

TRAMS BACK OFFICE

Tip of the month

Efficiency rules! Trams Back Office is rich with functionality to assist with making every work hour a productive hour. Perhaps there are more features that you may not yet be aware of that can improve efficiencies? Tip of the month is a series designed to open new doors that could just make that work hour even more productive!

Problem:

Every time I try to find back up paper or electronic documentation it takes so long because I have to try to remember how I might have filed it!

Solution:

Use the new attachments feature added to the 3.05 release! Now any file can be attached to invoices, profiles and payments. Paid a bill? Scan the invoice and attach a copy to the payment. Authorized a payment for a debit memo? Attach a copy of the debit memo to the adjustment invoice. Have client, agent or vendor communications you want to save copies of? Attach it to the profile.

So easy, so efficient!

If you are not the correct recipient to receive these types of product communications, please click Reply to Trams.CustomerCare@sabre.com and provide the correct contact name and e-mail address you wish future product communications to be sent.

