



# 5 Practical Ways Mobile Apps Can Streamline Your Business

This guide outlines the top 5 practical ways mobile business apps are helping leading organizations, both large and small, across various industries — from direct store delivery to home health care, state and local government, construction and field services (plumbing, lawn care, electrical), and more.

Smart phones, tablets and mobile apps have transformed the way we communicate, play and manage our personal lives. That same transformation is now taking place in business as smart phones and tablets are becoming standard issue tools for every member of a mobile workforce.

Field employees, who work out of their car or truck every day, often rely only on a phone and a clipboard to manage their daily activities and are especially primed for leveraging a new and better way to get their jobs done. Emerging mobile business apps are helping these employees, and their managers, to work faster and smarter - improving productivity, driving revenue and cutting costs.



## **Better data capture from the field**

With the use of mobile forms, field employees are capturing key customer and job information in the field, right on site. They've ditched the clipboard and gone paperless with mobile forms on their smart phones and tablets. By capturing the details electronically and more accurately on their mobile devices, the information can be shared instantaneously across the organization.

With easily-configurable forms, employees can collect anything from odometer readings to expense details, customer feedback and competitive information. Filling out carbon-copy estimate sheets, billing information or paper-based job surveys is no longer necessary.



## **Improved job management to get more work done each day**

Armed with next-generation mobile apps, field employees can get job details sent directly to their devices – providing them with their day’s activity plan complete with job details, addresses and required activities. Eliminating the need for back and forth phone calls with job updates and details, workers can receive all the pertinent information at once, accurately documented.

Dispatchers and managers automatically gather job progress information with employee location, time and completion status, and can drive efficiencies with their day-to-day operations.



## **Proof that a job was completed correctly and on time**

More and more organizations are using these mobile apps on smart phones and tablets to capture customer signatures, job site photos or bar code scans. All of this data is time and location stamped, attached to the job record and used as proof of service. This eliminates discrepancies about whether or when a job was completed. And, with the time-tracking capabilities of many mobile job apps, organizations can measure how long certain jobs take to complete, improving job costing information and enabling them to make adjustments to gain efficiencies.



## Decreased payroll costs and processing time

By replacing old-fashioned timecards with mobile apps that can record employee shift start/end times and breaks right on their mobile handsets, employers are seeing a huge reduction in timecard errors and an increase in payroll accuracy. Employers also gain control of overtime pay by easily monitoring employee hours in real time without having to wait for the submission of paper timecards.

In addition, because of direct integrations with payroll systems, the timecard information can be passed in real time, eliminating the costs and resources historically associated with processing payroll. Mobile timecard applications that enable employees to electronically record break start/stop times help organizations ensure compliance with labor laws.



## Real-time visibility into employee location

With the proliferation of GPS-enabled mobile devices, location services have allowed dispatchers and operations managers to see exactly where their field employees are at any given time. This real-time view of location offers organizations myriad benefits. First, location information makes it simple to create recommendations to shorten driving routes and decrease fuel costs. Second, by having a real-time view of where your field employees are, it's easy to direct the nearest employee when an urgent new job arises, decreasing customer response times, cutting mileage expenses and making the workforce more productive overall. The location data also increases employee accountability, ensuring efficiency throughout the work day.



## **Cloud-based deployment gives you access anytime, anywhere**

Smart, fast moving organizations are embracing packaged mobile applications because they can be rapidly deployed without requiring significant time or systems investment. All this means that you could be up and running in days realizing ROI and increased productivity for your mobile workforce. In addition, because of direct integrations with payroll systems, the timecard information can be passed in real time, eliminating the costs and resources historically associated with manually processing payroll. Mobile timecard applications that enable employees to electronically record break start/stop times also help organizations ensure compliance with labor laws.



## About Xora

Xora® is a global leader in mobile workforce management. Our flagship product is a suite of configurable mobile apps and a cloud-based management application that helps businesses and their mobile employees work smarter and faster.

Xora mobile apps turn any mobile device into powerful productivity and data collection tools. The management application processes and reports data are used for improved business insight and decision making.

All of our products can be integrated with back-office systems and other applications to automate business processes and eliminate manual paperwork. Xora's cloud-based model makes deployment easy and cost effective for organizations of all sizes. More than 16,000 organizations rely on Xora every day to save money and grow their businesses.

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