PRODUCT GUIDE

What it means for you

The ACS Business Dashboard, feature by feature: the time, money, peace of mind and good name each part gives back.

You know the feeling. The phone rings, and it is a client you did not know was unhappy. Payroll closes and the hours do not match what you bid. A report arrives at month end and tells you what went wrong weeks ago.

The ACS Business Dashboard was built for the person who carries all of that: the owner of a cleaning company. Every feature is there to give something back, whether that is an hour, a few hundred dollars, a quiet night or a client who stays.

The Product Guide explains how each part works. This guide explains why it matters, one feature at a time.

> **What each feature gives back**
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> **Time.** Less chasing, retyping and rebuilding.
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> **Money.** Work billed, margins protected, accounts priced to earn.
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> **Peace of mind.** You hear about a problem while it is small.
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> **Reputation.** Clients see proof, not promises.
>
> **Respect.** Your people get clear work and a record that protects them.

Start every day knowing

The first hour sets the tone for the day. These parts give it back to you.

Feature	What it does	What it means for you
Morning view On your phone Every plan	One phone screen: what needs action, five numbers, and the buttons you reach for first.	**Peace of mind.** You know where you stand before you are out of the car. A problem becomes a message with one tap, so the first hour is spent fixing, not finding out.
The Dashboard Every plan	Every account measured against your targets. One list, most urgent first, in green, amber and red.	**Time.** One screen takes the place of a stack of reports and a round of phone calls. **Peace of mind.** You hear about the problem the week it starts, not at month end when it has grown.
Reports Every plan	Twenty reports from the same records, to print, save as a PDF or open in a spreadsheet.	**Time.** The page for the client meeting, the bank or your partner is ready in a few clicks, not rebuilt over a weekend.
Accounts Every plan	Every contract ranked by health and margin, with a full review of each. One tick makes a client version with no dollar figures.	**Money.** You see which contracts carry the business and which cost you. **Reputation.** You walk into the renewal meeting with a clean review in your hand.

Keep the clients you have

Clients rarely leave over one bad night. They leave when they stop trusting that someone is watching. Show them someone is.

Feature	What it does	What it means for you
Site visits Every plan	A visit counts only with a GPS check-in at the building and the client contact's signature. A missed visit alerts you.	**Reputation.** When a client says nobody has been out, you answer with the date, the time, the distance and a signature. **Fairness.** It protects the supervisor who did go.
Periodic tasks Every plan	A register of the high dusting, vents, glass and floor work that is easy to forget, with sign-off by two people.	**Reputation.** The work clients notice only when it is missed is done, and proven. Forgotten periodic work is a common reason contracts are lost.
Complaints Every plan	Four steps (acknowledged, corrected, verified, closed), each with a time and initials. Repeats are flagged.	**Reputation.** The client sees their complaint taken seriously, and you have the record at renewal. **Peace of mind.** A repeat problem reaches you before the client threatens to leave.
Notices Team Pro; add-on on other plans	Send a request in the person's own language and see when it is done, or when it is not. Recognize good work too.	**Time.** You stop chasing people for answers. **Morale.** A thank-you takes one tap, and people who are noticed stay.

Get paid for everything you earn

The cheapest money you will ever make is work you have already done.

Feature	What it does	What it means for you
Extra work Every plan	Each job from quote to payment. A finished job not invoiced within three days goes red.	**Money.** No finished job goes unbilled. That money is already earned, and it stops slipping away.
Billing Add-on, Team and Team Pro	One run bills every account for the period you choose, adds finished extra work, and makes the invoices and a file for your accounting program.	**Time.** One run instead of a stack of invoices by hand, and your evenings back. **Money.** Nothing is missed and nothing is billed twice.
Finances and Contracts Every plan	Revenue, gross margin, labor, cash and receivables by age, by company and by contract. Renewals flagged 90 days ahead.	**Money.** You see slow payers by name while the balance can still be collected, and you have time to prepare for every renewal.

Bid it right, price it right

Most thin margins are set on the day the contract is priced. These parts help you get that day right, and fix it later.

Feature	What it does	What it means for you
Contract specs Team Pro; add-on on other plans	Upload a contract. Claude lists its areas, tasks and frequencies for a manager to approve, then checks the hours you bid against the scope.	**Money.** An under-bid account is found before it drains a year of margin. **Time.** Checklists come from the real contract, not retyped from a generic form.
Estimating Team Pro; add-on on other plans	Prices a job from your own rates and production rates, builds the bid and quote, and re-checks every account at today's costs.	**Money.** You know the lowest price that meets your profit goal before you say a number. **Confidence.** You raise the price before the renewal, not after a year of thin margin.
Account viability Team Pro; add-on on other plans	Rates every account Strong to Deficit from what it bills and what it costs you to serve, after fees and subcontractors.	**Money.** A straight answer on which accounts earn their place. You reprice or let go with numbers in your hand, not a hunch.
People and resources Every plan	Hours against budget, overtime, staffing, supplies, equipment service and inspection scores, by contract.	**Money.** The site that is quietly over on hours is found in the month it happens, not the month it has eaten the margin.

Run the crew with confidence

Your people are the business. These parts give them clear work and give you a record to stand behind.

Feature	What it does	What it means for you
Schedule Add-on, Team and Team Pro	The weekly grid by site or by person. Open shifts show red and overtime shows early.	**Peace of mind.** You see the gap before the night, not at 6 PM when nobody is at the building. **Money.** Overtime is planned out before it is worked.
Time clock Add-on, Team and Team Pro	Clock in and out on the phone with a PIN and a GPS check. A supervisor approves; every change needs a reason. It does not track anyone during the shift.	**Fairness.** Hours are backed by place and time, not memory, so the honest crew member is protected. **Peace of mind.** You have a record to show if a time is ever questioned.
Field Companion Add-on, Team and Team Pro	A phone app for supervisors, lead cleaners and cleaners, in English or Spanish. Sign-offs, visits, corrections and problems are recorded where they happen.	**Respect.** Your front-line people get tools in the language they read, and never see prices or margins. **Time.** The record builds itself as the work is done, not afterwards at a desk.
Safety and staff Extra module, any plan	Training dates, safety incidents and near misses, and who holds every key and badge.	**Peace of mind.** Training is current before an inspector or a client asks, and every key is accounted for the day someone leaves.

Make it yours

A tool only helps if you can trust it and afford to try it.

Feature	What it does	What it means for you
Your data, your accounts Every plan	Numbers are typed in or imported from a spreadsheet. Everything is held in accounts in your company's name. Each person sees only what their role allows.	**Ownership.** Your information stays yours, and ACS removes its own access at hand-over. Pay once or over a fixed term, with nothing more owed to ACS when the term ends, apart from optional support.
What's it costing you? Free in the demo	Enter five numbers from your own business and it adds up what disorganized management may be costing you each year.	**Clarity.** You see a number of your own before you spend anything, with an honest note when the Dashboard might not pay for itself in your business.

> **Where would it matter most in your business?**
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> Start with the free **What's it costing you?** page. Enter five numbers from your own business and see what it adds up to: **dashboard.acsllc-nc.com/#cost**.
>
> Then call or write. The next step is a design call and a written quote. Nothing is built until you approve it.
>
> **Al Summers**, BSCAI Registered Building Service Manager · 336.338.3454 · info@acsllc-nc.com · acsllc-nc.com

Benefits describe what each feature is designed to do. Results depend on how a company uses it, and ACS does not promise a particular saving. Where a feature is an add-on, it is priced in the Product Guide and in your written quote. ACS takes no commission, rebate or referral fee from any supplier.