

# TracTime™ TIPS & TRICKS



ISV Software Solutions



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

### New TracTime™ Templates

The development and maintenance of **TracTime™** Templates becomes more important as we enhance their functionality. Several new features are available in the Templates: **Activity Duration, Lead Activity, Lead Duration and Plan Type Options**. We will discuss the first three in this issue and look at **Plan Type Options** next month. These new features make maintaining a Template Library a real time saver.

**Activity Duration** — To specify an activity's duration, click in the Activity Duration column to the right of the activity, then type the number of days needed to complete the activity. When the template is inserted into the project file, the activity will automatically appear on the number of days specified in the duration column. The example below shows several multi-day Activities.

Cost Code	Day	Tag	Activity	Rate	Duration	Lead Activity	Lead Duration
27			SET TPF CAN	1			
30			INTERIOR PARTITIONS	1	3		
30			ROOF TRUSSES	1	3	Order Roof Trusses	10
33			DOORS / WINDOWS	1	2	Order Windows	15
33			ROOF SHEATHING	1			
35	M		CORNICE	1	3	Call Finish Carpenter	3
35			SET STAIRS	1			
35			FRAME PUNCH-OUT	1			
35			MECHANICAL ROUGH-IN	1	3		
35			INSTALL FIREPLACE	1		Order Fireplaces	5

**Lead Activity** — Previously, you had to count days to properly place Orders, Calls or other dependent Activities. As an example, if Windows have a 15-day Order Time, you had to count back 15 Days and enter "Order Windows". Just enter the "Order Windows" activity next to Windows and it will be linked to that task. You can use the *Lead Activities* column for Orders, Calls, Option Cutoffs etc. The chart below shows some examples of *Lead Activities*.

**Lead Duration** — Now that you entered the *Lead Activities*, you can also enter the lead time needed for that *Lead Activity*. As shown below, the Roof Trusses need to be ordered 10 days before installation. Therefore a 10 was entered in the *Lead Duration* column for Order Roof Trusses. When the Logic

### 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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is copied, it will automatically place the Order Roof Trusses 10 days prior to Roof Truss installation.

Next month we will look at Plan Type Options in the **TracTime™** Template.