

Tracking Performance and Providing Insights That Drive Operational, Employee, and Customer Success.



Inspection 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.

Inspections

To view recent or past inspections of your locations, click the "Inspections" option in the navigation menu. You will then come to the "Inspections" section of the client portal. Here you can review recently completed inspections. Select the date range to display the desired inspections. (Figure 1)

Completed All of 2016			Search Inspections
Past 30 Days Past 90 Days All of 2016 On 04/12/2016 Notes	Result	Score	
View			
Inspector Sonny Bono On 03/11/2016	Result © Good	Score 80 %	
Natao			

Figure 1





To view the desired inspection report for a certain date range, Click the "View" bottom as seen in Figure 2.

Search Inspection	15
Score	
100 %	
	100 %

After clicking "View", the inspection report/details will open like Figure 3. You can review what was inspected and the grade of each inspection.

-			
View Inspection			
Ispector	Overall Result	(Overall Score
nny Bono	📥 Excellent	1	00 %
lotes			
Office	100 %	Bathroom	100 %
Baseboards	👍 Excellent	Counter	🖷 Excellent
Blinds	d Excellent	Sinks	d Excellent
Carpet	Excellent	Toilets	Excellent
Empty Shredder	Excellent	Tile	Excellent
		Mirrors	👍 Excellent
		Trash	de Excellent
Breakroom	100 %	Kitchen	100 %
Sink & Countertop	Excellent	Sweep & Mop	Excellent
Coffee Maker	Excellent		
Floor	Excellent		
Refrigerator	Excellent	Janitors Closet	100 %
Clean Trash Can Lids	Excellent	Organized	🔹 Excellent
		Log Book	🖷 Excellent
Lab	100 %	Lobby	100 %
Man Flager	+ Evenilent	Const	f Guallant
Mop Floors	n Excellent	Carper	Excellent
		EaseDoards	Excellent
		Entry Glass	Excenent

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.



