

# Jobs Today

The Suncorp Jobs Today Widget displays the total number of jobs you have scheduled on a given day. It's powered by your job management and scheduling apps.

## About this Widget

This Widget provides a snapshot of jobs to be completed for the day. It offers business owners the opportunity to:

- ✓ Review and adjust their staff requirements and operational efficiency
- ✓ Take action and improve operational efficiency if jobs are not being completed on time
- ✓ Speed up the job completion process by changing the mix of employees assigned to a job or using an individual's specific skills for a job
- ✓ Address inefficiencies when the Widget indicates diminishing productivity.

## Data essentials

To get the best results from this Widget, ensure job scheduling is set up correctly in the job management application.

## Making the most of your Widget

The process for Job Management in GeoOp falls into 3 distinct areas:

- ✓ Creating the Job – Adding job and client details, assigning staff and scheduling the first site visit
- ✓ On the Job – Your mobile staff using the GeoOp app on site to manage job progress and provide quotes
- ✓ Completing the Job – Marking the job as completed, then invoicing the client

You can get started [here](#)

## Tips to address a negative trend

- ✓ Discuss the impacts of uncompleted jobs with staff members
- ✓ Ask for your employees' input on ways to address situations where jobs are taking longer than expected
- ✓ Discuss contingency plans when a job has a blocker or obstacle
- ✓ Ask your team to communicate any delay in completing a job within its expected timeframe, as this will help you prioritise tasks and re-organise resources
- ✓ Be open and honest with your employees about attendance and how this affects the performance of the company. Communicating and collaborating with employees and providing opportunities to improve the situation should help them feel valued as a team member

## Troubleshooting

The most common problems are caused by:

- ✓ Job schedules not set up correctly
- ✓ Employees not updating the app as jobs are completed

## Corrective action

GeoOp users can search for:

- ✓ General help [here](#)
- ✓ Jobs & Scheduling [here](#)