

TRAQ-IT Software Newsletter

Third Edition

April 2008

About TRAQ-IT:

TRAQ-IT®, the industry standard in trade show and event management software offers both a server-based Desktop and a web-based Online solution for the exhibit manager. TRAQ-IT allows users to plan, organize, manage and report on all activity without re-entering information into complex spreadsheets. Web access enables coordinators, as well as sales staff and attending personnel, to communicate 24/7 so lost emails and miscommunication are a thing of the past. With 10 years of customer input, it's easy to see how TRAQ-IT always puts the Exhibitor First™.

TRAQ-IT's Upcoming Events:

Back in March, the TRAQ-IT team exhibited at the Exhibitor Show in Las Vegas. During that time we got to meet a lot of our valuable clients and visit at the booth and show you some of our latest enhancements to the online tool. Now we are getting ready to exhibit at the upcoming Healthcare Convention & Exhibitors Association (HCEA) show at the Salt Palace Convention Center at The Grand America Hotel in Salt Lake City, Utah. This event is taking place June 21-24, 2008.



The HCEA is the must-attend industry event of 2008 for all healthcare exhibit and convention marketers, medical association exhibit managers and medical meeting planners. TRAQ-IT will be exhibiting in booth 524 so stop by and see our newest enhancements and to visit with some members of our team. We look forward to visiting with you at the HCEA show.

If you were at the Exhibitor Show you will see even more updated enhancements to our online tool at the HCEA show. We can't wait to show you what we have been up to.

Tip of the Quarter:

Creating a folder of all your order forms to carry on the plane with you, to the show floor, to ending up losing the folder or the forms themselves has become a thing of the past! With the TRAQ-IT Online software, you can scan all your order forms and attach them to the show/event that they belong to. So if the show decorator says you didn't order a table skirt, you can pull up and print the order form and the approval from your fax machine or email to show them what and when you ordered your table skirt. Also, if you are not onsite, the attachments are available to your Personal View accounts and anyone assigned to the show/event can pull up the attachments. You can also attach your staff's flight information, transportation and hotel confirmation forms for them to view at their convenience.

FAQ of the Month:

Q. How do I make my TRAQ-IT screen larger?

A. Making the TRAQ-IT screen larger seems to be the question of the hour. Good news is on it's way. Before the end of 2008, you will notice that your 'work space' will have increased in size. But in the meantime, to make your information larger while you are working in the TRAQ-IT Online software please follow the directions below. It will make all of your programs and fonts larger so you may want to toggle back and forth between the sizes.

1. Right click on your Desktop
2. Choose **Properties**
3. Click the "*Settings*" tab
4. Slide the arrow to the "*Less*" side of the Screen Resolution section
5. Click *Apply*
6. Click *OK*

Recent Enhancements:

Event Start and End Time – TRAQ-IT has added a new feature to the Start and End Dates when you enter your event into the software. Whether you have a one day event or a trade show that lasts several days, you can enter the start time and end time for that event. Your staff will always know what time the event starts and what time they can plan their flight back home.

Budget Month - TRAQ-IT has added a new field called Budget Month. This new field will help you to determine the month that all expense items are budgeted towards.

Other Expense Category and Budget Category - We have added the capability to pre-select the budget category for all your (Other) expenses on the Event Default page. By pre-selecting your budget category, all new expenses entered under the "All" tab will default to this budget category. This works the same way as the Airline, Lodging, Transportation and Shipping budget and expense category defaults.

Expense Payment Pending Check Box - The "Pending" check box allows you to create a payment that is in a pending state. This payment will not count towards your balance due or your overall budget. Pending payments are common when you have made a credit card or a check purchase that has yet to finalize on your statement.

Expense All Tab for Pending Payment - When selecting an expense on the grid, you will see displayed in red the words "**Pending Payments**" next to the field "Balance Due". This will inform you if there is a pending payment for that line item.

Expense Total Tab for Pending Payment - This section will calculate the total pending payments for all expenses in the current Event. If there are no pending payments, the "Pending Amount" column will not be displayed on this page.

Red X Pop-Up Window - Now if you accidentally hit the "Red X" a warning message will appear. You will see the below warning message on all the non-editable pages such as the **Reminder** page as well as all **Personal View** pages.

15 Minute Warning - Not sure how long you have been away from your TRAQ-IT Online system? Not sure if you should enter information for the fact that you could lose it all when you click save? Now a warning message will appear when you have been away from your computer for 15 minutes AND you will also see how long you have before your TRAQ-IT session expires. If you click "Continue Working" you will be directed back to the page you were currently working on and your session will be extended another 20 minutes. If you click "Close" you will be directed back to the page you were working on and your session will continue to count down the last 5 minutes and then will proceed to give you the "Session Expired" warning.

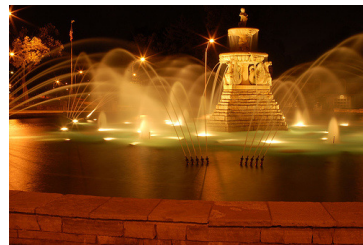
Session Expired - When you have not been active in the TRAQ-IT Online tool for 20 minutes you will get the warning message below stating that you will need to close the pop-up and you will be redirected to the login window and any data not saved will be lost and will need to be re-entered into the tool.

New Block Hotel Listing Report - With TRAQ-IT's new Block Hotel Listing Report you can see each events block housing request. You can view which hotel everyone is staying in as well as check-in and check-out dates, room type, room occupants, smoker or non-smoker and confirmation #'s for each reservation.

Many of our enhancements come from you, our valuable client, who continue your support of TRAQ-IT. So, if there is something you would like to see as an added feature to TRAQ-IT, send your ideas our way and we will see about incorporating them into the software. We appreciate any and all feedback.

Fun Facts:

As spring starts to bloom the fountains of Kansas City get cleaned and the water starts flowing. Kansas City is famously known as the City of Fountains. There are over 200 fountains in the Kansas City area and widely spread for everyone to enjoy. The history of our fountains in Kansas City takes us back to the early 1900's when the first fountain was created. The fountains were originally created for the horses, birds and dogs serving a practical purpose. In 1883 the Humane Society of Kansas City was established to prevent cruelty to women, children and animals. In 1904 the society built Kansas City's first fountain. It has a large square pedestal with 4 small pools for dogs to drink from at street level and a 4' diameter granite basin at a height for horses to drink. The water came out of spigots in lions' mouths into this taller bowl so people could get clean water in their cups. The overflow went into the street level basins for the dogs. There was a street light on the top. It was moved several times and in 1967 it moved to it's final home at the Wyandotte County Museum.



Kansas City ranks second in the WORLD in number of fountains erected in the city. Only Rome, Italy, has more.

The Liberty Memorial is still the nation's ONLY major memorial dedicated solely to World War I. It was dedicated in November 1926, but was not completed with the fountains until the 1930's.



Recently Kansas City celebrated the Royals Baseball Home Opener. This is also the day we celebrate Greater Kansas City Day. Greater Kansas City Day is an annual event whereby The Kansas City Star donates newspapers to be sold on street corners throughout the city for the benefit of the Rotary Youth Camp. The year-round Rotary Youth Camp serves thousands of disadvantaged youth and children with disabilities in the Kansas City area, at NO COST to the camper! During this celebration the fountains of Kansas City turn blue. That's right, all the fountains are given a blue dye and the fountain runs blue water through them.

So if you are ever in the area on business or pleasure, make sure to notice our beautiful fountains and that there is vast history and wonderful stories behind each and every one of them.