

TracTime™ TIPS & TRICKS

Microsoft
CERTIFIED
Partner

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TIPS & TRICKS is On The Web!!!

A Little Education Goes a Long Way

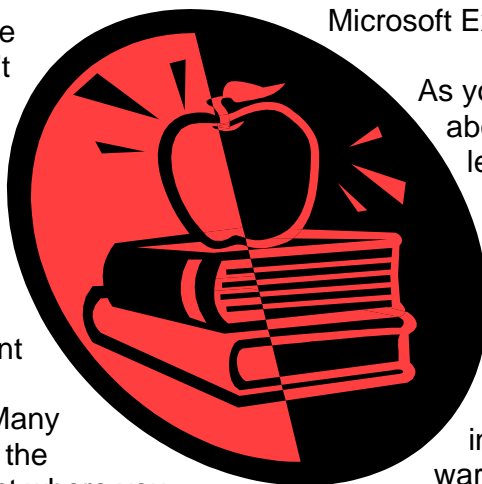
We often hear, "I just opened a file and did a Save As and now I can't find it." Simply taking an extra moment to use your Save in drop down box and selecting where you want to place the file will save you time and frustration.

Or maybe you've received an important email with an attachment and you would like to move the attachment to another location. Many are unaware that right clicking on the attachment will allow you to select where you want to put that file for future access or editing.

No more wondering or searching where it went when you apply these little tips.

As we do our jobs every day we lose track of what's new out there. We are apprehensive when we have to learn new software.

Learning how software works in a structured environment versus the "hit-or-miss" method can go a long way in making your life in front of the computer a more pleasant experience.



Surprisingly, many software programs work in a similar manner. So, logic would tell us that if you learn Microsoft Word, it will help you to learn Microsoft Excel. Skeptical? Well, it's true!

As you might guess, this is also true about becoming more proficient at learning and operating **TracTime**.

Good News!

Many companies are interested in their employees learning and understanding the software you use.

I Don't Have Time... It Costs Too Much...

Many companies pay for education and allow attendance during the workday.

So, what if my company won't pay for classes or give me time to attend? Your local library will train you for free. Community colleges also offer computer classes or R.O.P. Programs.

So make life easier, a little education goes a long way!

Keep Current

- Are You Remote Reporting From the Field?
- Are You and Your Staff TracTime Certified?
- Do You Use ChartBuilder?
- Are You Using TracTime to Interface With Your Accounting System?
- Is Your Support Contract Current?

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