

TracTime™ TIPS & TRICKS



ISV Software Solutions



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TIPS & TRICKS is Now On The Web!!!

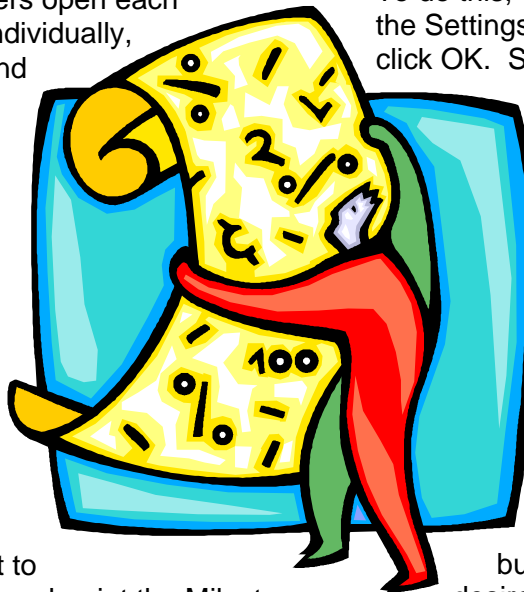
A Mountain of Reports Made Easy

Printing Multiple Reports

It can be a very time consuming process when, at the end of the week, you need to print multiple or perhaps dozens of Daily Field Reports, Milestone Reports, Option Reports or any other type of Tag Query Reports. Many users open each **TracTime™** file individually, run the desired reports and then go to the next file, etc. The process of running reports one-by-one could take hours! But, it does not have to weigh you down!

What Can I Do?

You can let the computer do all the work for you! Yes, **TracTime™** will automatically open each file, recalculate the report to reflect the latest data entered, print the Milestone or Option Reports you desire and move to the next project. The result: all the reports you want printed are now done — Automatically!



What is It Called?

It is the Batch Print function in **TracTime™** which is located in the Reports icon.

What Do I Do?

First, the Batch Printing feature must be configured. To do this, click the Tools Icon in OnsiteBuilder, select the Settings tab, click on Batch Print Location and click OK. Select the Source

Folder by using the Browse button. The Source Folder is the location of your **TracTime™** projects. The Target folder is the location where PDF files are saved when using Adobe Acrobat as your printer; however, this is not commonly used.

Next, use the Printer button to select the desired printer. Finally, use Page Setup to set the paper orientation, size and print quality. Click OK when complete.

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

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Get TracTime Certified on the Web!
Call Us Today to Log In!

Now, to Batch Print reports, use the Reports icon and choose Batch Print. Next, choose the projects from the list on the left and the reports from the list on the right. Stand back; you are now in printing report heaven! NOW GO TRY IT!