

# TracTime™ TIPS & TRICKS

**Microsoft**  
**CERTIFIED**  
Partner

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## TIPS & TRICKS is Now On The Web!!!

### DateSlammer Is Here!

Your Master Development schedule is in Excel and your Option Cutoff Lists are in Word. You spend hours each week manually entering dates for your weekly management meetings.

Guess what? You can automatically put **TracTime**™ dates in those same reports!

### Enter No More!

DateSlammer is here to save the day and save your time entering dates. I guess saving time is a little misleading because you have to spend NO time at all!

### How Does It work?

**TracTime**™ DateSlammer does exactly as its name implies; it automatically inserts the dates you choose into your Word or Excel documents from **TracTime**™. It inserts these dates every time you open the document so you don't have to worry about the accuracy of the dates. Basically you just set it and forget it!

*But wait, it gets better and better!*

### Special Formatting—Yes!

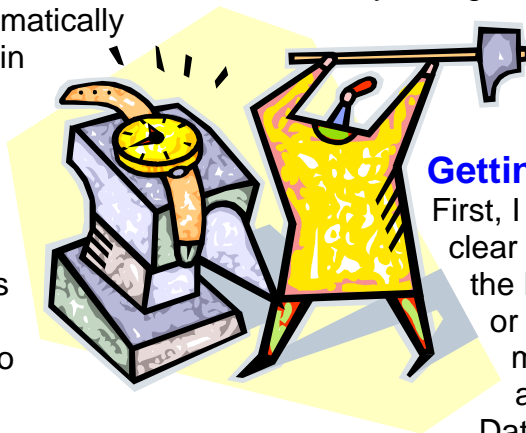
So you want Scheduled dates in a regular font, Revised dates in italics and Actual dates in Bold? No problem with DateSlammer! Special formats including font sizes and colors are easily configured in this unique and powerful application. It will also offset dates within a project if you need this feature.

### Getting Started

First, I want to make it clear that you use the EXACT Word or Excel document you have always used. DateSlammer

inserts **TracTime**™ dates into your existing documents. Also, some of the dates can be automated and some may continue to be manually entered.

The process is easy. Simply choose the place you want the date, tell DateSlammer what date you want (project, lot, activity...etc.) and you're done.



### 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@tracetime.com](mailto:helpdesk@tracetime.com)

Web: [www.schedulemasters.com](http://www.schedulemasters.com)

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