

## Tempus Fugit Quick Start Program



The Quick Start Program of implementation services is designed to take new customers through successful adoption and deployment of Tempus Fugit as quickly and smoothly as possible.

### The Quick Start Program includes:

- A dedicated implementation specialist for your account from start to finish
- Consultation call before the installation, we ask about your business, listen, and milestones are laid out for your software deployment and training.
- Helpful advice selecting from industry-specific sample datacode sets and datafiles
- Advice on setting up your system's status and activity criteria
- Expert evaluation of your data codes including advice and suggestions for improving them
- A 30-minute configuration session to help you:
  1. Create your own datafile
  2. Set up user accounts within the program
  3. Plan for routine data file maintenance, and file management
  4. Review effective data backup procedures to protect your database

When you sign up for the Quick Start Program, your Sales Account Executive will assign your account to a dedicated implementation specialist, your primary point of contact throughout the implementation period.

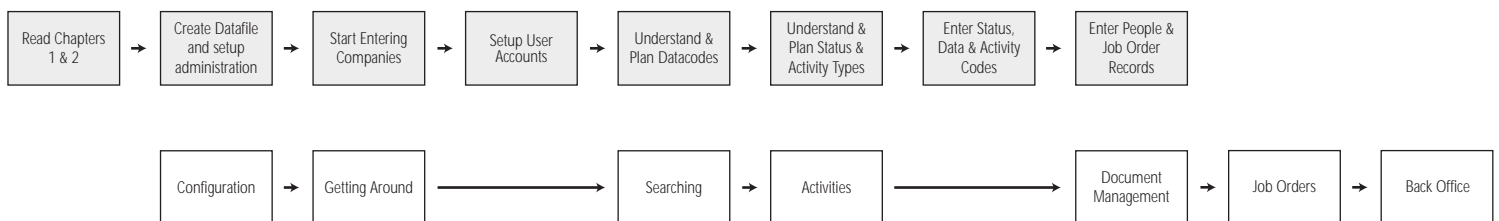
The Quick Start Program begins when you purchase the software and can be completed in a period of 9 to 14 days, depending on how quickly you want to be up and running, and how much time you have available to dedicate to the implementation process.

The standard Quick Start package is bundled with 5 additional 1-hour training sessions that coincide with the implementation plan.

*Quick Start is bundled with Micro J's training packages. It is designed to help new customers get up and running with Micro J's software, in as little as 9 days!*

*The graphic below describes the typical implementation path for Tempus Fugit*

### Implementation



### Training

Guided Implementation Path (Quick Start) + Concurrent Training Sessions = Full Deployment in as Little as 9 Days!

## Quick Start Program Training Sessions

### Configuration Session

- Create Datafile
- Enter Company Information
- Create Admin User
- Set Datafile Defaults
- Backing Up Your Data

### Session 1 - Getting Around

- Tour the Program
- Insert/Edit a Record
- Looking Up a Record
- Printing to Screen or Conventional Printer
- Attaching Documents
- Creating a Template Record
- Searching

### Session 2 - Understanding Datacodes

- Basic Searching on Datacodes
- Adding Datacodes to a Record
- Primary vs. Secondary Codes
- Finding Applicants based on a Job Order

### Session 3 - Activities

- Events
- Search Progress
- Logging an Activity
- What's New vs. Activity Lookup
- Reminders and the To Do List
- Reporting on Activities
- Generating Lists from Activity Results

### Session 4 - Document Management

- DocSearch Basics
- Returning Results to PcHunter/Tempus
- Advanced Searching
- Understanding Attached Documents
- Creating and Maintaining Indexes
- Searching Unqualified Resumes

### Session 5 - Job Orders

- Attaching People to a Job Order
- Removing an Employee
- Extending a Job Order
- Closing a Job Order

### Session 6 - Back Office\*

- Create Pay / Apply Hours
- Auditing Pay Information
- Posting Hours
- Display Hours History

\*Free Bonus Session for Payroll Personnel

Quick Start is designed to greatly enhance user results with our best selling training pack of (5) 1-hour training sessions that dovetail perfectly with the Quick Start implementation plan.

Tempus Fugit Quick Start Program	
Day	
1	-Install Software -Read Chapters 1 & 2
2	Configuration Session (30 minutes) Training - 1 Hour - Session 1 -Start entering companies -Read Chapter 7 -Setup User Accounts
3	-Familiarize Yourself with the Software -Continue Entering Companies
4	Training - 1 Hour - Session 2 -Read Chapter 5 -Start Planning Datacodes
5	-Read Chapter 6 Training - 1 Hour - Session 3 -Start Planning Activity & Status Codes
6-7	-Work with Implementation Specialist on Your Datacodes, Activity Codes & Status Codes
8	-Add Codes to Your System Training - 1 Hour - Session 4 -Begin Entering and Coding People & Job Orders
9	Training - 1 Hour - Session 5 Training - 1 Hour - Session 6 (For Payroll Personnel)

*"The trainer did a superb job. Thank you for your time and patience. I'm sure I'll be talking to you a lot in the near future." -*

*D.K. in Minnesota -New User*



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