

10 Time Saving Tips

You've now been using the software for a while but may have forgotten about some of the big (and little) time saving features you learned during your training. So we've compiled a "reminder" list of those time saving tips and features useful to time entry users and for those managing projects.

For time entry users

- 1 Bulk Time view: Row Filters**
Organize your task assignments into more manageable groups by using Row Filters in the Bulk Time view.
- 2 Bulk Time view: Enter Total Time**
To quickly distribute hours worked across multiple days or projects, select the applicable rows or columns, right click and select Add Total Time.
- 3 Timer view: Auto Stop/Start**
You can automatically stop the current timer and start timing on another task by simply selecting the new task. To enable this option, select Tools, Options. Click the Automatic Options Tab and check the Auto Stop/Start option.
- 4 Hide Projects**
You can temporarily hide projects from your list of project assignments. Select View, Target Information. Select the project to hide and check the Remove box.
- 5 Track-IT light - Right Click**
Right click functionality is available in most areas of Track-IT light giving the user quick access to many functions and features.

For those managing projects

- 6 Project templates**
The primary benefit of establishing a project template is to have a common starting point when creating a new project. When creating a new project, simply make a copy of the project template, rename it and make any necessary adjustments to assignments, budgets, etc.

- 7 Easier access to frequently used reports**
You can keep your frequently used reports in a common Reports Explorer folder and save time having to search through the folders to find your everyday reports. *See Tips & Tricks near the bottom of the Reports Explorer help page.*
- 8 Quick Assign**
The fastest way to create multiple assignments is to use the Quick Assign tool.
- 9 Track-IT pro Assistant**
Track-IT pro Assistant is a job automation tool capable of automating routine functions such as sending reports, e-mailing notices, or maintaining the database.
- 10 Track-IT pro - Right Click**
Right click functionality is available in most areas of Track-IT pro giving the user quick access to many functions and features.
- + BONUS: Add Time Entry**
Use the Add Time Entry utility to quickly add a time entry for multiple employees. This function is beneficial when multiple employees have a common time entry such as a holiday.

Note: Some of the time saving tips listed above may not apply to your version of Track-IT Suite.