



Supply Requests

Updated 2/11/19

Welcome

Thank you for using the Client Portal feature of Janitorial Manager! The Portal is designed to provide easy and effective communication between you and your service provider. Please review the contents of this manual to better understand how to make the most out of the Client Portal.

Supply Requests

There are also 2 different ways to submit supply requests. The first way is by clicking the "Supplies" option from the header menu of your client portal. Once the page loads, click the "+Request Supplies" button on the right side of the screen. Then you will move on to the request form. (Figure 1)

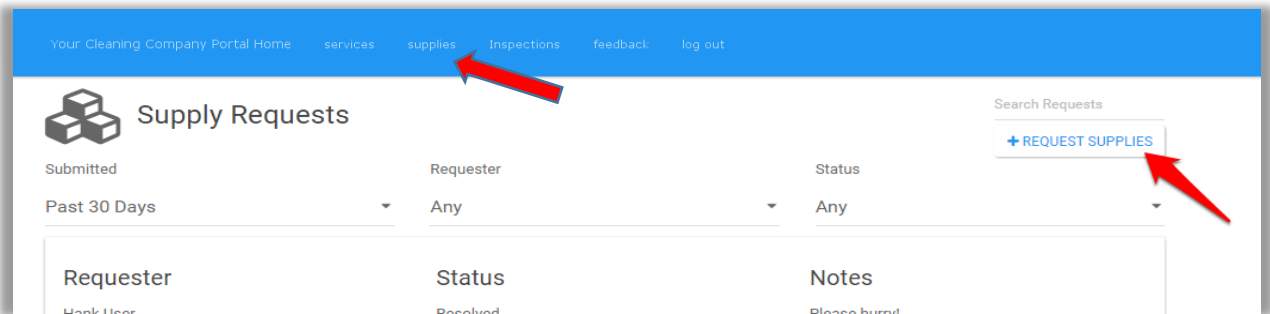


Figure 1

There is also a short cut to submit a supply request. You can also submit a supply request using the "Go To:" drop down on the home page of the Client Portal. By clicking the "Create Supply Request" option you will get to the page to submit your service request as well. (Figure 2)

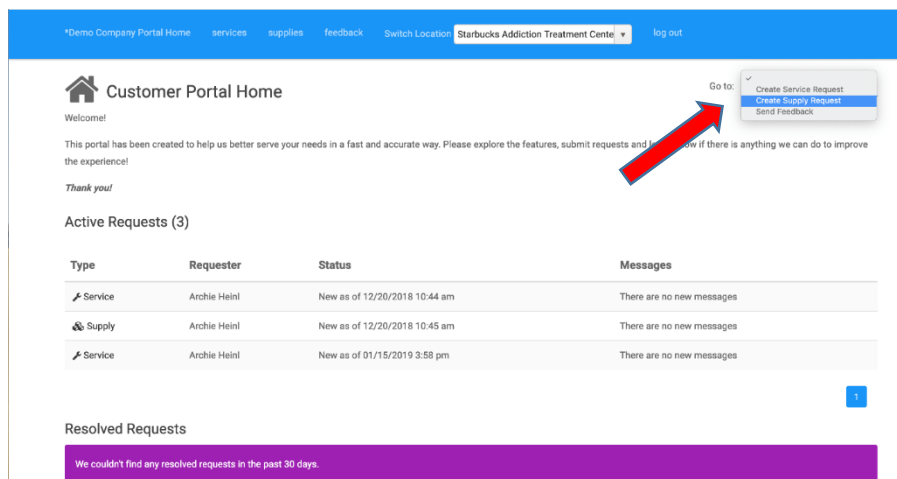


Figure 2

Both options will take you to the "Request Supplies" form to fill out. Here you can let your service provider what you are needing as well wehre you need it. Please be as specific as you can. Once the form is completed, Click "Submit Request". (Figure 3)

Demo Company Portal Home services supplies inspections feedback log out

Request Supplies

Please fill out the form below to request supplies.

Request Contact
Hank User
johnwilliams@ximation.com
20212123353 2026355599

Service Address (required) ←
123 The Next Street Over

Suite/Floor/Department (required)

City (required)

Yonder

State (required) →
AL

Zip Code (required)

334433

Desired Date/Time (required) ←
04/12/2016

Supplies

Items	Quantity
Toilet Paper	0
Hand Soap	0
Paper Towels	0
Kleenex	0
Items: 0	

Is your item not listed? No problem! Please provide additional details below.

Additional Details
Would you like to provide any additional information?

✓ SUBMIT REQUEST

Figure 3

Troubleshooting

If you encounter issues with the Client Portal here are a couple simple ways to trouble shoot and fix the issues:

1. Log out of your portal and back in.
2. Log out of your portal, clear your browser cache (Usually located in you're the settings of your browser), and try to log back in again.
3. If none of those 2 options seem to be working, please contact your cleaning service provider for assistance.