## TRAQ-IT Software Newsletter

## Fourth Edition

## November 2008

**About TRAQ-IT:**

TRAQ-IT®, the industry standard in trade show and event management software, offers a Desktop and an 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 attending personnel, to communicate 24/7 so lost emails and miscommunication is a thing of the past. With 10 years of customer input, it's easy to see how TRAQ-IT always puts the Exhibitor First™.

**2008 TRAQ-IT Year in Review**

2008 proved to be another quick and exciting year for TRAQ-IT and also for our country. This year will go down in the history books. The 2008 Presidential Election, to me, seemed to be the most commercial and the most talked about campaign. I guess I can see why, as the 2008 election was the first time in U.S. history that an African American was elected President and the first that an African American was a presidential nominee for a major party. It was also the first time two sitting senators ran against each other. Since the Republican nominee for vice-president was a woman, Governor Sarah Palin, either winning ticket would have been historic, as NO woman ever has been elected Vice-President. Senator Joe Biden is the first Roman Catholic to be elected Vice-President.

TRAQ-IT also had quite the year and I would like to mention some fun statistics about our historic 2008 year.

TRAQ-IT 2008 Statistics:
1. 37 Enhancements to the online tool.
2. 20 different pieces of custom work for our clients.
3. 7 New Reports.

With 37 new updates and enhancements to our online tool, we thought it would be fun to create a TOP 5 list of what we thought were our most requested or most helpful updates. You may put them in a different order but here are our favorites:

5. *Shipping Overhaul* – allows the users to create one-way, roundtrip and show-to-show shipments easier.
4. Expense - Add on the Fly: allows the user to add various new information on the fly in the Expense section of the tool.
3. Metrics – **.** allows users to define and calculate post show data and results.
2. Email To Do Owners – allows users to email due dates and reminder dates to the To Do Owner so important dates like “Early Bird” prices don’t go unnoticed.
1. Time Out Warning – A pop-up window telling the user that they have 5 minutes before the program will time them out. This gives our users time to save their progress before it logs them out of the tool.

## Tip of the Quarter:

Telling your tradeshow team that they have been assigned a **To Do** has never been easier. There are 3 ways to let them know of the *Reminder Date* as well as the *Due Date* of their assigned **To Do** for every event.

The first way to tell your tradeshow team is to create your defaults in the **Default Icon** in the **Account Profile** section. When this is set up, your team will receive an email on the *Reminder Date* as well as the *Due Date* if the **To Do** has not been completed yet.

**How to Set-up To Do Owner Email in the Default section:**

1. Click the **Account Profile** icon on the left hand tool bar.
2. Click the **Defaults** icon on the top tool bar.
3. Click the "***Edit"*** button at the bottom of the page.
4. Make a check mark in the box next to *Email To Do Owner (Automated).*
5. Click the ***"Save"*** button at the bottom of the page.

The second way to tell your trade show team is to create it on the **Account Profile** side of the program in the **Actions** icon. If you set the *Email To Do Owner* in this section, as soon as you create a new event, the owner of that **To Do** is told of their **To Do** at that moment.

**How to Set-up To Do Owner Email in the Account Profile section in the Actions Icon:**

1. Click the **Account Profile** icon on the left hand tool bar.
2. Click the **Actions** icon on the top tool bar.
3. Double click in each column to set the *Reminder* and *Due Dates*. Also double click in the *Owner* column to get the drop down menu to select a staff name.
4. In the *Email Owner* column, click the boxes in which you would like to notify the *To Do Owner*.
5. Click the ***"Save"*** button at the bottom of the page when you have completed all **To Dos**.

The third way to tell your tradeshow team of their **To Dos** is to create them while you are in the **Event Info** section of the program. By doing it this way, the program will email your *To Do Owners* their new **To Do** as soon as it has been created and saved. So whether you have added a new **To Do** or edited one that has already been created, you can change the dates and/or the owner and when you have completed it the owner will get an email of that new **To Do** or be notified of a change in dates.

**How to Set-up To Do Owner Email in the Event side of the program:**

1. Click the **Event Info** icon on the left hand tool bar.
2. Click the **To Do** icon on the top tool bar.
3. Click the ***"Add"*** button at the bottom of the page to create a new **To Do.**

**Or**

4. Highlight **To Do** by clicking the **To Do** that is already entered and click ***"Edit"*** at the bottom of the page. (Note: Your To Do dates may be in one of these stages: Pending, Current, or Current/Overdue)
5. Change the *Due Date* if needed.
6. Select *Owner* by clicking the down arrow and getting a list of your staff members.
7. Click the box in front of *Email To Do.*
8. Select *Reminder Dates*.
9. Click the ***"Save & Exit"*** or ***"Save & New"*** button at the bottom of the page.

## FAQ of the Quarter:

Do you have trouble getting your TRAQ-IT reports to pop up in PDF or Excel format? Is your internet pop-up blocker on? An easy way to make sure your reports pull up is to push and hold down the "Ctrl" button on your keyboard before you click "Run Report" and then hold the "Ctrl" button until your entire report shows up in the pop-up screen. This will allow your report to pull up with no issues. Then make sure you use the Adobe tool bar just above the title on your report to print and save.

**<u>Recent Enhancements:</u>**

*Expense Page – Add Vendors on the Fly:* Paying your vendors in TRAQ-IT just got a little easier. Do you have a new Expense Category or Budget Code? Have you ever forgotten to enter a vendor in Account Profile that you are now paying?

TRAQ-IT has added a new feature which will allow you to add various new information on the fly in the Expense section of the tool. Some of this new information can be entered into a new pop-up window. Some will take you back to the Account Profile side you are familiar with. With each enhancement, you will notice ease and added efficiency to the tool which will make your new entries into the tool smooth and painless. All of the new entries added with this feature will be directed back to the Account Profile section so it will be at your finger tips when you need it in the future.

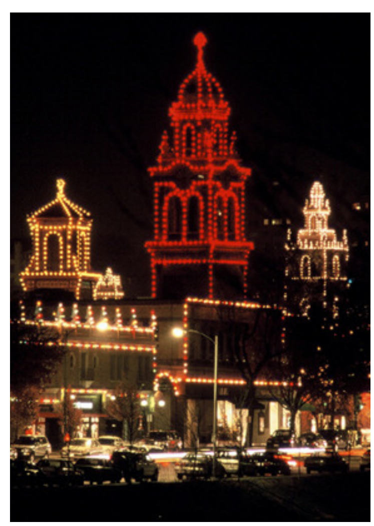
*Calendar Default Dates:* When entering a "New" Event and selecting the Start Date or End Date, your Calendar icon will default to that day's date. Once you enter a Start Date the program will change the End Date to default to the Start Date you just entered.

Now you will not have to click through months or years to get to the date you need.

*Updated Expense & Budget Reports:* TRAQ-IT has updated all the expense and budget reports when they are output in the Excel format. Take a look to see what we have done to make them cleaner looking and easier to read.

*Corporate Website*: Forgot the web address/URL to your TRAQ-IT account? On a different computer and the URL has not been saved in your Favorites? Have no worries, once you go to our corporate website at www.traqit.com, you will notice a new hyperlink has been added to the top right hand corner of the screen. Just click the button that says "Client Login" and you will be directed to the TRAQ-IT Launch page.

**<u>Fun Facts:</u>**



The Plaza Lights are one of Kansas City's most favorite traditions and is the official kick off of the holiday season. The famous ceremony, which began as 16 lights hung over a doorway, now includes over 80 miles of lights with 280,000 multi-colored bulbs outlining and illuminating the buildings and towers of the Country Club Plaza.

The first official Plaza Lighting ceremony began in 1930, and now draws over 500,000 people to the Country Club Plaza on Thanksgiving night. The streets are full of folks who come to celebrate at Kansas City's favorite shopping and dining destination. The lights turn on every evening at 5pm and continue until January 11th, 2009.

The ceremony all takes place on a huge stage. Performers, musicians and the Plaza Lighting Ceremony Orchestra perform throughout the night. The Ceremony is taking place on November 27th at 6pm with the lights turning on at 6:30. This year, our very own American Idol winner, David Cook, will be flipping the switch. There will also be fireworks above the Intercontinental Hotel as well as the Cheesecake Factory Restaurant after the lighting.

In Kansas City during this time, this is a must see during the holiday season. It is beautiful to take in the sights of the Country Club Plaza and also to do a little holiday shopping…for yourself.

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