



## NEWSLETTER

4th Quarter, 2018

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## TMA News



As we enter the holiday season, we are preparing for the upcoming 2019 User Conference. With "Project Refresh" ready to launch, there is a significant amount of excitement in the air. We have planned a fabulous event for launching this new product and would love for you to be a part of it.

This outstanding conference provides you with the opportunity to network, collaborate, and exchange ideas with your peers and TMA staff members. However, the most important facet is the ability to bring your knowledge of TMA products to a higher level through your participation in a variety of sessions, hands-on workshops, and panel discussions. So please join us April 9th - 11th, 2019 at the Hyatt Regency Hotel in downtown Tulsa for UC19!

Register and pay for the conference before December 31st, 2018 and take advantage of the \$800 Early Bird Conference Fee (a \$100 discount). If you register and pay after the first of the year, the full conference fee is \$900.

To learn more about the event and topics covered or to register for UC19, please click [TMA User Conference Website](#), contact us directly at [UC2019@tmasystems.com](mailto:UC2019@tmasystems.com), or call 800.862.1130.

# Product Spotlight

## Custodial Management (simplified and improved)

We recently released an enhanced version of the Custodial Management module to improve and streamline custodial operation workflows. This was a MAJOR enhancement to the module and the modifications allow you to reduce the time and effort required to set up your custodial program (within WebTMA) and provide a higher degree of configurability to meet the varying types of workflows utilized by custodial operations. Take the opportunity to look at this dynamic tool.

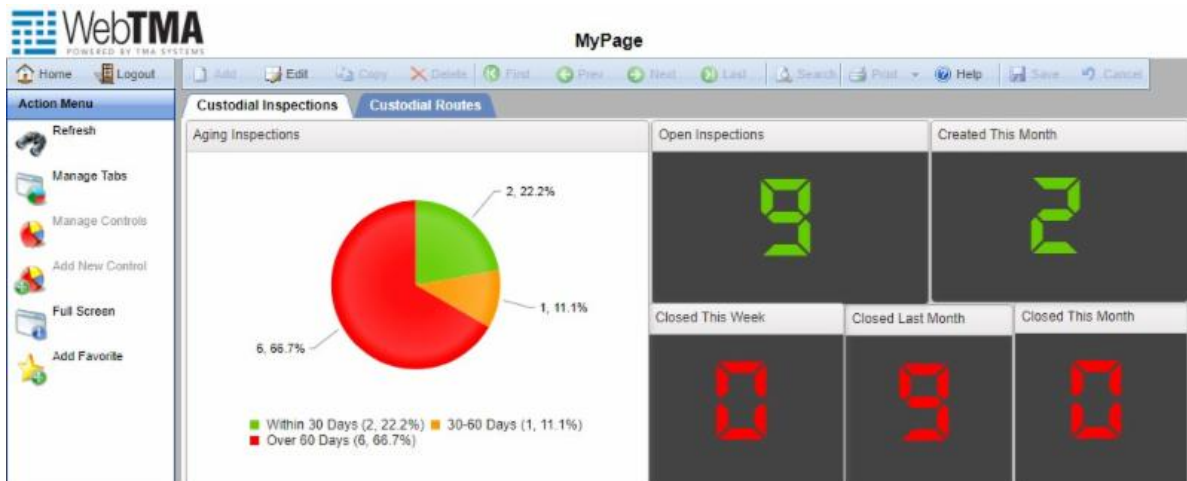
### Background on the Custodial Management Module:

The Custodial Management module is a mission-critical tool for organizations that need to effectively manage their custodial rounds, inspections, standards, FTE's, assets, and operations. Utilizing this tool, custodial professionals have the ability to efficiently manage their custodial staff, work-flow processes (routes), and inspection process while capturing custodial services information in a single integrated database.

This solution provides the option to utilize the latest APPA Custodial Guidelines and ISSA 612 Cleaning Times as the basis for developing cleaning schedules for routine and project work. These national standards make it easy to estimate staffing requirements for organizations that perform these services in-house or outsource custodial services.

### Features and Benefits of this module include:

- Estimate labor based on level of cleanliness required or desired
- Eliminate lengthy training by printing route books and duty lists for your custodians
- Perform custodial inspections in the field with mobile inspection options\*
- Use pre-formatted reports and dashboards\* for custodial services information and analysis (e.g., productivity, flooring analysis, levels of cleanliness, etc.)
- Utilize ISSA 612 Cleaning Times and APPA Custodial Guidelines inherent in the system
- Schedule an individual technician or crew (team cleaning) to a custodial route



If you are interested in learning more about the Custodial Management module or any other

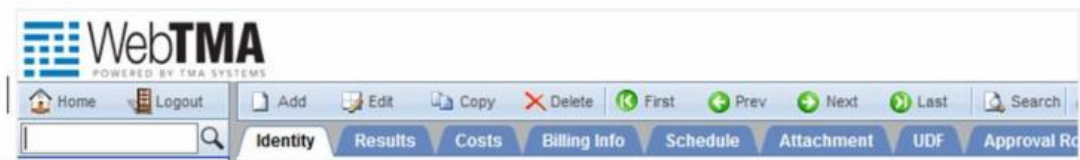
\* Requires associated optional module

## TMA Tech Tips

### New Search Fields

New search fields have been added to the Search feature on certain record types in WebTMA. These new search fields provide users with additional options to filter and find data. These fields were added with the WebTMA 5.1.36 release.

- **Work Order Window Search**  
An additional field has been added to the "Search" feature for work orders. You can now search by Project Manager when you Search Work Order records.
- **Purchase Order Window Search**  
An additional field from the Purchase Order / Identity Tab has been added to the Search feature. You can now select Account # when you search Purchase Orders.
- **Zone Window Search**  
Additional Fields from the Zone / Personnel Tab have been added to the Search feature. You can use Name (Technician's name) and Trade in your search of Zone records.



Note: For a complete list of new search fields, please see the WebTMA release notes.

## TMA Training

### Stock Replenishment Wizard in WebTMA

Learn how to set up the Stock Replenishment Wizard and the steps required to operate this valuable tool. Utilizing the Stock Replenishment Wizard, you will be able to automatically process and review parts for reorder and issue a purchase order, purchase requisition, or quote within WebTMA.

### Scheduled Reports in WebTMA

Utilizing TMA's library of stock reports or creating your own reports through the WebTMA Report Writer can provide great value to your organization. However, what is the best way to get those reports to individuals within your organization? The answer is easy - with the WebTMA Report Scheduler. The Report Scheduler can automatically schedule these reports to run at certain dates and times and have them automatically sent directly to an individual's email inbox. There are a multitude of options including: day of the week, exact time of day, etc. This video will walk you through how to schedule a report, how to send it to one or more individuals automatically, and how to manage the scheduled reports in your system.

### **Custodial Labor Estimates in WebTMA**

One of the key components to the WebTMA Custodial Management Module is the ability to leverage information in your system to create labor estimates, costs, and projections for your custodial operations. This video will walk you through how to use and interpret the data generated from the Custodial Labor Estimate window, and will also show you what setup is required to get accurate labor estimates from the system.

To access the new training videos go to the [TMA Customer Portal](#).

## TMA Software Releases Available

All current versions are available on the TMA Support site.

Contact TMA Client Support at **800.228.8765**, or via e-mail at [support@tmasystems.com](mailto:support@tmasystems.com), for assistance or questions.

### **WebTMA Updates:**

#### **WebTMA Client Hosted Updates**

Release Version 5.1.39 (Current Release)

#### **WebTMA Handheld Device Updates**

**(The following are paired with the current release of WebTMA shown above)**

WebTMA GO: Release Version 2.1.25 (Current App Store Release)

mobileTMA GO: Release Version 1.3.25 (Current App Store Release)

### **TMA Desktop Updates:**

#### **Client Server Maintenance Releases**

Release Version 8.1.2.16 (Current Release)

#### **Non-Client Server Maintenance Release**

Release Version 7.7.16 for non-client server

## TMA Event Schedule

### **Trade Shows 2019**



The TMA Systems team supports and sponsors multiple events and conferences that span across the industries we serve. These are events attended by our many users, clients, and customers throughout the world. To see where we will be in 2019 check our website for a complete trade show schedule.

See: [2019 Trade Show Schedule](#)

## Meet The Crew

### Ines Alonso

Client Support Specialist

Ines is from Barcelona, Spain. She came to the United States in 2014 to attend the University of Oklahoma. In May 2018, she graduated with a bachelor's degree in Economics and a Minor in Business Administration. She joined TMA in August and has been working with TMA's Spanish speaking clients. In 2019, she is looking forward to several projects in South America that she will be working on. During her spare time, she likes playing with her cat, sailing, and traveling to exotic locations.

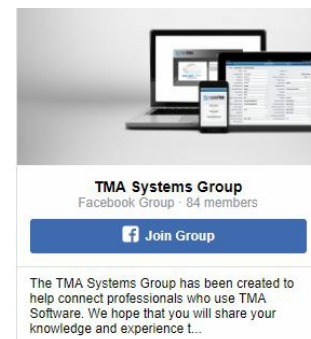


## Join The Facebook Group Page

### Connect with WebTMA Users!

Trouble shoot your department issues.  
Learn more about the TMA Systems company culture.  
Stay up-to-date with User Conference information.  
See job opportunities at TMA Systems.

[Learn More](#)



## TMA Halloween Costume Contest





## ABOUT US

To learn more about TMA, please visit  
[www.tmasystems.com](http://www.tmasystems.com).

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**Contact Us**

STAY CONNECTED

