

# How To Monitor Contracts

Manual contract monitoring vs. service contract management software

Does this sound familiar:

'Contracts are a great source of revenue, but they're so much trouble to manage well! SLA breaches are expensive, preventive maintenance is hard to schedule... We're struggling to keep up!'

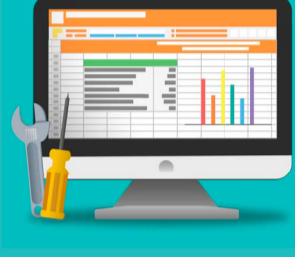


VS

## MANUAL MONITORING

## SERVICE CONTRACT SOFTWARE MONITORING

**1** Input all the SLA tasks & deadlines into an Excel sheet



**2** Manually color code each event to show how much time is left before a breach occurs



**3** Set-up alarms in a calendar to remind admin when it's time to book a planned service



**4** Book in reactive appointments when a property manager contacts admin



**5** Admin forgets to check the SLA and the appointment exceeds the allotted asset downtime, leading to a breach



**6** Invoices need to be altered to include the fine; renewals run a high risk of being forgotten



**7** Reports need to be filed manually every time



Breach risk: **VERY HIGH**



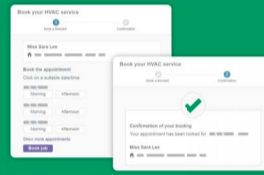
**1** Each contract has its own SLA section



**2** Only record SLA & PPM metrics once; deadlines are created by the system



**3** Use "color-coded events" and "interactive schedule" features to plan optimal preventive



**4** Select how early and how often you want staff to be reminded of an upcoming deadline



**5** Use intelligent scheduling to find the right slot & technician for both reactive and proactive jobs



**6** Automatically renew and invoice contract work



**7** Access highly-accurate contracts and SLAs reports at any time



Breach risk: **MINIMAL!**

★ Instead of hiring a contract monitoring admin just to look at a spreadsheet, consider a service contract management software with:

- Color-coded service level agreement counters
- Automated service level agreement breach warnings
- Interactive planned preventative maintenance schedules
- Highly accurate reporting tools that help you win more contracts in the future

Basic details | Billable rates | What is included | Invoicing

Basic details

Contract category \* Service Plans

Contract type \* Fixed length, renewal required

Contract period \* 12 Months

SLA 24hr Response

Invoice category Service

User group -- Please choose --

Contract T&Cs -- Please choose --

Save

With automation you don't just work faster, you work smarter!

Take on more contracts, but work with the confidence that everyone - from technicians, to admins, to customers - is prepared and knows what's happening and when!

**Don't waste time:** click below to explore Commusoft's advanced contract tools and see how they can transform your business!

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