

TracTime™ TIPS & TRICKS



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TIPS & TRICKS are on the Web!

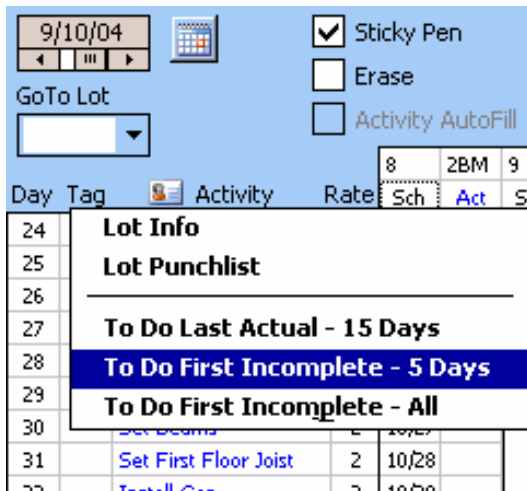
New Handheld Features I

Our handheld Pocket PCs or PPCs boast several new features that will make life much easier for the field users and show your company more profits! Since there are several new features, we will discuss them in the next few issues.

To Do Lists

Although updating the **TracTime** PPC is the fastest and easiest in the industry today, we wanted to make it even faster. Now the Superintendent can generate a **“To-Do” list** for any lot or just for today.

Simply “touch and hold” the “Sch at the top of the scheduled column. You will see a list of choices.



Now we are going to choose

“To Do First Incomplete - 5 Days”. This displays the list below. We are looking at the activities for the next 5 days for Lot 8.

Now What

Lot	Plan	✓ Date	🚧 Activity
8	2BM	09/20	Frame First Floor Walls
8	2BM	09/21	Frame First Floor Walls
8	2BM	09/22	Frame First Floor Walls
8	2BM	09/23	Plumb & Line First Floor
8	2BM	09/24	Set Beams

From this view simply touch the date of the Activity you want to show as complete and it will mark it off the list. Oops, I made a mistake, touch it again and it is back on the list. When you are finished, tap OK in the upper right.

The Best Part

Now all of your dates have automatically been entered in all other locations of the PPC. As easy as 1-2-3.

All of these calculations and the future features calculate while the PPC is offline or is disconnected from the office computer.

Our goal. . . Make it fast and make it simple.

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?

National Schedule Masters

Phone 760-744-5700

Fax 760-744-5868

Email helpdesk@tractime.com

Web: www.schedulemasters.com

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