

Are you still managing your operations manually with pen and paper? Paper used to be the gold standard, but now it's holding you back. By using paper, too much time is spent simply maintaining your operation, sacrificing your ability to focus on growth. A reliance on paper inhibits scalability and introduces the potential for human error. So ditch the paper, and go digital.

### Why Reduce Paper Usage?

- Reduce human error
- Eliminate bottlenecks in your operation
- Respond to sudden incidents in real time
- Simplify maintenance
- Position yourself for growth
- Become environmentally friendly



## 4 Ways TripSpark's Operations Management Tool (OPS) Helps Reduce Paper

### Bidding

Do you have piles of paper bidding sheets overflowing off your desk? Get rid of all that paper by automating bid configuration and employee bidding. With TripSpark's OPS tool, your employees will be able to bid for work via an online portal that can be accessed from anywhere in the world. You're able to use either cafeteria-style or roster bidding, depending on your organization's preference.

### Daily Dispatch

No more flipping through piles of paper looking to for a single driver's schedule. OPS enables you to stay on top of changes to your driver's work schedules and respond to situations in real time. Make it easier to monitor absences and open work and to assign extra board and volunteer options.



## Accurate Timekeeping

Tired of punch cards and timesheets? OPS tracks drivers through every stage of their day so that you know exactly how best to manage your resources.

Convert daily dispatch data to payroll information with a click of a button. Automatically report the cost of daily work using your organization's pay rules, make any necessary manual adjustments, and then simply export to the payroll system.

## Workforce Management

Digitize all your employee records with OPS. Monitor employee performance, track the progress of investigations, and integrate records with customer feedback data with a click of a button. OPS also allows you to select random samples of employees for FTA testing.

## Rapid Reporting

Make smarter decisions based on real time data. You can create reports instantly with our Standard Reports and Ad Hoc Reporting tools. This means less manual reports for you to create and more time for you to focus on improving your operational efficiency.

