ADILAS TRAINING COURSES – EXPLORING BUSINESS FUNCTIONS

CLASS 6 – ELEMENTS OF TIME

WELCOME:

* REVIEW CRM & FLEX GRID:
  + Follow up questions
  + Customer Queue
* ELEMENTS OF TIME:
  + Giant toolset for “Time”
  + How do you use “time” in your company?
    - Calendaring, Scheduling, Reminders, Reservations, GPS Tracking, Project Tracking, etc.
  + Elements of Time Homepage Orientation
    - Links & buttons
    - Report format
      * Set defaults in Corp-Wide Settings
* USING ELEMENTS OF TIME:
  + Master Time Template – Philosophy – “Cookie Cutter”
    - Set up your cookie cutter
    - Make cookies! – Create Elements of Time!
  + Master Time Template – Function & Options
    - Walk through add/edit time template & discuss features
      * What is available?
    - What do you need to capture with this particular type of time?
    - Plan it out!
* ELEMENTS OF TIME IN USE - EXAMPLES:
  + Different templates – different functions
    - Examples in The Seamstress
  + Using some of the templates
  + Create a new template as a class in a play site
* ASSIGNMENTS:
  + Think of how you need to track time
  + Create a template to help you track that time
  + Create your cookie cutter & then make some cookies! ☺