

TracTime™ TIPS & TRICKS



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TIPS & TRICKS are on the Web!

Web Features for the Field

Web features for the field will be the focus of this issue. Next month we will discuss Web features for the vendors and trades.

From any location superintendents can now access **TracTimeWeb**. This will allow the superintendent to update schedules, view reports and communicate with vendors and trades.

Web Updating

Now a superintendent can enter Actual dates on Daily Field Reports (DFR) from the Internet. This can be done from any computer anywhere and TracTime does not need to be installed!

To Do Lists

A variety of To-Do lists are available to the superintendent on the Web. Lists can be viewed by unit, phase or community. Also available are views by vendors, trades, cost codes or dates.

Document Posting Too!

Document posting is now automated with the new **TracTimeWeb**. Now the superintendent can view documents posted such as Starts, Options, Change Orders, drawings, etc.

The process is simple. Place the document in a joint file for all field documents and they will automatically be viewable by the field users you have chosen!

Documents can be type-written or hand lettered, pictures or drawings, it does not matter.

Vendor Email

The superintendent can communicate with vendors and trades directly from the Web. This includes any vendor and trade responses to the schedule. All Superintendent logins and each communication is recorded for easy future reference.

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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*Get TracTime Certified On The Web!
Call Us Today to Log In!*

If you don't have **TracTimeWeb**, please call for more details.