

## System Administrator

- Make sure your desk is in plain view, not tucked away in a corner. People will be less likely to bypass you if they have to physically walk past you.
- Make sure everyone understands your role as an, “empowered facilitator.”
- Make one person responsible for opening Job Numbers. This creates a better sense of order and enables you to more tightly control workflow.
- Update Project Scheduling Guidelines as experience dictates.
- Encourage employees NOT to make timing and cost commitments without first talking with you.
- Be proactive, not reactive. Talk with employees on a regular basis.
- 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.
- Get up and walk around your agency as much as possible.
- Praise employees for using CurrentTrack. Send out an agency-wide e-mail or give away a traffic prize (e.g. a bag of candy). Your praise will make them feel good and (hopefully) lead to more information being entered in the system!
- 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.
- Visit [www.CurrentTrack.com/blog](http://www.CurrentTrack.com/blog) for helpful posts on workflow, time-keeping and more.
- Add the Team at a Glance Tracklet to your Dashboard.
- Remember, CurrentTrack is a tool for evolution, not revolution.
- Don’t worry about the order in which you enter Tasks in a Workback Schedule. They’ll be reordered chronologically once you click Submit.
- Include at least one “working” Task in every Active job’s Workback Schedule.
- Include “tentative” in the Task name if its date hasn’t yet been confirmed.
- If you know you’re going to have more than ten Tasks in the Workback Schedule, click Get Extra Rows, at the bottom of the screen.
- Use the Master Task List to monitor workflow bottlenecks and effectively plan personnel time.
- Make [www.CurrentTrack.net](http://www.CurrentTrack.net) your browser home page.
- Use the  menu, at the top of the screen, to quickly add a Task to a job’s Workback Schedule.
- Use the Daily Time Report to monitor who has (and hasn’t) entered their time.
- Associate Keywords with the file you’re uploading to a job’s Attachment Folder.