

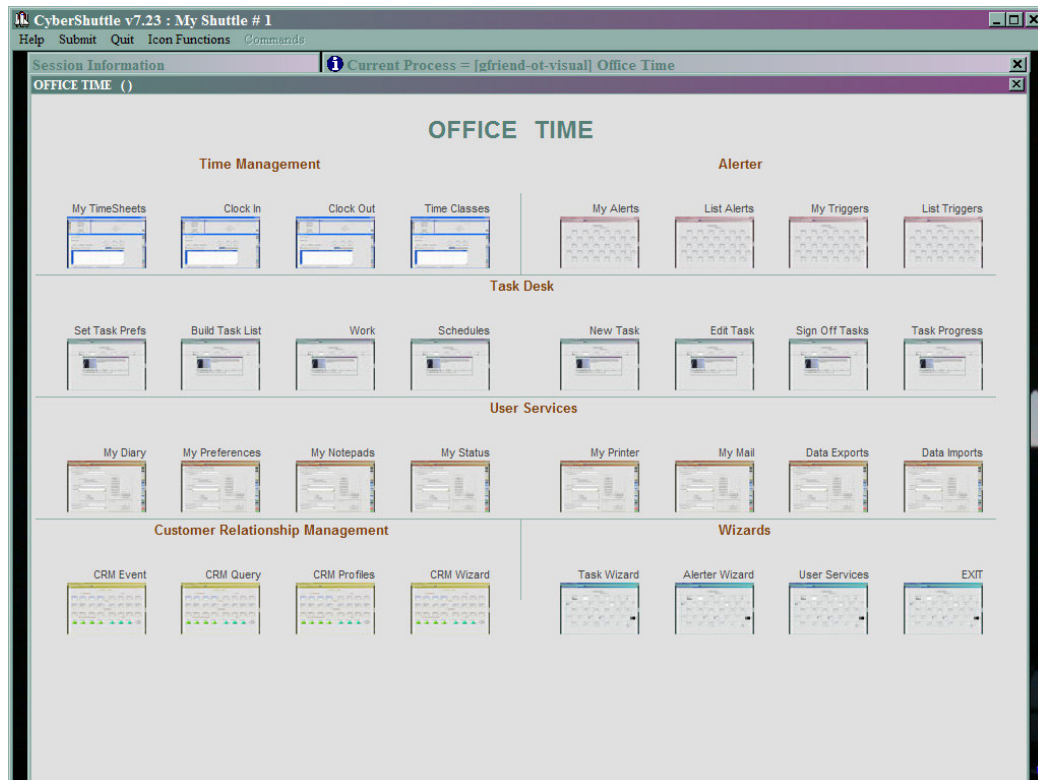
# OFFICE TIME User Manual

SHUTTLE ENTERPRISE SERVER

What is OFFICE TIME?

As an Application Module, OFFICE TIME is a convenient combination of Functions drawn from other Modules, offering them together in the same 'place' for the User, so that the OFFICE TIME wizard may be used as a springboard to access everyday functions.

From here, the User may access Time Sheets, Alerter, Task Desk, User Services functions (Diaries, Mail, Data Queries, etc.), Customer Relationship Management and links to related Wizards.



Please consult the following User Manuals for details of 'how to use' the Functions offered in OFFICE TIME:

- User Services
- Time Sheets
- Diaries
- Alerter
- Task Desk
- Customer Relationship Management

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