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! ☺