

ENTERPRISE SOFTWARE

BUILDING SERVICE CONTRACTORS AND  
FACILITY MANAGEMENT

Capabilities List

## Accelerator CC® One System

Accelerator CC® has been working for the building service contractor and facility service professionals since 2013. We PRIDE ourselves on customer service and partnering with our clients. Our GOAL is to deliver SOFTWARE AND SERVICES that have a meaningful and positive impact on the efficiency of their business AND easy to use for the NON-Tech, IN ONE SYSTEM.

## Accounts and Service Locations



### Accounts

- 1) Budgets, Contacts, History of all activities

### Service Locations

- 1) Setup site managers and supervisor workflows
- 2) View Site visits, Work History, Inspections and more
- 3) Assign Managers and Subcontractors
- 4) Setup Inspection forms
- 5) Print QR Codes and scan for Visits: Date, time, and identity
- 6) Store important documents and share on Accord for field teams

## Resource Management



### Employees and Subcontractors

- 1) Employees –
  - i. Demographics, pay rates, restrictions, time and attendance credentials, employee schedules, time off
- 2) Subcontractors –
  - i. Insurance information, accurate monthly payouts, subcontractor statements, work assignments

# Sales: REVENUE



## Quotes

- 1) Create quotes and email to contact
- 2) One tap approval - client just taps approved button in email
- 3) Attach custom quote documents
- 4) Notified when client approves
- 5) Quote through invoicing capabilities

## Deals

- 1) Track deals and status
- 2) Open and completed activities
- 3) Notes and dates of contact history

# Quality Control



## Inspections

- 1) Unlimited Inspection Types:  
*Samples*
  - a. Contract scope
  - b. Service Quality
  - c. Safety
  - d. Maintenance
  - e. Compliance
  - f. Task completions
- 2) Create Your Own Inspection Templates (Inspection Forms)
- 3) Inspection Scheduling
- 4) Trending and scoring history
- 5) Deficiency corrections workflow
- 6) Open deficiency notifications
- 7) Quality reporting
- 8) Clients can view from their branded portal

# Operations: SUPERIOR DELIVERY, SAVE MONEY

## Work Orders

- 1) Billable and non-billable
- 2) Work order status
- 3) Work order types (Complaints, Projects, Recurring, etc.)
- 4) Overdue notifications
- 5) Mobile app
- 6) Before and After Picture Gallery, Share with clients
- 7) Assignments to employees or subs
- 8) Recurring work orders
- 9) Work order history
- 10) Service history

## Supplies

- 1) Supplies assignments by location
- 2) Mobile supply requests
- 3) Mobile inventory counts
- 4) Alerts and notifications
- 5) Supply history

## Equipment

- 1) QR Code Mobile Scanning
- 2) Inspections
- 3) Check in and out
- 4) Alert technician
- 5) Find current location
- 6) History
- 7) Alerts and notifications

## Electronic Logbooks

- 1) Integrates to portal for client communication
- 2) Stores communication history
- 3) Alerts sent when client posts a new or updated communication

# Time and Attendance



## Schedules

- 1) Schedule employees' locations, time, days of week
- 2) Set Alerts
  - a. Missed punch
  - b. Punched In
  - c. Out of Geo Fence Range
- 3) Budgeted Hours per Location (Job)

## Mobile Punching – Accord®

- 1) Simple for employees to use, and yes, including your employees
- 2) Capture GPS Location
- 3) Select Locations from Schedule
- 4) Crew Punching
- 5) Employees can view schedules

## IVR (Call In) Punching

- 1) Allow or restrict incoming phone numbers
- 2) Apply time to Location
- 3) English or Spanish Greetings
- 4) Alerts: No show, Punched In

## Accelerator Kiosk® for Staff Punching

- 1) Simple for employees to use, and yes, including your employees
- 2) Tablet based time clock
- 3) Staff punching
- 4) Capture employee photo at In and Out punch
- 5) Alerts: No show, Punched In

## Timecards

- 1) Create timecards by Location, Employee, Date Range
- 2) Approve, Edit or Reject Timecards
- 3) Export approved timecards
- 4) Fast approval process
- 5) View GPS Location when approving
- 6) Payroll Integration
- 7) Actual to Budget reporting

## Customer Portal



- 1) Branded, mobile friendly web portal
- 2) Setup client contacts with usernames and passwords, you manage credentials
- 3) Clients can submit work requests
- 4) View request statuses
- 5) View and create communications
- 6) View inspection scoring and details

## Services and Support



Accelerator® is focused on meeting the challenges commercial janitorial and facility management contractors face in running their business.

Our team has the experience to ensure your team is productive quickly. We understand you are busy running your business and will take full responsibility as a partner for the success of the Accelerator program. Our team will systematically perform these tasks to get you running:

Import Locations – we have templates to make it easy

Import Employees – we have templates to make it easy

Brand Your Reports

Configure and Train Administration Users

Setup Apps and App training for field users