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Performance Solutions Technology provides newsletters to current and prospective users to focusing on getting results with ManagePro software. Click on the title of the newsletter to view the contents.

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REVIEWWRITER & TRAINING VIDEO'S TO RELEASE IN FEBRUARY

ReviewWriter 5.0 to release in February

We've totally rewritten **ReviewWriter** as a web-based product. In fact it ties directly into MProWeb if you're already using that product. It's fast and allows you to use pre-defined rating scales, or plug in your own. It tracks a comparison between how each individual rates them self as compared with how their supervisor rates them. There's lots more, which we will describe when we release. Here's the basics we wanted to alert you to at the moment:

- There's no installation required, just log into the program via your browser.
- It ties directly to MProWeb, importing current performance goals, targets, results and scores.
- It will be available as a stand-alone product, or as an add-on to MProWeb.
- It's due out the second week of February in time to help you with your annual reviews. Pricing to be announced at that time.

New Video-training Series... and its free!

Coming up in February you'll be able to access ten basic skill courses for both ManagePro and MProWeb at no charge. You can access the training series from within both programs while connected to the Internet. Each is about five minutes in duration, with both voice-overs and visuals to walk you through using the basic tools in each program. Topically based, these short training video's put learning to use the program at your fingertips and in a time-frame that you can fit in anywhere in your day. Topics will include:

- Getting Started/ Understanding your way around the program
- Creating and configuring a New Database
- Using the features in the GAPR tab
- Using the features in the To Dos / Events tab
- Using the features in the Today's Plan
- Using the features in the Progress Updates
- Dragging and Dropping Email into the Drop Zone

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Don't Miss Out on "A Day in the Life"

ON A SIDE NOTE:

STRATEGIC PLANNING... YOU & PST IN 2006

The year is already launched and you may find yourself still wanting to tighten up your Strategic Plan... or maybe just get it thought through and created in MPro. First of all, if you're feeling a bit behind, you're not alone. Based upon research on family businesses as one sector of the market:

- 95% of a typical workforce does not understand its organization's strategy
- 86% of executive teams spend less than one hour per month discussing strategy
- 70% of organizations do not link middle management incentives to strategy

- Basic tips for database Administrators
- Using the features in the Gantt Chart
- Using the features in the Performance Tab

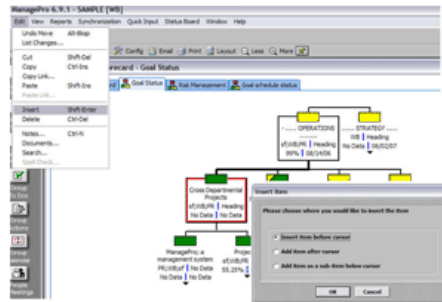
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DID YOU KNOW? TIPS FOR GETTING MORE USE OUT OF MANAGEPRO & MPROWEB

1. ManagePro Tip: Goal Status Board Tips

Most ManagePro users like the Goal Status Board view. It's very graphic, easy to view status changes and relationships. Let's go over not just one, but three tips to help you get more out of this view. Here's the first.

1. Did you know that you can add new records while within this view? Adding records keys off of whatever record you currently have highlighted. In the example below, I have the record "Cross Departmental Projects" highlighted. Then click the **Edit/Insert** pull down menu option. That gives you three different choices for where you want to position the new record, before or after the record on the same row or level, or as a sub-goal of the highlighted record.



2. Here's a second tip. Need to find a record that's buried somewhere down the trees, but don't have the time to expand each tree, row by row looking for it? You don't have to. Just use the **Find** button in the upper left hand section of the screen and type in the starting letters of the record's title you are searching. From there it's an easy click to go to that record.

3. Did you know that if you're the database owner you can configure what fields are displayed underneath each record title? Each tab (ex. Goal Status) can have its own unique set of data. For example in the view to the right the four fields are: Who's responsible, Goal Type, then % Complete and Due Date. This all gets defined using the **Config** button. See your manual for more details.

2. MProWeb Tip: Today's Planner Tips

If you're like me, I'm in the Today's Planner all day long, but need to go back and forth to the GAPR view frequently and would like to avoid the delay in loading the GAPR view each time I do. Here's how I do it.

1. If you right click on any goal or todo/event that's related to a goal in the **Daily Plan**, and chose the **Find in GAPR worksheet** option, MProWeb will create the GAPR view as a separate tab within the Today's Plan view. See that it has been added (circled in red) to my Today's Plan tab view. It's very convenient as you shuttle back and forth between both tabs for 90% of what you will do in a day in MProWeb.



2. Remember, the records appearing in the two upper left hand windows, are there based upon your selection criteria. The records in the "Records tagged for visual review..." are there because you flagged them in the GAPR view using the right click option of **Today's Planner/Flagged for Review**. The **Config** option in the Today's Plan, also enables you to configure what records you want automatically added to the "Records needing progress updates" window.



- 60% of organizations do not link strategy to budgeting

The good news is that you have the tools in MPro to be way ahead of the game. In MPro you have the capability to lay out your strategic plan in a very clear, easy to follow manner, complete with metric based scorecards and direct links to projects and budgeting.

Here's better news. We can help. Give us a call and use the next four weeks to set up time to consult with us on your deployment of ManagePro/MProWeb and lay out a plan to finish out the second half of the year strong.



3. Remember, even if records are in the upper two boxes on the left, they won't show up in your **Daily Plan** unless you highlight them and select the right click option of **Add to Today's Plan**. That will put a yellow circle with a green "P" in front of the record and it will remain visible for you to drag to what time slot you want each day in your Daily Plan until you remove it using the right click option of **Remove from Daily Plan**.

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QUICK TEST... AND ALERT TO SIGN UP FOR TRAINING IN SEAL BEACH

How well do you know ManagePro or MProWeb?
Click the following link and take our 15 question Quick Test and see how many greens versus reds you get.
Hint (green means you got the correct answer).



[Quick Test Link](#)

Remember we've got a great training session coming up the first week of February. Have you signed up?

Starting Wednesday afternoon February 8th and concluding Friday afternoon the 10th, this training session will cover both ManagePro and MProWeb, with special emphasis upon change management and strategic planning. We'll be sharing our tips and best practices with you in each area. Be sure to set aside time on your schedule to join us in Seal Beach.

Again, the dates for the training are February 8-10, starting at 1:00 pm on the 8th and ending at 5pm on the 10th. Look to our website for more information at www.managepro.com/services.training.html - To reserve space for you and any team members, please contact Jona at (707) 487-3000.

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Have a great month.

Rodney Brim, Ph.D.

CEO, Performance Solutions Technology, LLC

P.S.

Bring your strategic plan to the training session, we will be going over them in the Advanced session. See you in February.

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