

TracTime™ TIPS & TRICKS



Volume 5, Issue 10
October 2004

TIPS & TRICKS are on the Web!

New Handheld Features IV (continued)

In this issue we are going to learn how to send email and form letters to subcontractors from the handheld.

Email the Sub

Last month we learned touching an Activity from the "To Do List" will display the subcontractor list. Each subcontractor who has email and/or Fax capabilities will be designated with a blue check next to their name. Simply touching the appropriate check will initiate communication.

What Do I Send?

The notification area at the bottom of the screen to the right, contains three letters from which to choose. The letters shown are automatically included with RemoteBuilder. You may add your

Lot	Plan	Activity
8	2BM	Install Gas

Company		
AND CASTLE ROCK WINNELSON	✓	✓
CHEM DRY OF ENGLEWOOD/LITTLE (DVR)	✓	✓
CAVANAUGH EXCAVATING & TRUCK	✓	✓
C/O ALLIED CAPITAL PARTNERS LP (DVR)	✓	✓
AND AMERICAN ROOFING SUPPLY	✓	✓
COASTAL FLOORING CORPORATION	✓	✓
SMILANIC CONST AND GOLDEN'S CO	✓	✓

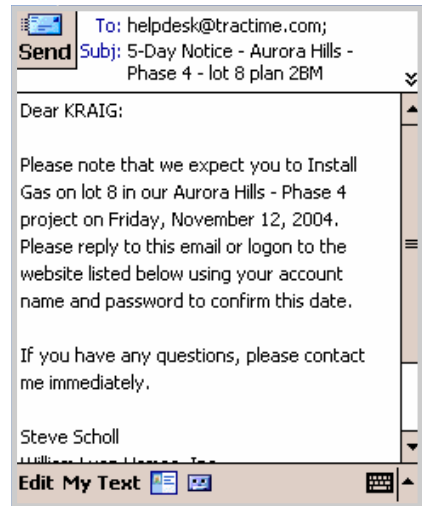
SMILANIC AND 5-Day Notice
ATTN: JODY B... Revised Date
Lot on Hold

Notification

own notices and each device is given access to your custom letters.

In this case, we have chosen the 5-Day Notice to be sent from the field.

The example to the right shows the 5-Day Notice ready to send to the Plumbing subcontractor. The notice contains several pieces of information that are automatically entered into the notice and ready to send from TracTime. The notification states what work is expected to happen on Aurora Hills Phase 4, Lot 8 on November 12, 2004.



Then What?

When the subcontractor responds to the superintendent's email, the superintendent will receive the communication on the PPC and/or the Web. All communications are then logged in the database for future review if required.

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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