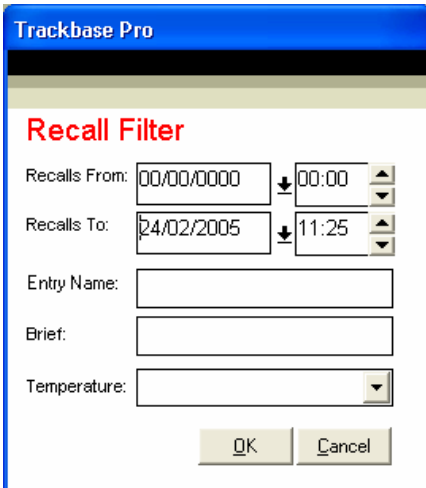


Searching your Diary

Open Trackbase Pro and click on the Diary button on the front screen.

The diary will open with the Recall Filter window open. The Recall Filter is used to search your diary. To search for all events after a certain date, enter the date in the 'Recalls From' box. To search for events before a certain date, enter the date in the 'Recalls To' box.

If you wish to search for events between two dates, enter dates in both the 'Recalls To' and 'Recalls From' boxes. In this way you can bring up events for a single day.



You can also search by 'Entry Name'. If you are looking for events relating to a particular project, enter the project title in this box.

For example, I want to check the date of my Site Visit in Liverpool. To do this I need to clear both date boxes (so that they read 00/00/0000) I can then enter the word 'Site Visit' in the Entry Name box and click 'OK' to search.

This will open the diary to any efforts containing the words 'Site Visit'.

You can also search on the Brief, which is the text entered under the Summary header. In my Site Visit example, I could search on the phrase 'Survey' in the Brief box.

There is also the option to search on the Temperature of the efforts, or a combination of all of these options can be used. So you could search for an effort on the 2 March 2005, which has a temperature of Hot, for example.