

Production Manager

- Enter as many project details as known in CurrentTrack.
- Encourage employees NOT to make timing and cost commitments without first talking with you.
- Use the hotlinks atop content boxes to navigate throughout the system.
- Introduce a Proof Stamp so everyone can sign-off on materials as they're routed.
- Forget to copy someone on a document? Simply edit it, check the box beside (re)cc and Submit.
- Place Upcoming Events on your Calendar as soon as you're aware of them.
- Paste Vendor comments received via e-mail into a Change Order or Progress Report.
- Complete the E-mail (Work) field of Personal Information and check the Notify box to receive Messages outside of CurrentTrack.
- Clearly communicate when you'll be out of the office so Tasks can be assigned accordingly.
- Use the  menu, at the top of the screen, to quickly create a Purchase Order.
- Add the Team at a Glance Tracklet to your Dashboard.
- Add a Quicklink for a frequently viewed Client Folder, Workback Schedule or document.
- When assigning Keywords to Vendors, keep them consistent (e.g. "website" vs. "web site").
- Upload printer-ready materials to the job's Attachments Folder for Vendor download.
- Post frequently used logos to the Client Interface for Vendor download.
- Copy and paste your bid request into a Progress Report, or create a Document Template.
- Add a Disclaimer for your Print and Production Estimates within Site Branding.
- 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.
- 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.