

SOP 18 | Daily operations

Monitor daily and district operations

Review current work and act on property-specific exceptions.

For Web and mobile · Administrator / Supervisor

Before you start Only authorized properties are shown. Refresh before relying on stale information.

Open Today

Step 1 Open Today

Choose the company or district and selected property scope. Review the date, current work and attention counts.

Step 2 Inspect the map and property list

Choose a property or worker to focus its boundary and details. Check last-seen time and reported accuracy.

Step 3 Review incomplete information

Read unknown, degraded, stale, offline or permission warnings alongside progress. Missing updates do not establish absence or missed service.

Step 4 Open the relevant task

Use Schedule for staffing, Review for exceptions, or the selected run to inspect evidence. Refresh after addressing the issue.

Check your result You have identified the property and work item that requires follow-up.

If something goes wrong District totals may be incomplete when individual data loads fail. Use the shown freshness and warning labels.

See the picture reference on the next page.

SOP 18 Picture reference

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Step 2 · Use property, person, freshness and quality together when following up on daily work.

Workflow illustration. Follow the complete numbered instructions on the previous page.