

NEW: Mobile App and Equipment

We've recently added new functionality to the **Scheduling Manager Mobile App** so that techs can now add items of equipment that they have serviced.



This feature will be particularly useful to those businesses that service items of equipment for customers. It's now easy for a technician to indicate the items they have serviced for a customer!

NEW: Clock In/Clock Out Feature

For many of our users' office administrative staff, the **Scheduling Manager** is the first program they log into in the morning and the last thing they log out of before they leave.



So it only made sense that **Scheduling Manager** could act as the punch in/punch out system for your office staff!

With this new addition to the software, the system will prompt your employees to clock in when they first log in for the day. Upon exiting the software it will again prompt them and ask if they want to clock out.

Management can then run a report to view all the times recorded by office staff as well as make any adjustments necessary.



Did You Know? Cancellation Prompts

Did you know that you can configure the **Scheduling Manager** so that when you mark jobs as cancelled (or delete jobs) the software will prompt you to select a reason why?

You can then generate a report to show you all the cancellations you had in a selected date range, sorted and grouped by the reason code.

You can then analyze the cancellation reasons, and see which customers cancel more than the average, and take action based on the information.

Job Cancellations Report

Work Code	Customer ID	# Comp Jobs	Job Date	Cancel Date	Charge	Frequency	Reason Description
Windows	BJEANS1	8	07/23/2015	07/23/2015	\$60.00	1-week	

Reason: Employee Sick

GENCLEAN ATWOOD

Reason: No Show

GENCLEAN DAVIS T

GENCLEAN PEARSON

Cancellation Info

Permanent?

Reason: No Show

Description: No Show

Charge Customer?

Pay Employee?

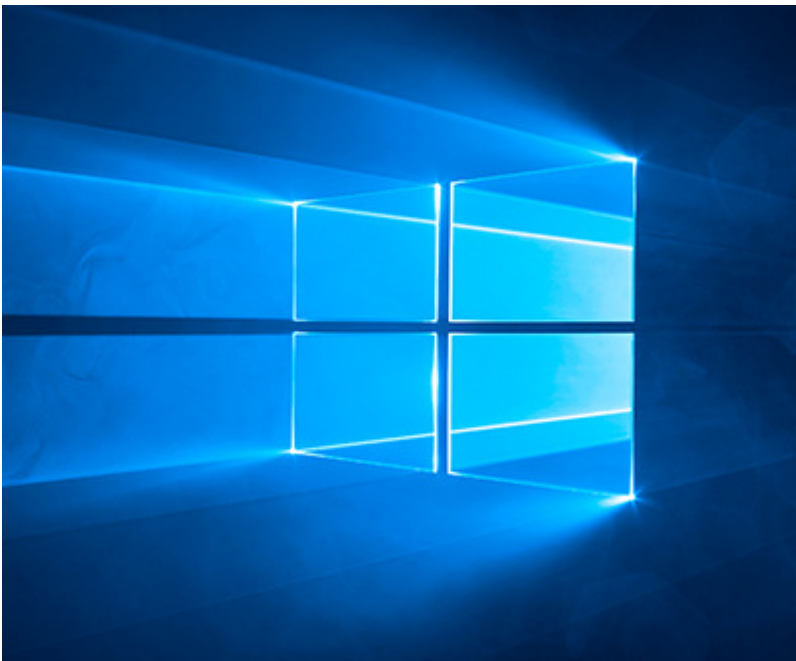
Confirmed next appointment?

Note: The "Pay Employee" box is for record-keeping purposes only. If you wish to add payroll information for the employee you will need to create and complete another job for them.

OK

Please contact a sales representative if you are interested in adding this feature to your version of the **Scheduling Manager**! Many users will already have this feature and it is simply a question of activating the option under "Job and Calendar Options".

Tech World News: Microsoft Releases Windows 10



Microsoft recently released Windows 10 to the tech world. Many users are happy with the increased speed broad functionality of the system.

Scheduling Manager is also fully compatible with Windows 10. Microsoft offers free upgrades for Windows 7 and 8 users for 1 year, so if you're currently using those systems, you can upgrade without worry.

Whether or not you choose to use a new operating system, you can continue the same great experience with **Scheduling Manager**.



Download the Mobile App at the iTunes or Google Play store!



iTunes



Google



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