



TMA SYSTEMS

First Quarter News, 2012



In This Issue

UC12 News

Product Spotlight

Tech Tips

Training Sessions

UC12

This year's conference is slightly more than a month away, and we are excited that so many of you have signed up to take part in UC12. This conference will provide the information you need to utilize TMA technology as efficiently and effectively as possible for your organization.

UC12 will feature new and informative sessions, workshops, round-table discussion, and guest presentations. This year we are also pleased to present a new instructional class called Basics Boot Camp. The Boot Camp will provide users that are new to the WebTMA environment with the fundamentals of WebTMA.

If you haven't registered for UC12 yet, don't worry, it's not too late to sign up. Please look at the UC12 details below to see if our conference will fit your schedule.

Registration

Monday, April 16th starting at 1:00 P.M.

Basics Boot Camp

Monday, April 16th, 3:00 P.M. - 5:00 P.M.

Networking Reception

Monday, April 16th, 5:30 P.M. - 7:30 P.M.

Conference Sessions

Tuesday, April 17th - Thursday, April 19th
8:30 A.M - 4:30 P.M.

Bonus Sessions

Friday, April 20th, 9:00 A.M. - 10:30 A.M.

Where

Tulsa Marriott Southern Hills
Tulsa, Oklahoma

*Please visit the [UC12 website](#) for updated and additional information.

Product Spotlight

WebTMA 5.0.2's Training module allows you to organize and track training classes. You can use the Training module to design full training programs, assign trainers and trainees

to classes and track attendees' labor hours. You can tailor programs to specific categories of technicians, allowing you to handle training for anyone from your newest hires to your most experienced employees.

TMA Tech Tips

To make your organization's upgrade from TMA to WebTMA 5 as smooth as possible, work with [Client Support](#) to upgrade your TMA install to the most current version - currently 8.1.2.2 - before beginning the WebTMA upgrade process. This will simplify your final upgrade and make the process more efficient.

Monthly Training Sessions

Don't forget: TMA offers free training for TMA and WebTMA basic functions via the Internet!

To register for a session, send an e-mail to [Internet Training Registration](#). Include your name, organization, and the name of the web session you want to join. Recordings are also available on the TMA support web site within a week of the session date. You must have an active TMA support contract and access to the Internet to participate. Space will be limited, so be sure to register early. Registration will be on a first request basis until all spaces are filled.

Upcoming sessions for TMA Desktop and WebTMA are listed below.

April 24th, 2012

TMA - Accounting

- Posting to the ledger
- Approving labor costs
- Tracking Sales Orders, Fuel & Oil Tickets and Project Requisitions in Enterprise

April 25th, 2012

WebTMA - Introduction to the Report Writer

- Overview of the interface
- Building a basic report
- Common issues and questions

May 8th, 2012

TMA - AdHoc Basics

- The TMA back-end
- Basic data relationships
- Building a sample report

May 9th, 2012

WebTMA - WebTMA Enterprise

- What's included with WebTMA Enterprise?
- Differences between WebTMA and WebTMA Enterprise

- How can you make the switch?

June 12th, 2012

TMA - Custodial Module

- Setting Custodial lookups
- Adding custodial information to Area records
- The Cleaning Matrix

June 13th, 2012

WebTMA - Work Order Browse and Request Browse

- Building queries and saving them for later use
- Working with large numbers of work orders and requests
- Organizing the Browse window

About Us

To learn more about UC12, please visit our conference website tmasystems.com/uc2012

To learn more about TMA, please visit tmasystems.com

TMA Systems

5100 East Skelly Drive, Suite 900

Tulsa, Oklahoma 74135

TMA Systems