/>

Carver & Associates - <http://carverassoc.com/carver/>

Curve Hospitality - <https://curvehospitality.com/>

Hersha Purchasing and Design - <http://www.hpdlp.com/designservice.aspx>

Hospitality Furnishings & Designs (HFD) - <http://www.hfdcorp.com/>

Innvision - <https://innvision.net/>

Vertically Integrated Projects (VIP) - <https://vipffe.com/>
(VIP used to be called Snow White Hospitality)



Usability Test Videos -

These were the initial interviews conducted by Neon at the very beginning of forming the business, to understand the HF platform's "Usability" from a client perspective. In these videos, you'll hear feedback from clients on the functionality, continuity, and overall user experience.

Usability Test Videos:

Usability Test BJ (1 hour 17 min):

<https://drive.google.com/file/d/13WdAwHQQ00H0xW-reL7PqvUhbTuKI9mp/view?usp=sharing>

Usability Test Kunal (1 hour 26 min):

https://drive.google.com/file/d/1L_3YCfcuciZkxsYd3BGMjqREVgs6hmNw/view?usp=sharing

To see additional Usability Test videos, you can access via the Shared Drive at the following link:

https://drive.google.com/drive/u/0/folders/11IA_m0LdlQgyVLlclxAcDp-TfOgGwVHX



Value Proposition Videos -

These were the initial interviews conducted at the very beginning of forming the business, to understand what was resonating with our client base as "value."

Value Proposition Videos:

Value Proposition Test Alyson (1 hour 22 min):

<https://drive.google.com/file/d/1ZkFgoChFypw6yv7Yom8oPYbPO6GT6lC2/view?usp=sharing>

Value Proposition Test Lauren (1 hour 20 min):

https://drive.google.com/file/d/1b37SndmM8d3d94tKsH5awi3O43O3vl_R/view?usp=sharing

To see additional Value Proposition videos, you can access via the Shared Drive at the following link:

<https://drive.google.com/drive/u/0/folders/14887TXfgVxx-mWqn0fIsmPSDRLrRBuZq>



Website User Test Videos -

These recent interviews were conducted by HotelFurniture in April 2021 to gain feedback on the HotelFurniture website from a client perspective. In these videos, you'll hear feedback from clients on the messaging, function, overall user experience, and more.

User Test Videos:

User Test Gabriel (1 hour 10 min):

<https://drive.google.com/drive/u/0/folders/1HOT4vaNyO27ldPFwOO8fTEOz8yuZN882>

User Test John (1 hour 7 min):

<https://drive.google.com/drive/u/0/folders/1HOT4vaNyO27ldPFwOO8fTEOz8yuZN882>

To see additional User Test videos, you can access via the Shared Drive at the following link:

<https://drive.google.com/drive/u/0/folders/1HOT4vaNyO27ldPFwOO8fTEOz8yuZN882>





Questions?

What do you still not know but want to understand?

Is this enough detail for you?

Would you like a more deep dive on the most recent preliminary project quotes?

