

## TIMS User Settings

Have you every wondered how to enable a *Comment* field in TIMS? How about determining the *Owner Date* for a document? Or perhaps you would like to know who currently has a particular file checked out? The current default settings for TIMS do not show these three fields but it is very easy for the user to enable them.

All three fields can be enabled from the **Tools | User Settings** dialog box shown in *Figure 1* below. To activate the field simple check the box beside the field name and click *Apply*.

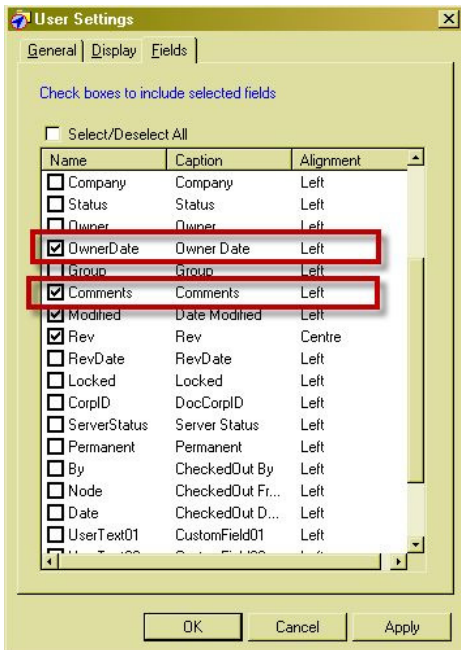


Figure 1

If the *Comment* field is filled-in when inputting a document that information can be used to facilitate later retrieval of the file (see *Figure 2*).

Title	Comments
ADAPT software - non-renewal of maintenance	NOT renewing mtce.
ADAPT Support & Maintenance Renewal Notice	Will not be renewed.
Contact Info Update and License Ownership	Confirmation of Ingenium/NORR...
ADAPT Structural software records - P. De Rooy	Info from Peter De Rooy's files

Figure 2

The *Owner Date* field allows documents such as emails to be sorted by the date they were sent / received as opposed to the default which sorts them by the date they were input into TIMS.

While enabling the *By* field will let you see who has a particular file checked out.

Just one easy way that you, the user, can use TIMS to find the information you need, when you need it.