ServiceAutopilot™

CLIENTS & LEADS

USER GUIDE

V2.5

Contents

About Clients and Leads in V2.5

This guide uses the V2.5 version of Service Autopilot. If you switch to V3.0, you'll see that Clients and Leads are combined into "Accounts." Either version is functional, and it's your preference on which version to use.

On the Client and Lead screens, you can add Clients/Leads, convert leads to clients, and choose and manage the various data that you gather about both. You also can manipulate Jobs, view Job History, manage Payments, see Payment History, see past correspondence in SA, set up Contracts, and create or view Estimates.

Set Up User Rights for Client and Lead Screens

To fully use this area of SA, your Company roles need to be configured to allow access to client and Lead information. To set up user rights for access to clients, follow these steps.

1. Go to **Settings > User Roles & Rights > [Role Name]**
2. On the "CRM" tab, select check boxes in the "Client Access" or "Lead Access" columns

   Note: For a role to access the **Client Edit** screen, check these rights:

   - Client List
   - Add Client
   - Allow Edit

   For descriptions of all rights associated with clients and leads, see:

- **HELP > User Guide > User Roles & Rights Guide**
- OR
- **HELP > Knowledge Base > Settings > User Roles and Rights**

"Whether you think you can, or think you can't—you're right."
— Henry Ford

View the Client or Lead Lists

1. Go to **CRM > Clients** or **CRM > Leads** to see your entire list of clients or leads.

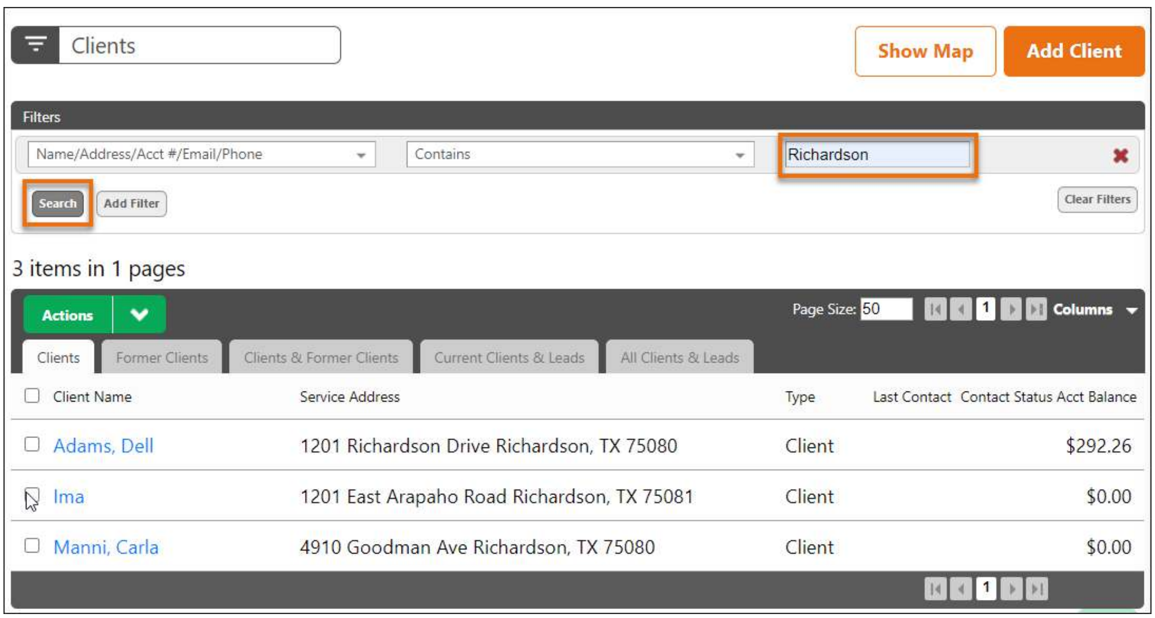
2. Use the filters to narrow the list.

   Remember that filters are "AND" conditions, meaning that all conditions must be met for a Client or Lead to appear. You can add as many filters as you need.

   The Client and Lead lists automatically load with a single filter ready to go: **Name/Address/Acct #/Email/Phone**.

3. You can search your **Clients List** on any of those fields by entering the information in the empty box to the right of the condition, like "Contains."

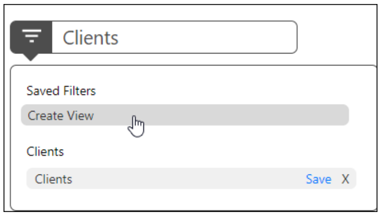
4. Click the **Search** button or press **Enter** on your keyboard.



- Click the **Clear Filters** button to remove all filters and return to the full **Clients** or **Leads** list.
- To remove an individual filter, click the "**X**" on the filter row.
- When you delete a filter, the list is automatically updated to show the change.

Filter Data with Screen Views

Screen Views let you save your data filtering using the dropdown list in the upper left corner. Click there to access, create, save, and delete screen views.

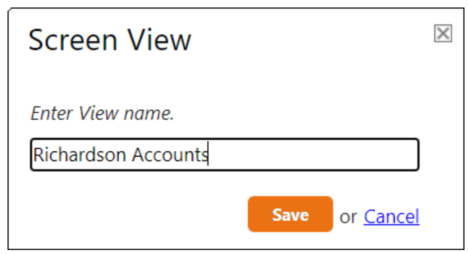


An example of this would be a saved screen view named "Richardson Accounts" for all the Client accounts in that city. This would return a list with only those Clients, making it easy to quickly send out a marketing email.

Create a Screen View

1. Click **Create View** from the Screen View menu. A dialog box asks you to name the new view.

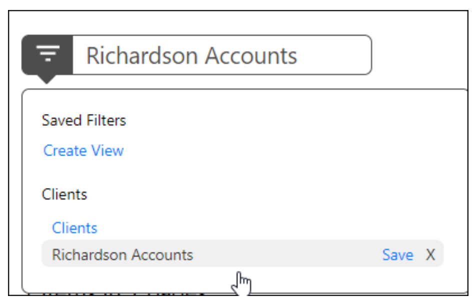
2. Type in a descriptive name, then click **Save**.



Edit a Screen View

1. Click the dropdown list, then select the View you want to edit.

2. Make any changes to the filter, then click **Save**.



Delete a Screen View

1. Click the dropdown list, then select the View you want to delete.

2. Click the **X** next to the name.

3. At the prompt, confirm that you want to delete the view. Once the view is deleted, it cannot be recovered.

Bulk Actions for Clients

At **CRM > Clients**, you can perform actions for multiple clients at the same time, including **Bulk Edit**, **Bulk Schedule Jobs**, add a **Client Note, Tag, Ticket**, or **Bulk Email**.

Add a Tag

To narrow the Client list for bulk actions, you might want to filter the list and add tags. For example, you could use filters to identify all residential clients, then do a bulk action to add the "Residential" **Tag** to each of these client records.

For the residential clients, you might send a special Marketing Email.

Bulk Edit the Client List

Bulk Editing lets you change information for multiple clients at the same time. To modify a group of clients, follow these steps.

1. Go to **CRM > Clients** to see the **Clients List**.

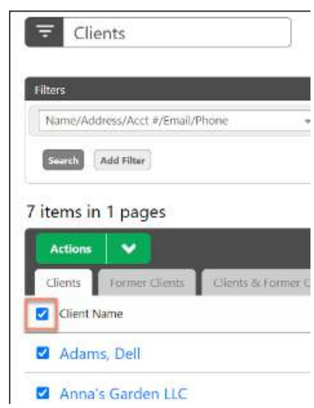
   You can select all, choose a predefined view, or use filters to specify a group of clients.

2, Once you have filtered the Clients List:

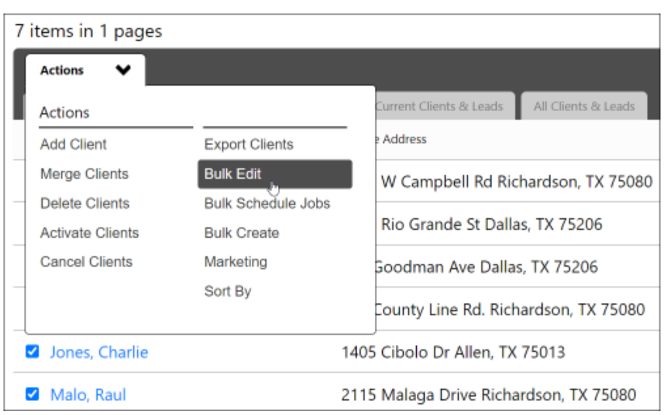
   Select the check box on the left of each client you want to edit.

   OR

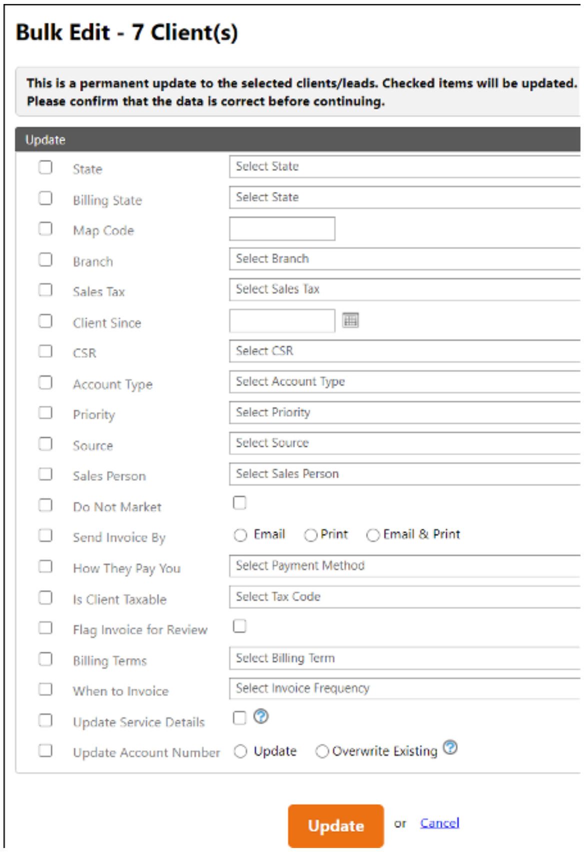
   Select the check box under **Actions** to select all clients that show on the grid.



3. Click **Actions > Bulk Edit**.



The **Bulk Edit** dialog appears. This dialog will always load with no fields selected, regardless of your current settings for those fields.



4. Select the check box next to the field you want to update. Once the check box is selected, the field to the right of it becomes enabled.

5. Select a new value from the list, enter new text, or make a new selection.

6. Click **Update**.

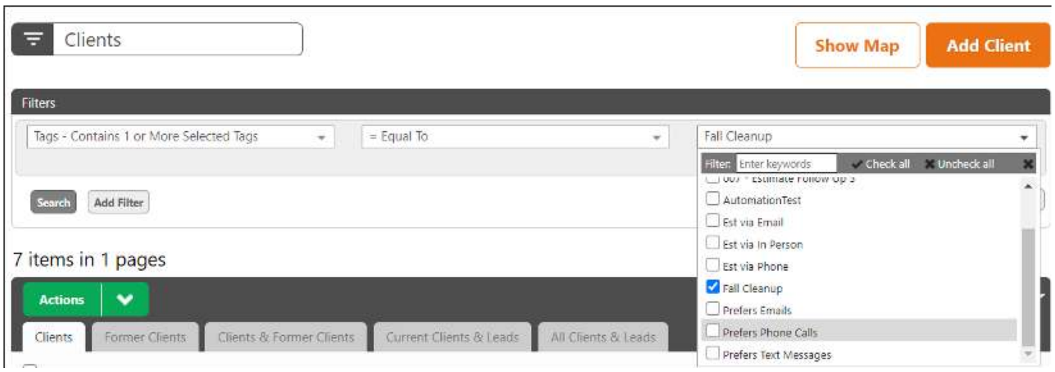
   A confirmation dialog reminds you that the change is permanent. This means any changes you make through the **Bulk Update** dialog will remain in effect until you change them through another Bulk Edit.

7. Click **Yes** to make the changes to the client records.

Bulk Schedule Jobs

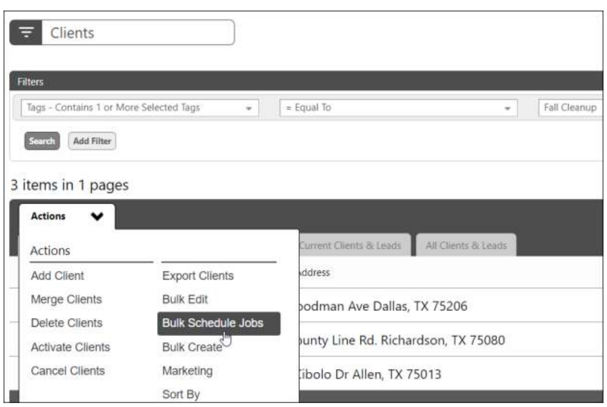
Bulk Scheduling is the process of adding a Job to multiple clients at once. For example, you could have a group of clients you tagged as "Fall Cleanup." It is now October, so you need to add a Fall Cleanup Job to these clients by following these steps.

1. Go to **CRM > Clients** and set up the filter:

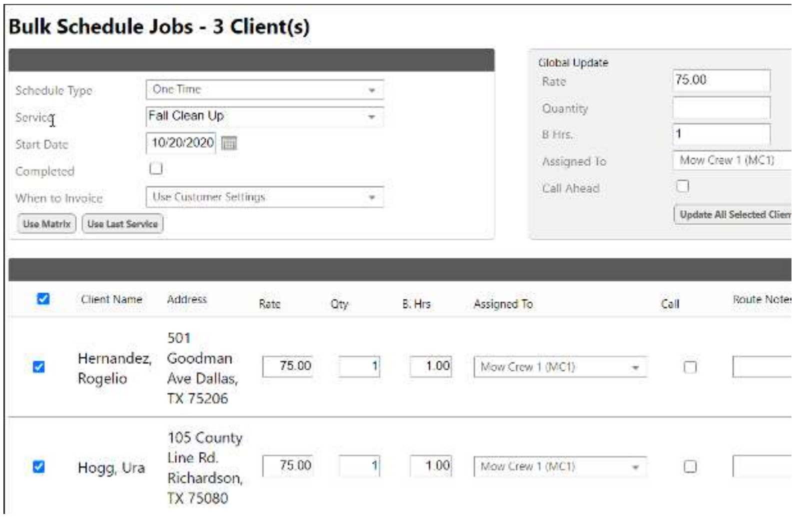


2. Click **Search** and your **Clients List** is now filtered down to just the clients who have that Tag assigned to them.

3. Select all the records in the list by clicking the check box in the list header, then click **Actions > Bulk Schedule Jobs**.



The **Bulk Schedule Jobs** dialog appears.



4. Fill in the fields. For this example, we used these settings:

    - Select the **Schedule Type** as "One Time," meaning that you will do this Job just this one time and never again.
    - Select "Fall Clean Up" in the **Service** list.
    - Under **Global Update**, enter "75.00" for **Rate** and "1" in the **Budgeted Hours**.

5. Optionally, enter a **Route Note** for the crew, for example, "make sure the gate is closed." This note will print on the crew's Route Sheet or appear on the Team or Legacy app.

6. Click **Schedule Services**.

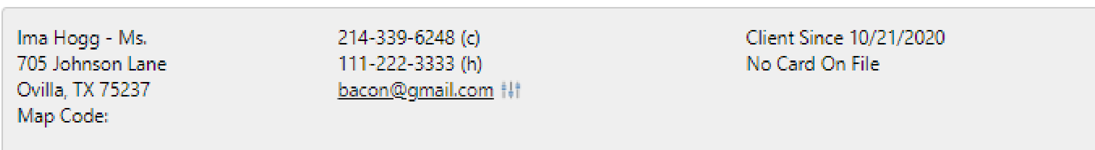
    Now, if you selected one of the clients, you would see that this one-time Job has been scheduled for October 20. It will also appear on your Dispatch Board for that date.

Overview of Client and Lead Screens

Individual **Client** and **Lead Screens** are divided into several sections: Contact Information, Account Balance and related information (or "Value" for Leads), Office Notes, Tags, Jobs and related information, and a Timeline section, which includes a history of Service Autopilot interactions with the client or lead. Each section groups related information and is set up for viewing the most important information immediately.

Client Contact Section

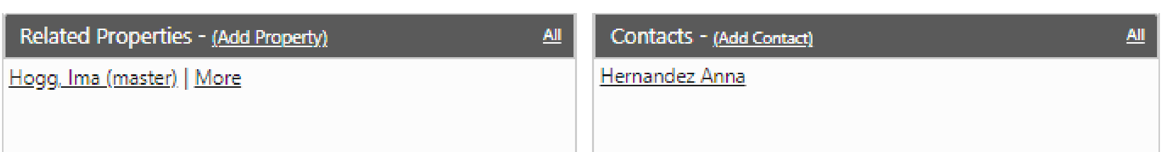
The **Client Contact** section on the **Client** Screen shows basic information.



The left column is the client's physical address and Map Code. (A Map Code is an alphanumeric code you create and put on a client record to denote a service area such as an HOA or apartment.) The client's contact phone numbers and email address (or addresses separated by a semi-colon and no spaces) are in the middle column. The right column provides some basic business information: when the client started doing business with your company and the Credit Card Expiration (CC Exp) field, which tells you when the credit card on file expires.

Note: The **CC Exp** field will turn red when the credit card on file is within 90 days of its expiration date.

Related Properties and Contacts

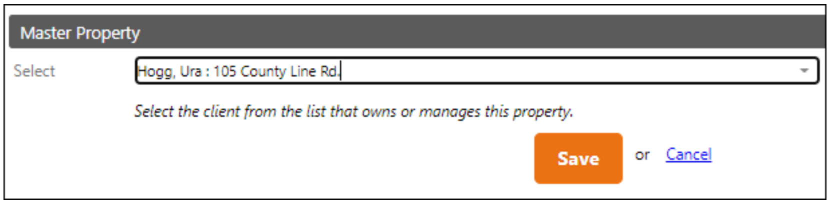


The **Related Properties** section lists all properties that are tied to this client in some way. For example, you can tie a client's lake house to their primary residence. And if they also have you do work at their parents' house or a rental location, those too can be associated with that client.

The **Contacts** section lists all the additional contacts for a client. These contacts are typically spouses, children, or even siblings.

Click **Add Property** to create those related properties while still maintaining the client's existing billing information. The billing information will automatically populate into a new overlay screen in which you can type the Subordinate Property information.

At the bottom of the screen, associate the new property with the Master Property by selecting from the dropdown list under Master Property.



All subordinate properties will appear as individual records on your **Client List** screen with the Master Property Prefixed to them.

☐ Hernandez, Rogelio	501 Goodman Ave Dallas, TX 75206
☐ Hogg, Ima	705 Johnson Lane Ovilla, TX 75237
☐ Hogg, Ima:Hogg, Whole	419 Morgan Hill Road Ovilla, TX 75237

Client Account Balance

The **Client Account Balance** section on the **Client** screen quickly gives you a color-coded overview of the client's account.

Red: the client owes you money

Green: the client has a credit on their account

Gray: the client has a zero balance

Under the Balance section are three additional numbers fields:

- **Uninvoiced**: Work has been completed and is on an incomplete invoice. The uninvoiced amount will be added to the account balance after the invoice is completed.
- **Credits**: The sum of all unapplied credits on the client's account. Once the credit is applied to an invoice, it is removed from this balance.
- **Prepayments:** The sum of all unapplied prepayments. As invoices are completed, prepayments are automatically applied to the invoice. SA lets you set aside a prepayment for a specific set of services. If services are specified, the prepayment will be applied only to the portion of the invoice that meets the service criteria.

Add Office Notes

Office Notes are a free-form section on the **Client** screen where you can jot down information about a client such as favorite colors, special days of the year for the client, invoicing preferences, etc.

The **Office Notes** section appears only if there is information on the client record. To add some Office Notes:

1. Go to **CRM > Clients**, click the **Edit** link for a client, then click the “Office Notes” tab.

2. Enter a note in the editor and click **Save**.

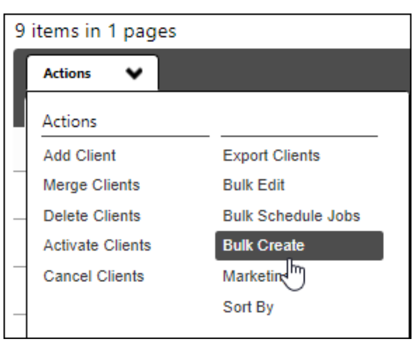
   The **Office Notes** section appears on the Client/Lead views. They will be marked as “(private)” to remind you that clients cannot see these notes.

Add Tags to Clients

Tags are labels attached to a client record that help you organize your **Clients** list. **Tags** are also a great tool to quickly narrow down the list.

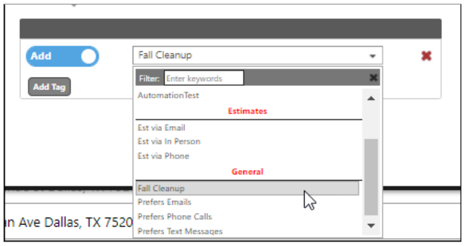
1. Go to **CRM > Clients** and select the clients you want to tag.

2. Click **Actions > Bulk Create**.



The “Add | Remove Tags” tab is selected by default.

3. Choose a tag from the list.



4. Click **Add Tags**.

You now can filter the Clients list by the tag you just added. In this example, you could search for clients with the tag "Fall Cleanup," then use Bulk Create to send a bulk email offering a seasonal service. See also "Send Bulk Marketing Email to Clients

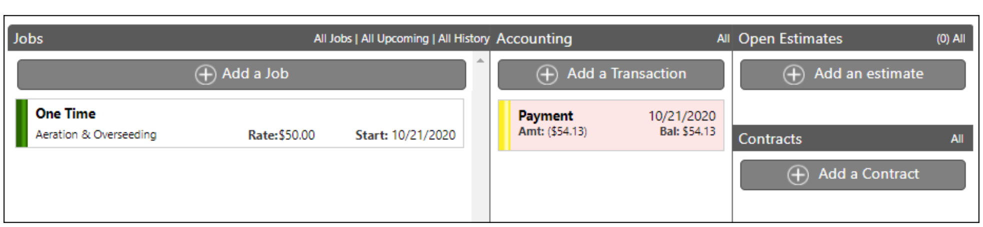
Jobs, Accounting, Open Estimates, and Contracts Section

This section of the **Clients** screen displays the latest information for a Client. If any of the information appears in red, then something is wrong or action is required.

For example, if a Job is pink, hover over it to see a description of the problem. Most likely, the Job's **Schedule** or **Package** is expired. Here are some typical error conditions:

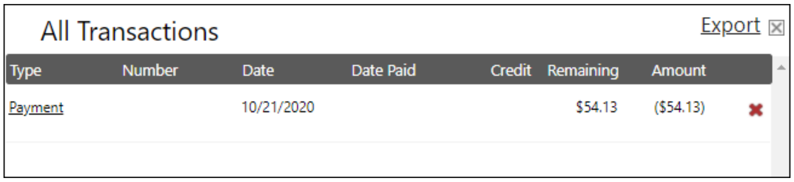
Error Condition	Description
Job	Master Package or Schedule has expired.
Invoice	The Invoice is past due.
Payment	The Payment has an unapplied amount.
Credit	The Credit has an unapplied amount.
Estimate	The Estimate is over 14 days old.

A typical **Job** section for a client looks similar to this.

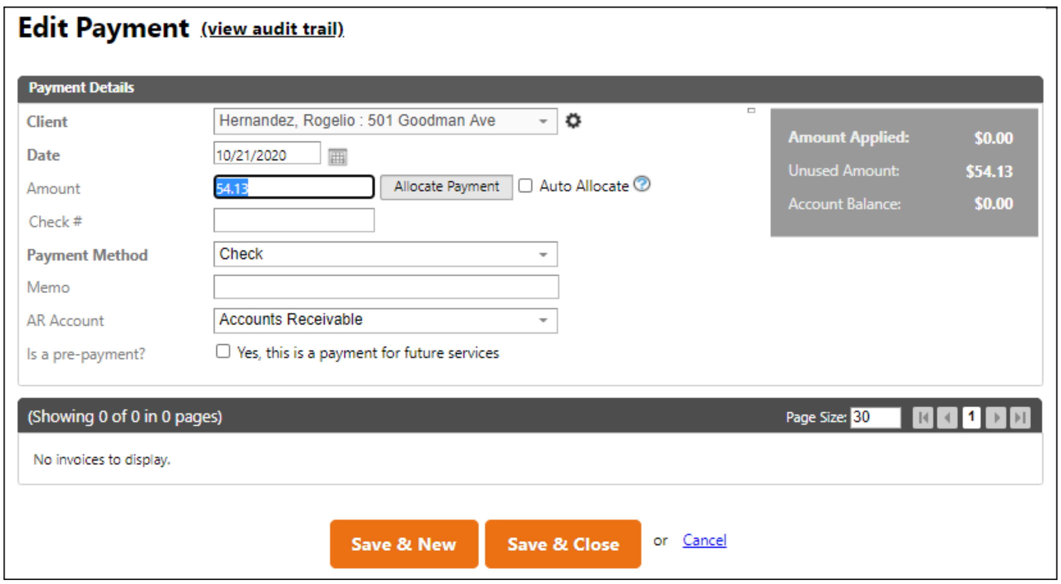


The header at the top of the section has links to view more information about each section. For example, to see all the transactions for a client, click the **All** link in the **Accounting** section.

The **All Transactions** dialog opens showing all invoices, payments, and credits for the client. You can view any transaction by clicking on the row in the dialog.



Clicking on a payment opens the **Edit Payment** screen.



See Client or Lead Activity on the Timeline

The **Timeline** section of the **Clients** or **Leads** screen shows all the activity for that account, combined into a single view. It can contain **Calls**, **Tickets**, **Emails**, and **Notes**. The information is listed from newest to oldest.

From the **Timeline**, follow these steps to create **Notes**, **Calls**, and **Tickets**.

1. Click the appropriate icon on the left and enter the basic information into the Editor.

2. Click **Save** when you're finished.

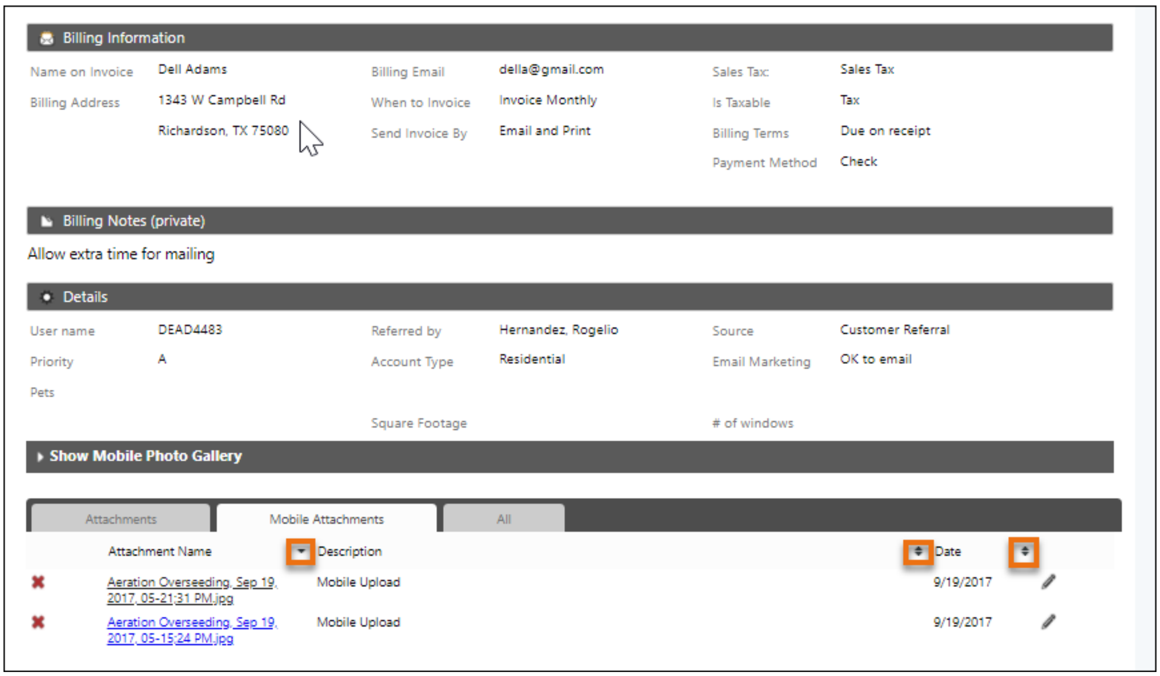
   The new item will be added to the **Timeline** unless it was a **Ticket** or **Call**. These items may require more information, so when you click **Save**, the appropriate editor opens.

3. If no additional changes are required, click **Save** to close the dialog.

Billing, Details, and Attachments on the Client/Lead Screen

The **Billing Information**, **Details**, and **Mobile Photos** for a client or lead are listed at the bottom of the screen.

Note: You can sort the order of attachments by clicking on the up and down arrow icon located next to each header.



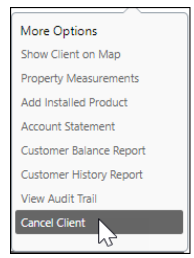
Manage Clients

You can cancel or reactivate a client's account and services from the Client list.

Cancel a Client

When a client cancels service, you need to cancel them by following these steps:

1. Go to **CRM > Clients**, then select a client.
2. Click the **More** button in the upper right corner and select **Cancel Client.**
3. A new window prompts you to select a cancellation reason from a dropdown menu.



4. Choose a reason, then click **Deactivate.** This will cancel all active services for the client.

Any active tickets and invoices will still be active, however, in case you need to collect any final payments or past due amounts.

Activate a Former Client

You can also **Activate** a former client:

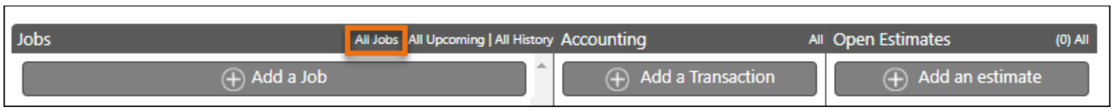
1. Go to **CRM > Clients**, then go to the "Former Clients" tab.
2. Select the client, then click **Actions** > **Activate Clients**.
3. At the prompt, verify that you would like to reactivate this client. The client will now appear in your **Active Clients** list.

Note: You also need to reactivate cancelled Services manually from the **Clients** screen.

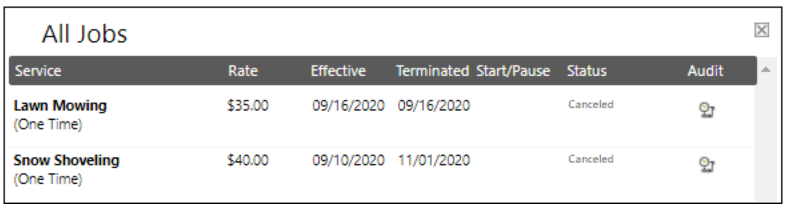
Reactivate Services for a Client

To reactivate the services of a client you've reactivated:

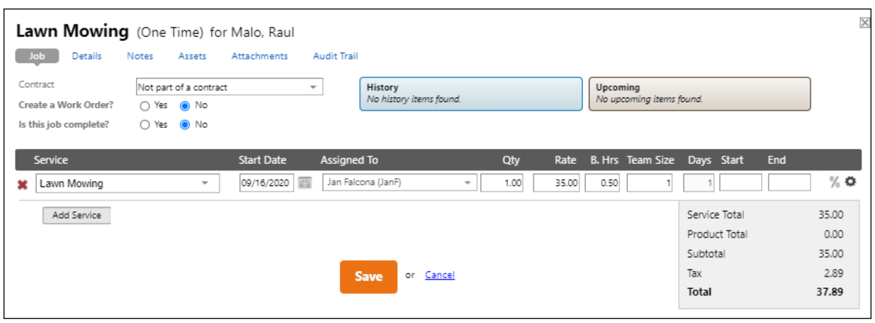
1. Go to **CRM > Clients**, then select a client from the Client list.
2. On the **Clients** screen, click the **All Jobs** link in the **Job Section** header.



This opens a list of all Jobs your company has ever performed for the client.



3. Click the Job you want to reactivate to open the **Job Editor**.

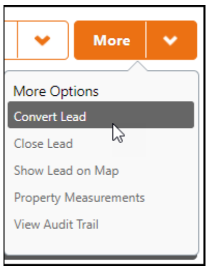


4. Make any needed changes to the **Start Date**, **Assigned Resource**, **Rates**, or **Budgeted Hours**.
5. When you are finished, click **Save**.

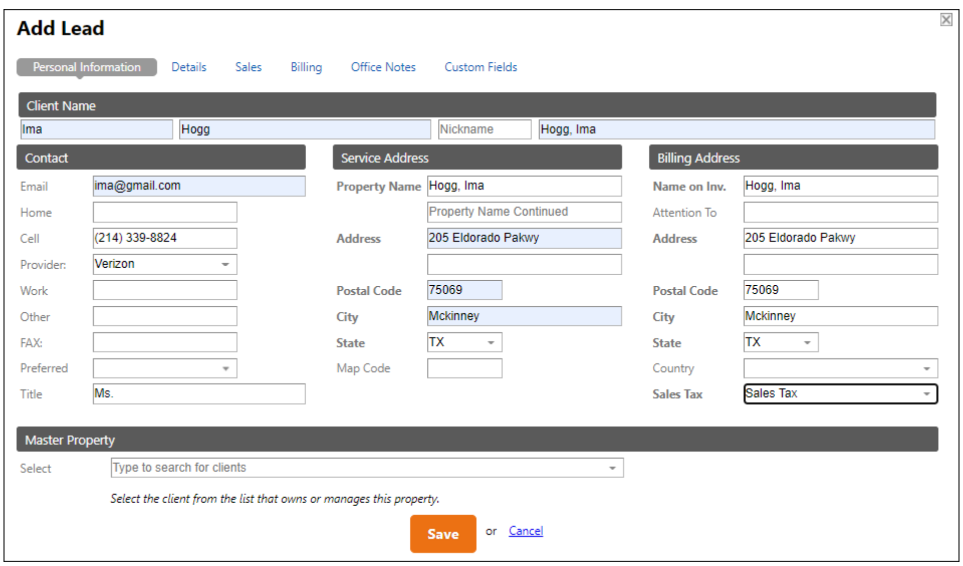
Convert a Lead to a Client

When a Lead you're tracking in SA signs up for service, you need to convert that lead to a client so you can begin scheduling Jobs.

1. Go to **CRM > Leads**.
2. In the **Leads** list, select a lead, and on their **Edit** screen, click **More > Convert Lead**.



3. Fill in the required fields in bold.



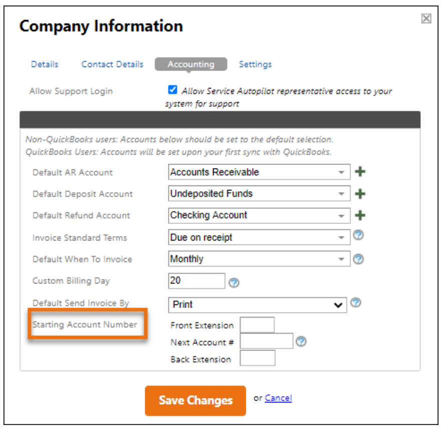
4. Enter any additional information you want to track with the new client, then click **Save.**

Create Account Numbers for New Clients

Service Autopilot will automatically create account numbers for your new clients, or you can manually generate the account numbers. This requires permissions to be set for the **Account Number** feature in **Company Settings**.

1. Go to **Settings > Company Information**.

2. Go to the "Accounting" tab, which contains a **Starting Account Number** line.



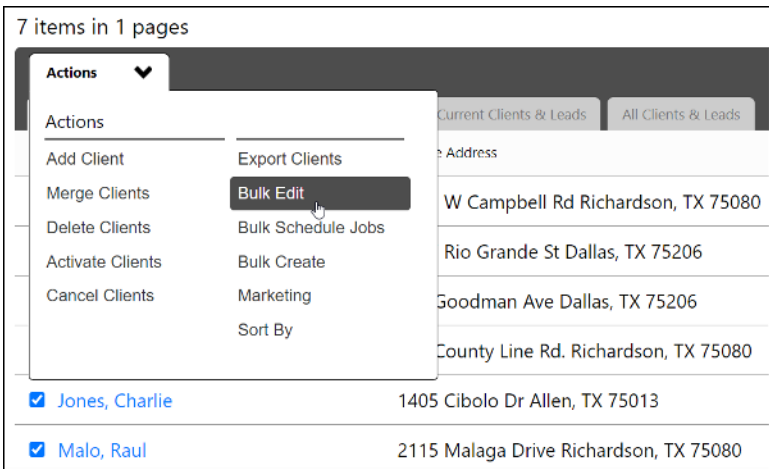
- **Front Extension** – The system will prepend any account numbers with the text entered in this field. This field is not required.
- **Next Account #** - This will be the next account number assigned to a client. Leaving this blank will stop auto-generation.
- **Back Extension** – This will be appended to the new account number. This field is not required.

3. To turn on the feature, enter a starting number of your choice in the **Next Account Number** field. Entering data into this field turns on **Account Numbers** feature.

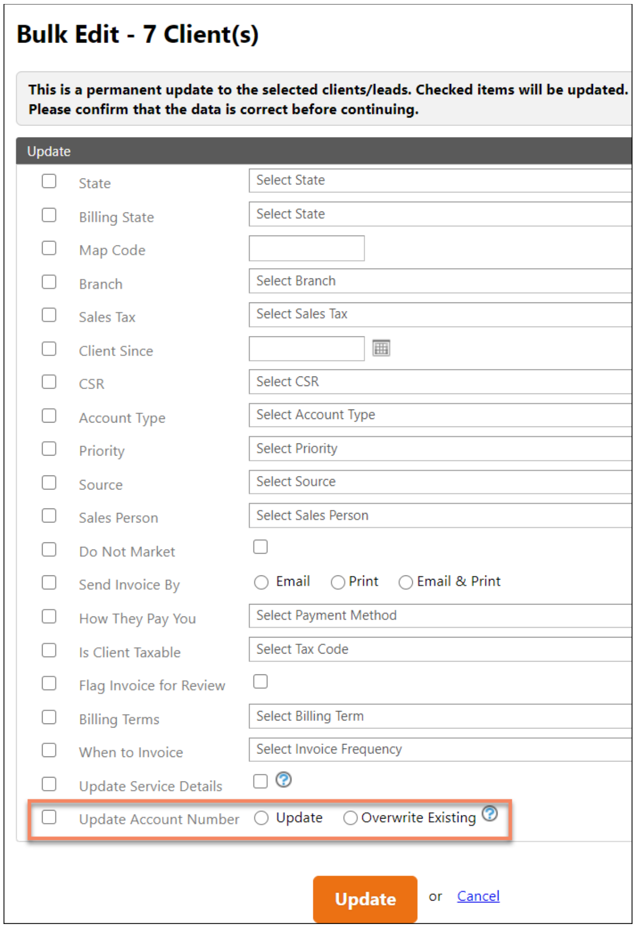
4. Click **Save Changes** at the bottom of the screen. Account Numbers are now enabled.

Update Client Account Numbers in Bulk

1. Go to **CRM > Clients** to update existing account numbers.
2. Set your Page Size to 500 (the max value) and press **Enter**. The **Client List** will now reload with the first 500 clients.
3. Select the check box in the list header to select all clients on the page.
4. Click **Actions > Bulk Edit**.



5. Select the check box next to the **Update Account Number** field.



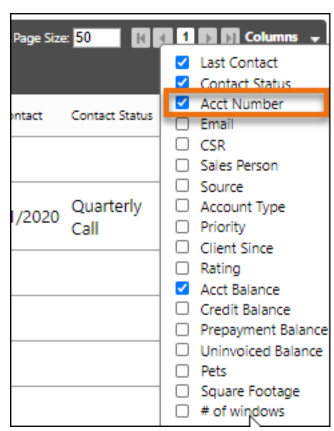
6. Select **Update** or **Overwrite Existing**.

   Note: The **Update** option will assign account numbers only to clients selected in the **Client List** who do not have existing account numbers. The **Overwrite Existing** option will create new account numbers for all clients selected in the **Client List**.

7. Click the **Update** button at the bottom of the screen once you have made your selections.

8. At the confirmation message, click **Yes** to continue.

9. On the **Clients** screen, turn on the "Account Numbers" column by selecting it in the **Column** dropdown list on the far right of the header.



The account numbers now appear in your **Clients** List.

Contact Clients

Service Autopilot provides a few options for contacting clients through the system.

Send Text Messages to Clients

Service Autopilot sends the text message to clients' phones using email technology. The clients receive the messages as texts, but your messages are delivered to the phone company via email.

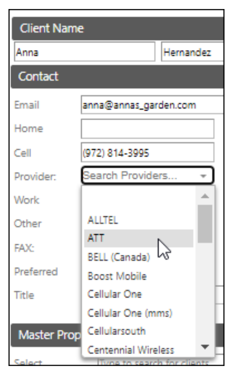
This requires you to know your clients' cell phone carriers, since the text messages start out as emails. Each carrier has a special domain where you can send an email, and when the email is received the carrier translates it into a text message.

Note: Members with a Pro Plus subscription can opt for the add-on Two Way Texting feature. Go to **HELP > User Guide > Advanced Features > Message Center** for information on Two Way Texting.

Specify a Client's Cell Carrier

To associate a client with a carrier:

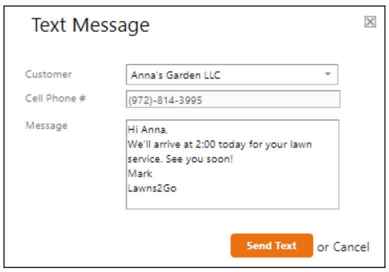
1. Go to **CRM > Clients**, choose a client, and click **Edit**.
2. On the "Personal Information" tab, in the left column, click the "**Provider**" dropdown menu containing the major carriers.
3. Select the client's cell phone service provider.



Send a Text

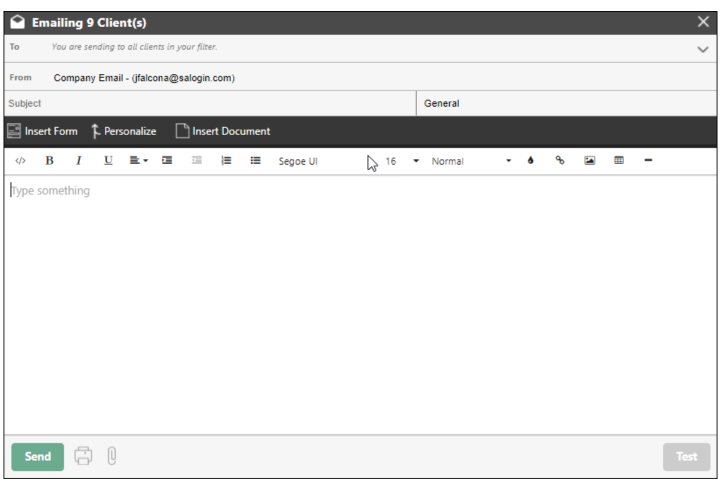
You can send a text message from the **Client** screen.

1. Go to **CRM > Clients** and select a client.
2. On the **Clients** screen, click **Send > Text Message**.
3. Type your message into the dialog box.



Send Individual Email to a Client

1. You can send an email from the **Clients** screen by clicking **Send > Email**.
2. Use the Email overlay to compose your email.



3. You can build your email from scratch using Personalization fields, or load an existing document template into the Editor to save time.

See "Using the Email Tool" on page 24 for instructions.

Send Bulk Marketing Email to Clients

On the **Clients** screen, you can create and send bulk email for marketing to clients.

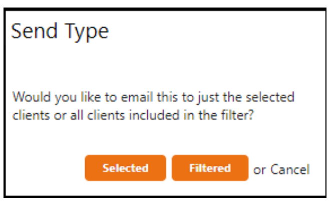
1. Go to **CRM > Clients** and select one or more filters to segment your list to the targeted audience.

   Important: Be sure to include the filter “Exclude Do Not Market Clients/Leads.” This prevents you from sending unwanted emails to clients who have requested to be removed from your marketing list.

2. If needed, remove more clients individually by unchecking the box next to their name.

3. When you are satisfied with the list of clients, click **Actions > Marketing**.

   The **Send Type** dialog appears.



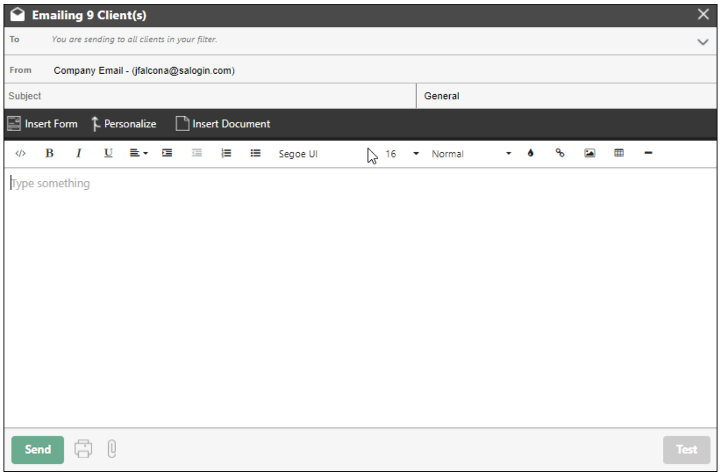
4. In the **Send Type** dialog, click either **Selected** or **Filtered**.

   Selected: If you have a multiple-screen list of clients, and you check the check box at the top of the list, only the clients showing on the current screen will be included in your bulk mailing.

   Filtered: All clients that match your filters will be included, which can be more than appear on the page you are viewing.

5. Use the Email overlay to compose your email. You can build your email from scratch using the Personalization fields, or load an existing document template into the Editor to save time. You have the option to attach forms and documents.

   Note: Attachments cannot exceed 20 MB. If this happens, you will get an error message that you’ve exceeded the limit.



6. After you have created a subject line and are satisfied with the content, click **Send**.

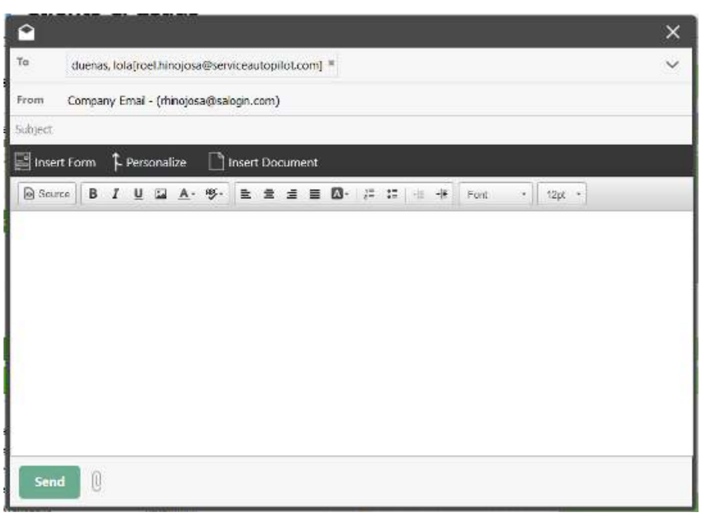
For information on Forms, go to:

HELP > User Guide > Forms User Guide OR **HELP > Knowledge Base > Marketing >Forms**

Using the Email Tool

The Email tool in SA lets you use previously created document templates and personalization fields. This lets you compose standard emails that appear to be written to individual clients.

For example, assume you have a standard "Collections" email. You can store this document in SA for all your staff members to use. You can substitute Personalization fields for names, addresses, phone numbers, etc. After you select a standard email, you can always make changes in the Email editor.



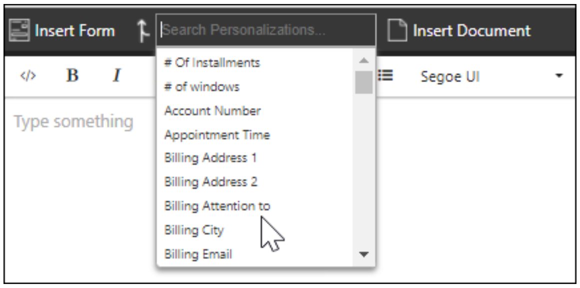
The top of the Email dialog has two dropdown lists where you can select previously created forms or documents.

To attach a form, click "Insert Form" and select one from the dropdown list.

To attach a document, click "Insert Document" and select one from the dropdown list.

Personalization Fields in Emails

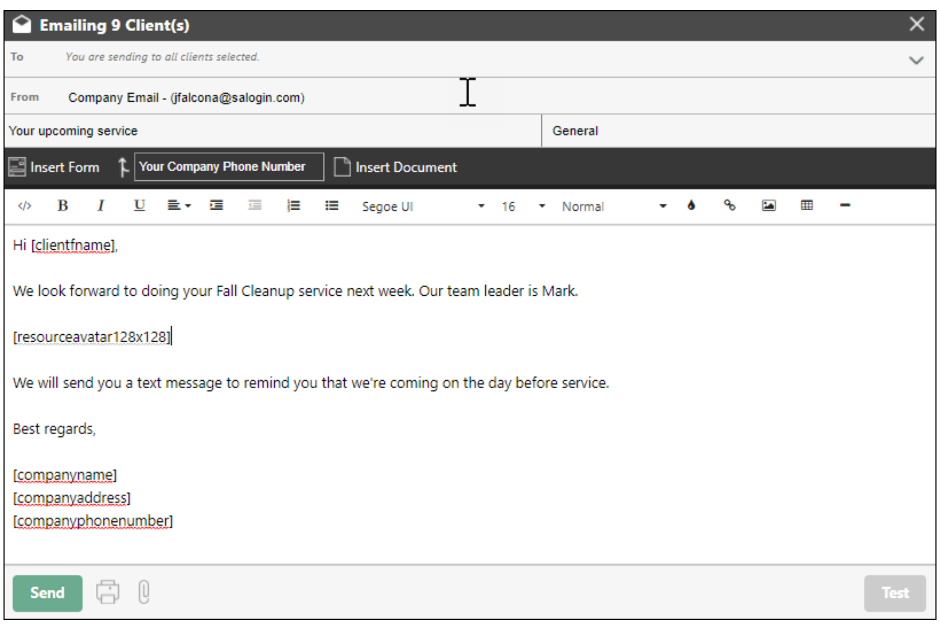
Use personalization fields to build standard documents that still have a personal feel. You can insert a Personalization field into the email body by positioning your cursor at the insertion point and double-clicking the field in the Personalization List.



The "Personalize" tab includes specialized character strings. For example, "[accountbalance]" will be replaced in an outgoing document with the client's actual account balance.

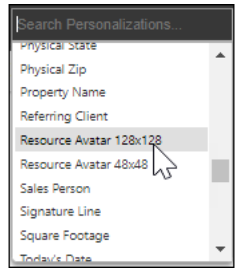
- **If the email is going to one client,** the personalization fields are replaced in the email editor.
- **If the email is going to multiple clients,** the document will contain personalization fields in the editor.

Don't worry if your document contains personalization fields that haven't been populated with specific data yet; the fields will be replaced before the email is sent. Here's an example:



Pro Tip: Hit the **Test** button to make sure you like the email before you send it.

Include a Resource's Photo in a Client Email



If you want to share a scheduled Resource's photo in an email, you can include a Resource Avatar on the "Personalize" tab.

There are two sizes to choose from:

- [resourceavatar128x128]
- [resourceavatar48x48]

When the job is dispatched your email will include the profile photo for Resource assigned to the job.

Avoid Spam

We probably don't need to remind you that you don't want your Marketing emails to be perceived as Spam. For detailed recommendations on avoiding the dreaded Spam folder, see:

HELP > Knowledge Base > CRM > Email Status - Spam - Improve Deliverability

OR

HELP > Email Activity User Guide

Note to Canadian Members

In Canada, the CAN-SPAM Act requires that leads be given the ability to opt out of all emails sent by a company. Specific language must be placed at the bottom of each email you send.

SA is required to implement Black Listing to ensure Members cannot intentionally follow up with a lead who opted out. The fine per violation of CAN-SPAM can reach $16,000.

