



JobManager for Drywall Contractors is a project management program that simplifies and accelerates work progression on your jobs. It helps your office staff and field staff to manage all aspects of completing your jobs as efficiently as possible.

Multifunctional

JobManager does more than record specs and schedule dates. It delivers orders forms, lets you share job information with sub-contractors, manages scaffolding inventory, has internal messaging, and provides dozens of reports to help you manage all of your jobs. Since JobManager is web-based, it is accessible from any mobile device, so field staff provide real-time data on jobs, keeping everything up to date.

Complete Control

The organized nature of JobManager escorts each job from start to finish according to the schedule you define. No job gets forgotten, and none are neglected, because every job's progress is tracked. As different users update information on a job, it automatically progresses through the schedule.

Increased Efficiency

Like an assembly line, JobManager sorts and filters jobs so that users work on their specific assignments without distraction. When each of your supervisors, sub-contractors, field technicians, and office staff are all focused on their own tasks, everyone is more efficient. Since less time is lost between each phase of every job, your jobs are completed faster.

How it works

The most basic description of JobManager is that it's an assemblage of tools:

- job editor console
- reports that gather and display information about jobs
- order forms for materials and services
- statistical analysis tools

Job records hold all information about your jobs.

The reports organize your job records in ways that makes sense.

Order forms get emailed directly to your suppliers and/or service technicians.

The statistical tools look at your company as a whole, showing you the current and historical big picture.

A "job" is an organized set of records containing many dates, names, building specs, notes, and files relating to a single address. *For example, you can record the name of the sub-contractor who is installing the house drywall, when he started, and specs about bead types, bi-folds, walk-throughs, etc.*

A "report" is a group of jobs that are selected because they match a certain set of criteria. Generally, the reports categorize your jobs by current progress throughout development, service, and billing. *For example, one of the Job Phase lists (see reverse side) may show all jobs that are loaded and ready to have a sub-contractor begin insulation.*

An "order form" is where requests for materials or services can be created and sent directly to the supplier instantly from the program, without the need to print, hand-write, or fax. Copies can also be sent to your own office and/or users.

JobManager Feature Summary

Supervisors' Jobs List

Supervisors can view the list of their own jobs, sorted by address/subdivision, builder, builder job number, or even by date of most recent visit. A map displays the locations of all jobs with colour-coded pinpoints.

Job Phase Lists

An array of reports that list jobs categorized by their current progression. Reports can be easily added/adjusted for your specific business processes. Optimized for keeping sub-contractors and supervisors accountable to the construction schedule.

Job Editor

An organized form for adding and updating information about each job. It holds all information pertaining to each job's:

- scheduling
- building specs
- materials orders
- inventory delivery*
- billing*
- map
- file uploads
- sub-contractor ratings*
- quality control forms*
- user notes

Site Info Sheets

A summary of work to be done on a specific phase of a job, able to be printed or emailed to the sub-contractor.

Trades Report

Displays sub-contractor names by category, sorted by either availability or quality rating*. Detail view shows every current and past job that the sub-contractor has been assigned.

Sub-contractor Rating

("Trades Rating" Add-on)

Allows supervisors to give a 1-to-5 star evaluation on a sub-contractor's work and manner.

Billing Report

(Part of "Billing" Add-On*)

Shows three reports: jobs that are ready for billing, jobs that have been invoiced but not paid, and jobs that have been paid. Built to work with both progressive billing or one-time billing.

Current Value Report

(Part of "Billing" Add-On*)

Displays the current value of all jobs based on three factors: PO price, paid amount, and current progress. (A.K.A "Work-In-Progress")

Abnormality Reports

Lists of job phases that are taking an abnormally long time to progress, showing the number of "days lost" for each job. An unlimited number of reports can be created by an administrative user.

Scaffold Reports

(Part of "Inventory" Add-On*)

One report shows all on-site inventory. The other is an alternative to emailing inventory delivery requests and instead provides a printout for an in-house delivery tech to see the daily deliveries required.

Material Orders Report

Shows all material, scrap, and scaffold orders that are unspent, are incomplete, or have been sent within a specified time period.

Quality Control Forms

Provides fully customizable checklists for supervisors to work with when visiting a job and checking. Separate forms can be designed for each specific phase of the job.

Unused Materials

(Works with "Trades Pay" and "Trades Portal")

Allows supervisors to record excess materials that were not used after the sub-contractor is finished.

Trades Portal

Grants sub-contractors access to see limited job information (same as "Site Info Sheets") via a separate web app. Access must be configured by an administrative user.

Service Manager

(Add-on)

A separate console for managing the final stages of a job, such as light-checks, service trips, and deliveries.

Control Bar

A horizontal bar (across the bottom of the page, by default) containing buttons that provide access to important features such as the Messenger, "My Jobs", Dashboard, and Administration.

User Permissions

Allows information availability and editability to certain users based on their role in the company.

Search

Find any job by searching for an address or job number (either full or partial). The search results page includes filters to limit results by subdivision, builder, model, and/or by specifying a date range for any of the date fields on the job. Results also include searching within the materials orders.

Bookmarked Jobs

Each user can bookmark any number of jobs, which are then listed in the Bookmarked Jobs list. Similar to the recently viewed jobs, but added and removed manually.

Recent Jobs List

Each user has a list that shows a specified number of recently viewed jobs for quick access back to the Job Editor.

Continual Improvement!

As new features are available, some of them are automatically installed onto your account for free, and others might require additional subscription fees to use.

* Installation of Add-Ons may incur additional monthly fees.