

TracTime™ TIPS & TRICKS



ISV Software Solutions



Volume 6, Issue 11

November, 2005

TIPS & TRICKS is Now On The Web!!!

Setting Up a New Project From a Template

How to set-up a new project is always a popular question. There are 3 very easy and fast ways to start a new project. Let's look at starting a new project from a Template file.

First, open a **TracTime™** project file that you want to paste the template logic into. You will use the NSMMst12.nsm for up to 24 units or the NSMBig.nsm for over 24 units. You may also use any other .nsm you wish.

Now, from the Main Menu of **TracTime™**, select File/Open. At the bottom of the dialog box find Files of type, click on the down arrow and select the Templates (*.nst) directory. This will display your Template files.

Now, select your Company's name .nst file. This file will hold your schedule library as noted on the tabs at the bottom of the page. A click on the tab will activate that schedule template.

Right click anywhere on the template screen and choose, "COPY LOGIC" from the dialog box. You will be asked if you want to copy the template to the open project file. If this is where you want it, say yes, if not, say no. You will be asked the same question for each



open project. When you say yes, the template logic will automatically paste into your selection. Now, set-up your project information and you are ready.

Another method would be to select "File/Save As" then, enter your new file name. Remember to clear all Actual and Revision Dates as well as Delays. This is done from the Tools Icon. Then the Tools tab and choose Clear Project. Select Actuals, Revisions and Delays and click OK. Finally, enter the new project information and you are ready.

Creating a New Template

To create a new Template from an existing .nsm project you must first create a new tab in the .nst Template library. Right click the new tab and re-name it. Now select the desired .nsm file and highlight the TAG, Activity and Rate columns. Then Edit/Copy. Return to new tab in the .nst library and click only the first cell of the TAG column. Select Edit/Paste and your .nsm logic will be there. Save the file and you have safely added a new template to your template library.

Or, if you need to create a template from scratch, insert a new tab in the Template Library, rename it to the desired project name and simply start typing your schedule!

For more detailed information regarding Templates, please refer to the OnsiteBuilder User's Manual.

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@tractime.com

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