JANITORIAL MANAGER

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)
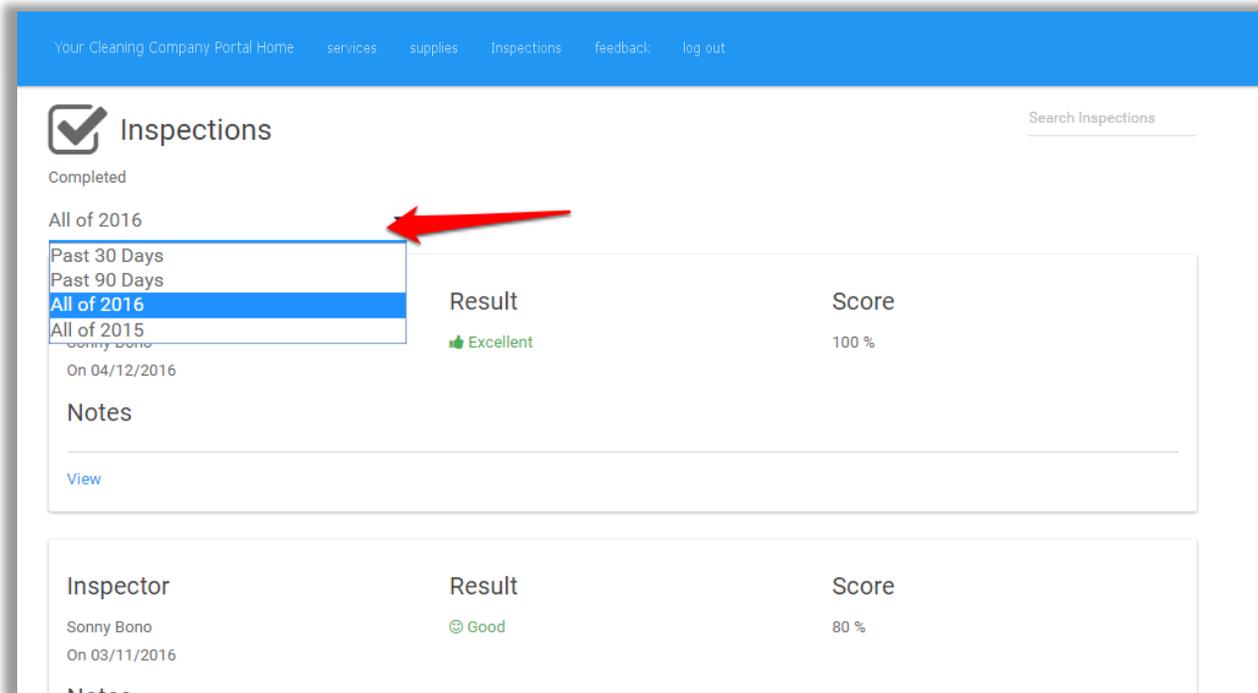

Figure 1

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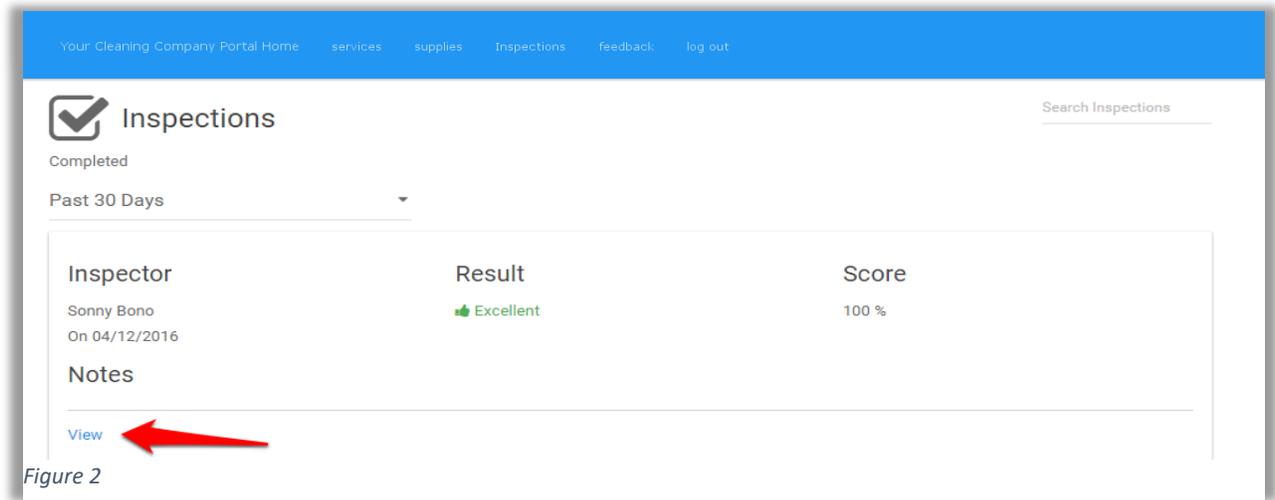

Figure 2

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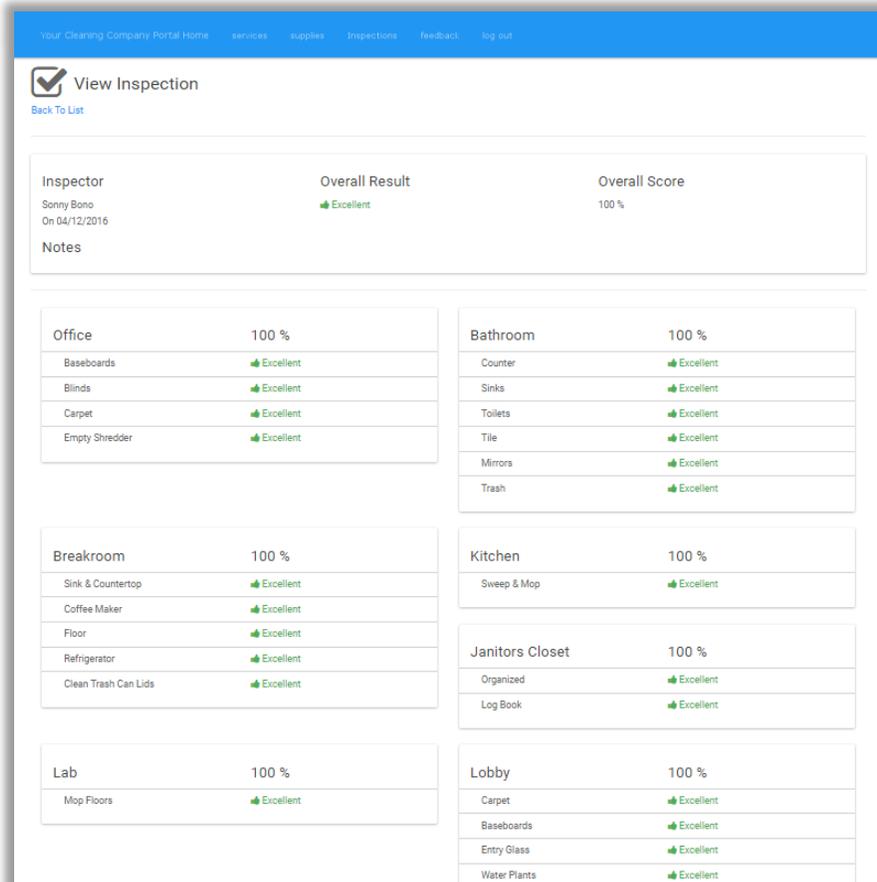

Figure 3

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.