

# client services update



March/April 2009

## Tip of the Month

### Task Tracker Setup

#### 1) Activate Task Tracker

To activate Task Tracker, first license feature PFW.6514 - ID Task Tracker by calling your PFW Sales Representative. Once Task Tracker is licensed, users will be able to access this feature from the Quick Links menu (Figure 1).

Figure 1



#### 2) Define Security Settings

There are two switches related to Task Tracker security. They are:

- 995 – User Security  
*Defines user ability to Delete Tasks*
- 998 – Executive Summary  
*Defines user ability to Access High Priority Tasks*

#### 3) Configure Task Types

Before you can start adding tasks, Task Types will have to be created under Configuration >> Miscellaneous >> Task Types (Figures 2 & 3).

Figure 2

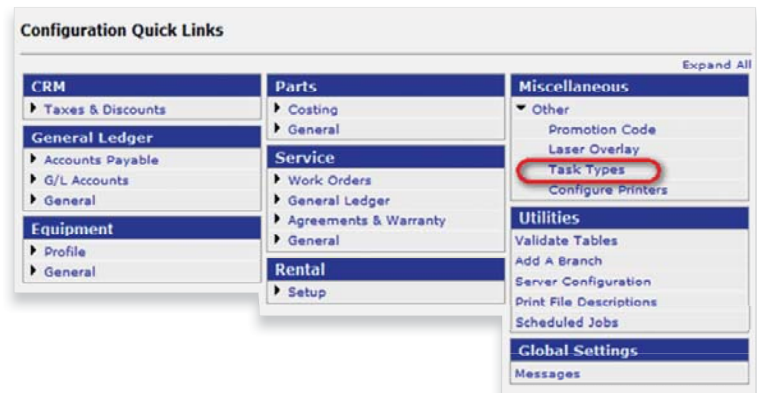
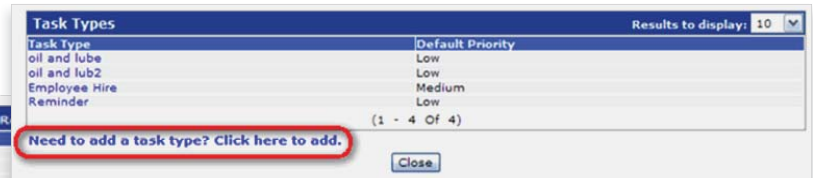


Figure 3



Once Task Types are set up, a “Need to add a Task?” link will appear onscreen (Figure 4):

Figure 4

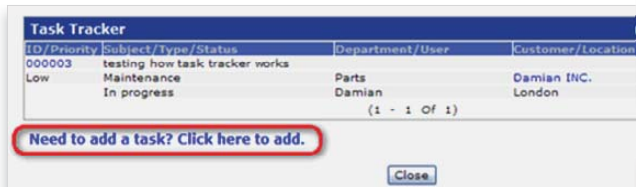
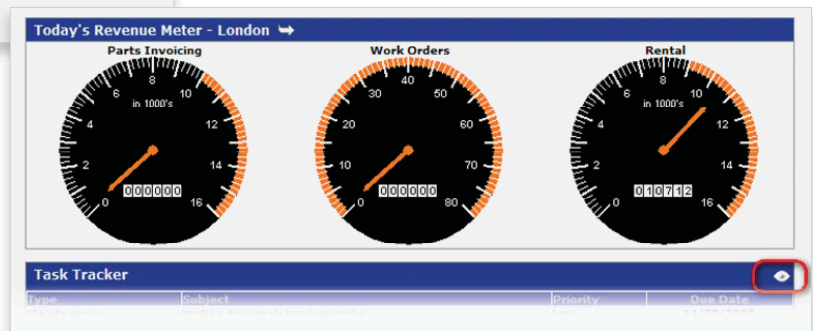


Figure 5



You can also add Task Tracker to the Executive Summary view on the home page and use the Quick Link to quickly jump into Task Tracker (Figure 5).

### 2009 FICA/MEDICARE & USFED Table Changes

These new tables have been developed due to changes to the tax law made in the American Recovery and Wage Bracket Income Tax Reinvestment Act of 2009. The IRS asks that employers begin using these tables in lieu of the applicable previously published tables as soon as possible. Contact PFW Support with any questions.

For more information on these software features or to order R6V06, contact PFW Client Services at (519) 474-3700, or e-mail [support@pfw.com](mailto:support@pfw.com).



PFW Systems Corporation  
850 Medway Park Court  
London, Ontario  
Canada N6G 5C6

support (519) 474-3700  
fax (519) 474-3949  
e-mail [support@pfw.com](mailto:support@pfw.com)  
web [www.pfw.com](http://www.pfw.com)

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