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STREAMLINING TIME TRACKING FOR FIELD SERVICE TECHNICIANS



**Perhaps it's time
to automate your
field service
business?**



TIME REGISTRATION DOESN'T HAVE TO BE DIFFICULT

How can companies ensure accurate time tracking, payroll, and invoicing while staying compliant?

Time registration goes beyond payroll - it's about linking hours to work orders, analyzing project profitability, and enabling corrective measures.

It's essential to ensure accurate time recording, payroll processing, and invoicing for field service technicians, even as they relocate between sites. Utilizing their mobility can enhance the precision of hour tracking for invoicing and payroll while adhering to regulatory requirements.

For technicians on the move, it's essential to record hours reliably while ensuring seamless payroll and compliance. Using mobile tools, companies can enhance precision, minimize travel time, and boost efficiency.

By eliminating the need for daily office visits, unnecessary travel time is minimized, and workflow efficiency is improved. Fewer office visits mean more productive days in the field.

Example: An HVAC technician can begin the day at their first job site instead of the office, saving time and improving productivity.

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A man in a dark suit and red tie is climbing a thick rope. He is positioned next to a massive, towering stack of papers that reaches the top of the frame. The background is a light blue sky with soft white clouds. The bottom left corner features abstract geometric shapes in dark blue, yellow, and light blue.

ARE YOU STILL USING PEN-AND-PAPER TO TRACK WORK HOURS?

If you are, then you're probably well acquainted with these typical hurdles...

Relying on pen and paper for time registration often leads to a cascade of issues:

- 🎯 **Human errors**
 - typos, data entry mistakes, and misinterpretations can quickly distort your records.
- 🎯 **Complex corrections**
 - updating or adjusting historical data is often time-consuming and error-prone.
- 🎯 **Slow data flow**
 - manual collection and delayed analysis open the door to further inaccuracies.
- 🎯 **Lack of integration**
 - disconnected systems increase the risk of data transfer errors.
- 🎯 **Paper vulnerability**
 - physical documents can be lost, damaged, or destroyed amid daily operations, leading to the loss of critical information.

Escape these pitfalls with digital time registration! Explore the efficiency of automated time tracking with ExpandIT to minimize errors and reclaim precious time.



FROM MANUAL CHAOS TO SEAMLESS AUTOMATION

How Digital Time Registration Transforms Operations

Reduce Errors and Save Time

Automated time capture eliminates manual entry, reduces mistakes, and ensures every hour is accurately recorded - freeing staff from repetitive administrative tasks.

Gain Real-Time Visibility

Track technician activities as they happen. Managers can monitor progress, allocate resources efficiently, and respond quickly to issues in the field.

Simplify Compliance

Digital records provide a clear, traceable history of all work performed, making regulatory compliance and audits easier and more reliable.

Accelerate Payroll and Invoicing

Accurate, automated time tracking speeds up payroll processing and invoicing, ensuring employees are paid correctly and billing is precise.

Unlock Actionable Insights

Integrated analytics deliver visibility into workforce performance, project profitability, and operational efficiency - helping organizations make smarter, data-driven decisions.

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EASY AND CLEAR TIME RECORDING

AN EASY AND CLEAR WAY TO RECORD WHERE AND WHEN YOU WORK

Field service software like ExpandIT offers robust time tracking capabilities tailored to the needs of your mobile field technicians.

Here's how ExpandIT can revolutionize your field operations:

Remote Clock In/Out

Technicians can clock in from home, record travel time, and clock out directly from their job site - eliminating unnecessary commutes and maximizing productivity.

Detailed Time Logs

Register precise time spent on each customer for accurate billing and transparency.

Overview of Registrations

Technicians can easily view and manage their daily work hours from any device.

Real-Time Monitoring

Managers see live data on technician activity for better scheduling and resource use.

Seamless Payroll Integration

Minimize admin time and errors with connected systems.

Boost efficiency by streamlining processes in time registration, payroll, and invoicing.

ExpandIT optimizes task assignment and resource allocation, minimizing downtime and enhancing workforce productivity.

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A group of approximately 12 workers in safety gear are performing maintenance on a large white wind turbine. They are positioned on the blades and the central hub against a clear blue sky.

AUTOMATE TIME CAPTURE WITH EXPANDIT

FIELD SERVICE MANAGEMENT, SIMPLIFIED

Time Registration

ExpandIT streamlines work hour recording during service visits, reducing errors for accurate payroll calculations. Check-In/Check-Out precisely captures task start and end times, enabling efficient labor cost tracking and eliminating paper-based tracking.

Payroll

Automate precise time capture for service visits, recording start and end times accurately. Gain insights into task duration for efficient tracking and cost control. Use Check-In/Check-Out data to monitor labor costs and support financial reporting with precision.

Invoicing & Billing

Automated time entries and task updates accelerate invoicing. The system ensures accurate time data, reduces discrepancies, and enhances billing precision. Real-time updates from technicians provide customers transparency on arrival and completion times, boosting satisfaction.

Customer Communication

ExpandIT provides detailed records - materials, forms, and timestamps - for complete transparency and compliance.

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THE KEY TAKE AWAY

Benefits Efficient Tracking of Time, Materials, and Resources for Field Service Technicians Include:

- **Efficiency Improvement:**
Identifies inefficiencies and streamlines processes.
- **Resource Allocation:**
Ensures effective deployment of technicians.
- **Cost Control:**
Helps manage labor costs and reduce overtime.
- **Accurate Billing:**
Ensures precise billing, reducing disputes and improving cash flow.
- **Performance Evaluation:**
Facilitates performance assessment and recognition.
- **Compliance Adherence:**
Maintains alignment with labor laws and regulations.
- **Customer Satisfaction:**
Enables timely service delivery and boosts satisfaction.
- **Data-Driven Decision Making:**
Provides insights for strategic improvements.

Overall, time registration empowers organizations to operate efficiently, deliver better service, and achieve greater success.

Time is money!



Why Real-Time Updates Change Everything

A comprehensive field service solution like ExpandIT offers real-time updates directly from the field.

This technology gives planners immediate visibility into:

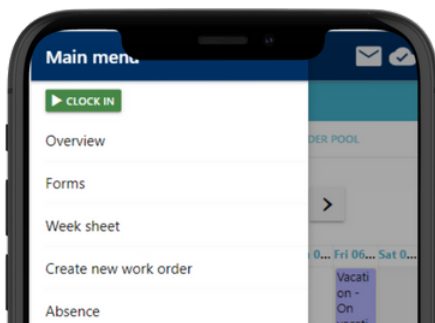
- Job completion status
- Estimated travel time
- Technician availability
- Geo-location & routing
- Sickness or holidays



ExpandIT provides real-time visibility into job progress and resource use, enabling faster decisions, optimized deployment, and efficient service delivery.

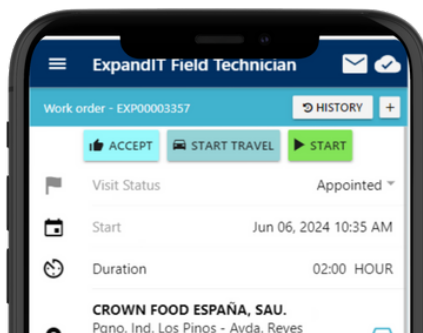


QUICK RUNDOWN OF TIME TRACKING IN EXPANDIT



At the start of each day, it's essential for employees to **clock in**. Instead of relying on a traditional time clock or pen-and-paper, ExpandIT enables them to log their start time directly from their phone or tablet.

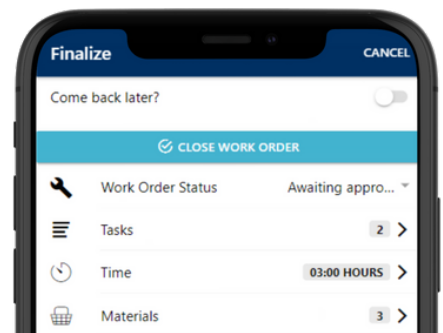
All they need to do is open ExpandIT on their mobile device, tap "**Clock in**," and they're ready to begin their workday.



ExpandIT gives technicians instant access to their daily schedules on mobile, keeping their workflow smooth and eliminating unnecessary delays.

Once they **clock in**, they can move straight to their first task or travel to the job site.

A quick tap on "**Start Travel**" or "**Start**" within the job automatically begins time tracking—keeping records accurate and effortless.



Once the field technician wraps up the job, the dispatcher can instantly see all the details - progress, time, and materials used.

An invoice can be sent right away, including any photos and forms related to the finished work.

At day's end, technicians **clock out** from their final job site, having completed a full day's work efficiently without detours to the office.

ExpandIT records daily hours, simplifying weekly total calculations for each technician.

Time tracking is crucial for business, aiding in accurate cost estimation, fair compensation, and accurate customer billing. ExpandIT streamlines data collection with seamless integration into Business Central.



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READY TO SIMPLIFY TIME TRACKING?

Field Service Management software is no longer optional
- it's essential to stay competitive, compliant, and customer-focused.



**STREAMLINE
OPERATIONS**



**BOOST
PRODUCTIVITY**



**AUTOMATE
MANUAL TASKS**



**DELIVER EXCEPTIONAL
CUSTOMER SERVICE**

If your field operations still rely on spreadsheets or paper-based processes,
it's time to make the switch.

Let ExpandIT help you modernize your workflows, empower
your mobile workforce, and unlock new levels of efficiency
and customer satisfaction.

Contact us today to learn more:: sales@expandit.com and you' will be creating
jobs, scheduling them and building forms in no time.

www.expandit.com

