

TracTime™ TIPS & TRICKS

Microsoft
CERTIFIED
Partner

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TIPS & TRICKS is Now On The Web!!!

Two Housekeeping Issues

At the beginning of every year two issues are worthy of mention to our customers.

Last Year's Dates

A common question we see every January is, "why does my project show 250 days behind schedule?" It seems that everything was OK until the New Year and now everything is messed up! Not the case. **TracTime™** will default to this year's date if you don't enter a year. By simply entering the year of 2004 for December's dates, you will project the correct dates. To correct any out-of-range dates at once, use the SUBTRACT 1 YEAR FROM ACTUALS tool located in **TracTime's™ TOOLS ICON** under **OPTIONS**

Update Your Holiday Calendar

It is now the time of year to update our Holiday Calendars in the job files. When the holidays and days off are entered in your jobs, **TracTime™** will automatically take them out of your working-day schedule.

Why is This Important?

When **TracTime™** calculates the SCHEDULED dates or the PROJECTED finish dates for your schedules, it takes out the Holidays and Days Off you enter. You will want to enter any Holidays or days that the trades will not be working on that job and remove old dates that do not apply.

How Do I Do It?

To set up your Holidays and Days Off in **TracTime™**, left click on the HOLIDAYS, DELAYS AND DAYS OFF icon. You are now at the SPECIAL DATES dialog box; select HOLIDAYS AND DAYS OFF. Clicking on the Holiday name will automatically enter the correct Holiday date for the year chosen.

The dialog box on the right is where you enter additional Holiday dates or Days Off dates and view them for reference on the left.

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!
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Your Holiday dates are now accurately reflected in your schedules