

SIX TIPS

to Maximize Your Cleaning or Security Company's Data Through Reporting

The power of shared data from your software system is invaluable. Without transparent and trusted data, it's difficult to see whether or not a job is successful, positively contributing itself to your bottom line or creating repeatable, efficient process for your business to standardize. But having sound data is just the first step in the equation. You also need to know how to leverage your shared data to your advantage — that's why a robust reporting functionality within your holistic software solution is crucial for your cleaning or security company's long-term success.

Use these six tips to help you identify the types of reporting you should look for in your software solution and how they can be applied to set your company up to gain efficiencies, improve processes and access visibility over your entire organization through shared data.



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Use integrated reporting at the job level

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For cleaning and security companies, your business is often organized at the job-level, so you need a software solution that looks at your data in the same way that you do. Not only should your software act as a one-stop-shop for your business's data, it should immediately integrate that data throughout your system when entered at the job-level. This can save you extra steps down the road and eliminate the need to enter data into other, siloed modules. When you need it, the data you access is already clean, strong and dependable.



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Organize your data through tiered reporting

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Not all businesses, even businesses operating within the same cleaning or security industry, look at their data in the same way. It's important your software solution gives you the tools to analyze your data in the way that it applies most to your specific business. Enter tiered reporting, which allows you to classify data based on how it's important to you. For example, you could assign a tier to classify your jobs by market segment (e.g., retail, industrial, healthcare) or by your unique sales territories.

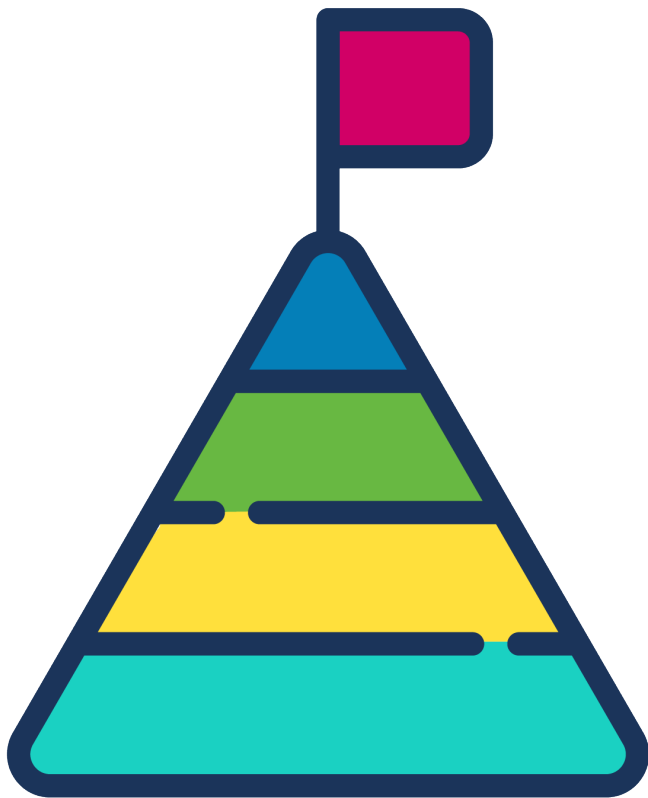


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Look for flexible solutions

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It isn't realistic to approach software solutions with a one-size-fits-all mentality. Your business is unique and may require functionalities that aren't ready-made. Look for a solution that supports build-your-own reporting functionalities in addition to comprehensive out-of-the-box reports. Common ready-made reports should cover your scheduling, payroll, financial, human resource, inspection and supply chain needs. Use custom, build-your-own reporting to fill any gaps.



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**Leverage
exception-based
reporting as a
lookout against
red flags**

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Exception-based reporting is a reporting function that highlights outliers in your data, helping you recognize any red flags in your operations as they come up. Simply put, when things are operating smoothly, exception-based reporting should operate in the background of your system and offer insights when issues need addressing. This type of reporting is important to your company on the day-to-day as a tool to help reduce overtime or ensure shift fulfillment but is especially crucial for more unpredictable moments, changes in the economy, or sudden changes in client demands that may impact the way you're able to fulfill your service agreements to your customers. When those red flags occur, exception-based reporting helps you address the situation before it becomes a bigger issue.



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Remember data is important to everyone

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There's a common mentality that you're either a numbers person, or you aren't. The fact of the matter is you often don't have the luxury to make that distinction. Data is important in every department of your organizational chart, especially in cleaning and security industries. From field-based workers who look at data like daily itineraries of work, to managers that look at time sheets and master schedules, to C-Suite executives who need to keep their finger on the pulse of the bigger picture of business data, everyone is involved in data management, whether they realize it or not. Look for a holistic software solution that can provide data across the entire scope of your organization.



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Don't forget about compliance

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As a cleaning or security contractor, it may feel like you have to jump through hoops just to stay compliant with the latest government agency, labor union or third-party partners' regulations. Your software solution should be able to supply solid, regulatory reporting data at any given moment, making it easier to keep your business in compliance.

Use these tips to help your business interpret company data in the way that meets your individualized needs. With holistic software, you're well on your way to maximizing the potential of your shared data and setting your company up for sustainable success well into the future. Want to go beyond reporting and learn how a holistic software solution can gain efficiencies for your business' financial, operations and workforce management? Read our [comprehensive eBook](#) for cleaning and security contractors.



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