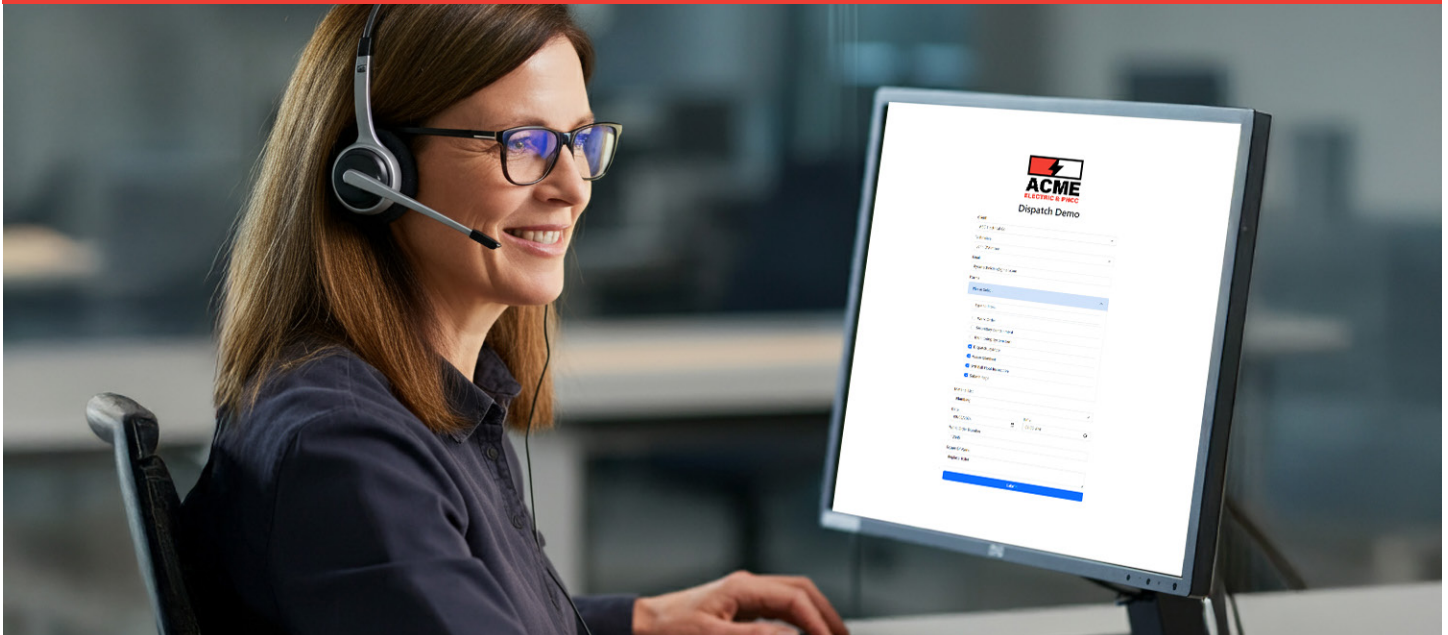# Give Your Workflow A Boost

Efficient Job Management & Dispatching

JetTrac Dispatch is designed to streamline operations for organizations that need to efficiently schedule and dispatch tasks, such as service requests, work orders, and inspections. It automates the entire process, from scheduling and dispatching to tracking and reporting, ensuring that every job is handled with precision. JetTrac Dispatch also simplifies regulatory record-keeping and archiving, helping you stay compliant while optimizing your workflow.

Key Features:

Feature	Description
Pre-populating Dispatched Forms	Automatically fill forms with available data before dispatching.
Dispatch Log Tracking	Maintain a comprehensive log to track all jobs and their statuses.
Calendar Integration	Add calendar events with dispatch details and maintain a master calendar with all jobs.
PDF Archiving	Archive PDF form packages in Google Drive for easy access & storage.
Mobile Job Center Integration	Add new jobs to the Mobile Job Center for quick access to all dispatched tasks.
Notification System	Send emails or text messages with links to relevant dispatch information.
Database Updates	Automatically update a database with specific data from the dispatch.
System Integration	Seamlessly integrate with content management or workflow systems.
Accounting Integration	Connect with accounting systems to generate invoices based on collected data.
Job Management	Track and manage dispatched jobs, including monitoring their completion and return status.

JetTrac Dispatch helps companies transition from manual, paper-based processes to a fully digital dispatch and data collection system.

• Automates data processing for greater efficiency.
• Integrates seamlessly with other systems such as databases for storage or accounting software for invoicing etc.
• Enhances real-time updates and accuracy across all operations.
• Reduces administrative burdens and improves overall operational efficiency.

JetTrac Dispatch enables recipients of dispatch requests—such as field technicians, remote inspectors, or home care providers—to effortlessly collect data on any device, without the need for an app. By going digital, the solution automates processes, reduces costs, and minimizes labor, streamlining operations and enhancing efficiency across the board.

Overview of Solution Components

The **Admin Interface** allows you to populate dropdown lists with data for your customers, dispatch recipients (such as technicians), and various digital forms. This data can be entered manually, one at a time, or automated through a batch upload from another system for greater efficiency.
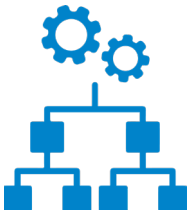
The **Dispatch Interface** is designed for the person responsible for assigning data collection tasks to recipients. The interface features multiple dropdown lists and fields to specify key details, including the customer, the recipient, the digital forms to be used, the scheduled date and time for the job, a description, and any other relevant information needed for proper dispatching. Once a task is dispatched, the recipient receives an electronic notification, including a calendar entry.

Digital Forms

The solution supports both web forms, which can be designed using a graphical interface, and fillable PDF forms. PDF forms can be created or edited in Adobe Acrobat or similar programs. Many government-issued forms are provided in PDF format and may already be fillable. If not, fillable fields can easily be added to ensure seamless data entry.

Back-End "Server" Data Processing

This is where the magic happens. JetTrac Dispatch offers unparalleled flexibility in building workflows and adapting to document and data processing needs. Its powerful, modular workflow engine enables the sharing, merging, extracting, and manipulation of data. Various output options are available, including PDF, XML, or CSV files. The system also supports automated data distribution via email, database updates, or by uploading data files to a shared drive, ensuring seamless integration with your existing processes.

How to Get Started

• Cloud-based solution - no software installation required.
• Receive login credentials and a link to get going.
• Assistance in uploading customer and recipient information, if needed.
• Adopting and using your existing forms.
• Adding new forms to meet your specific requirements.
• Once set up, you're ready to go.