



# New Management Tools

CL@S Information Services is pleased to announce the addition of three new management tools to keep you current and detail status of your requested service orders. The Project Detail Manager, Job Summary Manager and Status Manager reports provide several options to obtain up-to-the-minute status regarding a single item, multiple items for one client, one project, or for all your projects requested from CL@S.

**Project Detail Manager** is a comprehensive tool to manage the result and status of a specific project. Provide the your Reference # and PDM will:

- List the items you have requested
- Detail each item requested
- Identify what has been completed and what is pending

PDM is delivered via email in an excel format and/or mailed to your office. To obtain this report, just contact your CL@S Service Representative with the client reference number and your information will be forwarded on a schedule that you predetermine. PDM is a great way to summarize a completed project or use to manage the activities and status of an existing project not yet completed. Use the PDM for large multifaceted jobs to retain the results as well as the status.

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**Job Summary Manager** is directly connected to our ordering system and is accessible to provide you with a quick overview and summary of recently requested service orders. The Job Summary Manager does not list results, but will detail what has been ordered, what is pending, completed, invoiced and shipped. Use the Job Summary Manager to manage a project and determine what needs to be completed next. Simply contact your CL@S Service Representative and they can provide you with quick access from our online ordering system. All you will need is the specific job number to request your summary and the report will list client reference number, Jurisdiction, Entity Name, Service Requested and Status.

*[Click here to view sample report](#)*

**Status Manager** is a great way to check status of all your CL@S work either daily or weekly. Status Manager is sent directly to you via email eliminating the need to call your CL@S Service Representative for an update. The Status Manager will provide current status at the point of the email of what you have in the system. Your Service Representative can set up one or all three of these management tools on the schedule you prefer.

*[Click here to view sample report](#)*

To begin using one or all of the new CL@S Management Tools, call your Service Representative at 800.952.5696 or email at [mail@clasinfo.com](mailto:mail@clasinfo.com).