

Creative Department

- Don't make time and cost commitments without first talking with your System Administrator.
- Complete the E-mail (Work) field of Personal Information and check the Notify box to receive Messages outside of CurrentTrack.
- Clearly communicate when you're going to be out of the office so Tasks can be assigned accordingly.
- Use a [job] Financial Report to monitor the amount of time being spent on its completion.
- Add a Quicklink for a frequently viewed Client Folder, Workback Schedule or document.
- Make www.CurrentTrack.net your browser home page.
- Carefully record time spent working on Tasks throughout the course of your day.
- Associate Keywords with the file you're uploading to a job's Attachments Folder.
- To make an Event appear as a "banner" on your Calendar, check the box beside No Time.
- Although you've clicked Complete Time Sheet, you may still edit it until midnight. After that, you can't edit it without talking to your System Administrator.
- Use the  menu, at the top of the screen, to quickly update today's Time Sheet.
- Misfile a form in CurrentTrack? Simply go to *Clients & Jobs – Client – Job One Sheet – I Want To: Open Documents Folder*. Click its Move link, enter the correct Job Number and click Move Document.
- Later replace the hi-res file in a job's Attachments Folder with a lo-res version.
- Post frequently used logos to the Client Interface for vendor download.
- Save your file as a JPG rather than a PDF. Unlike a PDF, most common browsers can read a JPG.
- Avoid unnecessary characters in the names of files you're uploading (e.g. backslashes).
- In order for a JPG to appear in your browser, it must be saved as RGB, not CMYK.
- If you upload the wrong Client logo in their Spec Sheet, simply Browse again and submit.
- Once you've clicked Submit Expenses, you may still edit the form until it's Reported by accounting.
- Clean out your Unread and Read Message boxes regularly.
- Use the hotlinks atop content boxes to navigate throughout the system.
- Paste Client and Vendor comments received via e-mail into a Change Order or Progress Report.
- If you're the Creative Director, add the Team at a Glance Tracklet to your Dashboard. Use it to monitor the workloads of your creatives.