

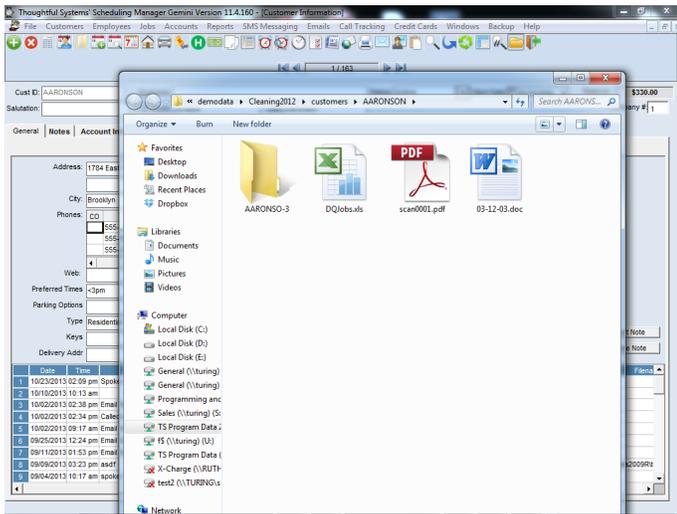


## Feature Spotlight: Customer Document Storage Feature

Many users have not noticed the yellow folder icon at the top of the Customer Information Screen:



This icon gives you a convenient way to store documents for customers (Word documents, PDFs, Excel files, images, etc). This makes it easy to locate and retrieve files:



## Default Text On Email Templates

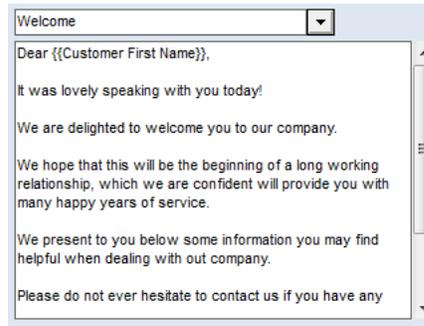
One of the newest additions to the Email Module in the **Gemini** version of the **Scheduling Manager** is the "Default Custom Text" that you can now set for email templates.

For example, if you have a "Welcome" email template - you can specify text that you want to appear in the body of the email as a default, but also change it "on the fly" for a particular customer:



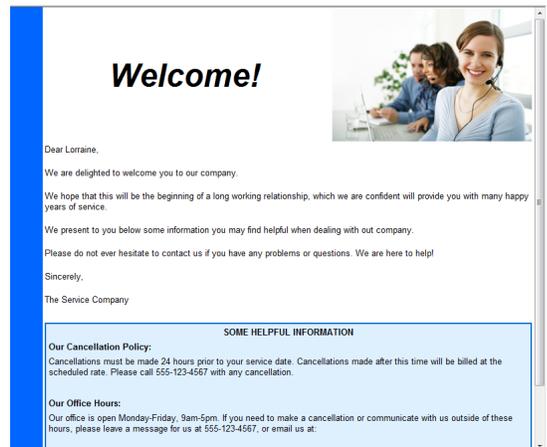
For example, this would be the text that appears as a default. This can be changed by the administrator at any time. This makes it easy to ensure that all users of the software are providing the same

information to customers!



Now the user can edit this text before sending it to a particular customer. If, for example, they want to add a note "It was lovely speaking with you today!"

The customized text will then appear in the body of the email.



**Thoughtful Systems again attends the ARCSI and ISSA show in Las Vegas!**

We are pleased with the attention we received and enjoyed the opportunity to meet with many of our users in person.

## Call To Order



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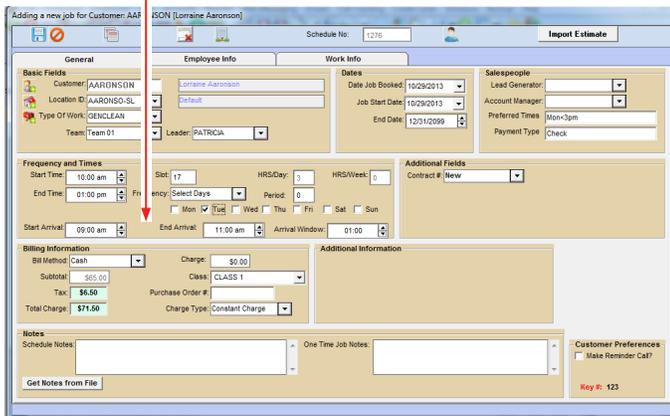
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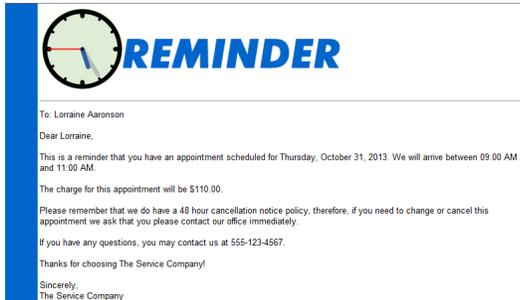
## Start and End Arrival Window Fields

The Start and End Arrival Window fields are a new addition to the software. They can be found on the Add Job Screen and enable you to specify both Start AND End Arrival Times.

You can specify what you want the Start and End Arrival Window fields to default to. For example, if you specify 1 hour, if the Start Time of the Job is 10am, the Start Arrival Window will be 9am, and the End Arrival Window will be 11am.



You can then choose to have these arrival windows displayed in the email, for example, instead of providing an exact arrival time:



## Congratulations!

To Ken Raffler of Clarkston Cleaning in Waterford, MI - the winner of a free Kindle at the ARCSI show, Las Vegas.

## Coming Soon: New Mobile App Features

We are continuing to develop the functionality of our new, Mobile App.

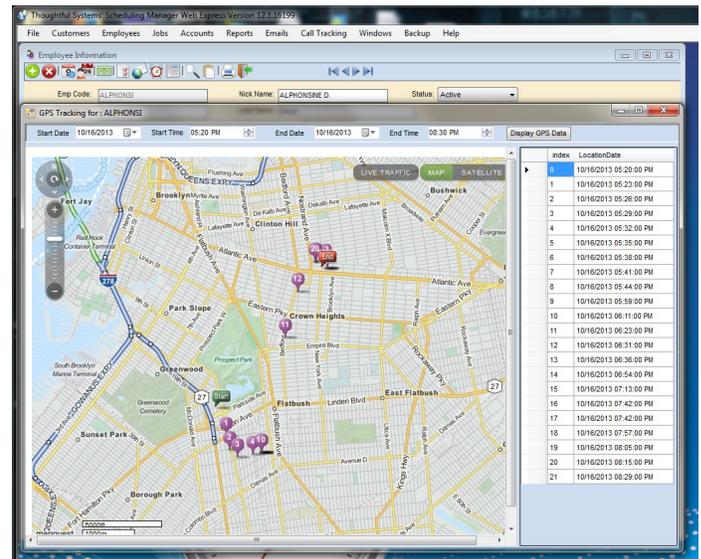


## Available in Version 2!

New features coming soon include:

### Employee GPS Tracking

With this new feature, on the Mobile App for any employee you can see pushpins on a map for all the stops they made for a day, as well as the times they arrived at each location.



This makes it easy to keep an eye on the whereabouts of each employee to track their efficiency!



## Download the Mobile App!

Search for "SM Mobile" in the Google App Store, or the Apple App Store.