

TracTime™ TIPS & TRICKS

Microsoft
CERTIFIED
Partner

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TIPS & TRICKS are on the Web!

New Handheld Features III (continued)

In last month's issue we learned how to use the Punchlist feature on the **TracTime** Pocket PC. Let's look at some other convenient uses.

Quality Control

While walking each house the Quality Control personnel can enter data in their Pocket PC. Each outstanding issue or issues can be entered under the appropriate Activity.

Another suggestion would be to enter the entire list of Quality Control issues under "Quality Walk".

Customer Walk Punchlist

Using the Punchlist functionality for documenting customer issues can be a real time saver. While walking the house

with the buyer, customer service issues are entered for action or checked as complete. In this case, the items are generally entered under one Activity such as "Customer Walk Through".

When entered in this manner, a complete record of the customer issues are made in one place.

Description	
Broken Window in Living Room	
Electrical Switch Missing	
Missing Screens	
Touch up Paint Bedroom 3	
Carpet Stairs Stained	✓

As we learned last month, the issues are checked as complete when they are done. If any issues are not done, the Customer Walk

Through date field is red. As soon as all the issues are completed, the field turns green.

If any issues are rejected by the buyer on the second walk

through, the field will automatically turn red again, showing that an unresolved item exists.

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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