

Day in the Life of Your Office Coordinator



The daily success of your office coordinator relies on their ability to easily schedule, see job progress, what needs to be touched, who needs to be poked or prodded (yes, you know the ones), and who needs updates. Here's a glimpse of how their day is more successful with the Cilio CiO app.



8:00 AM

Glance over the day's schedule to ensure crews and clients have **everything they need.**

9:00 AM

Check your short list for anything that's due as a customer follow-up today.

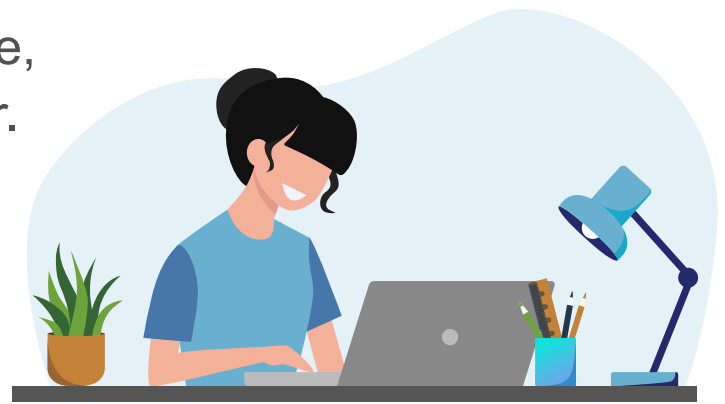


10:00 AM

Scheduling: Easily see where to book jobs to reduce tech's "windshield time." Customer confirmation and reminders are automated, while CiO automatically calculates the labor cost for the tech who completed this job.

2:00 PM

Review new work. Easily compare sold jobs to their original measure, catching missing product or labor. Great way to find early issues before they later become big problems.



4:00 PM

Review the finished work from your crews in the system without phone calls or drama. Just a couple clicks push completed work into your QuickBooks. **Call it a day!**