

TimeWISE

Time Recording Made Easy

WORKBENCH
SOFTWARE LIMITED

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FREE 2 User 30 day evaluation copy from <http://www.workbench.co.uk>

Choosing a Time Recording System

The most effective system will:

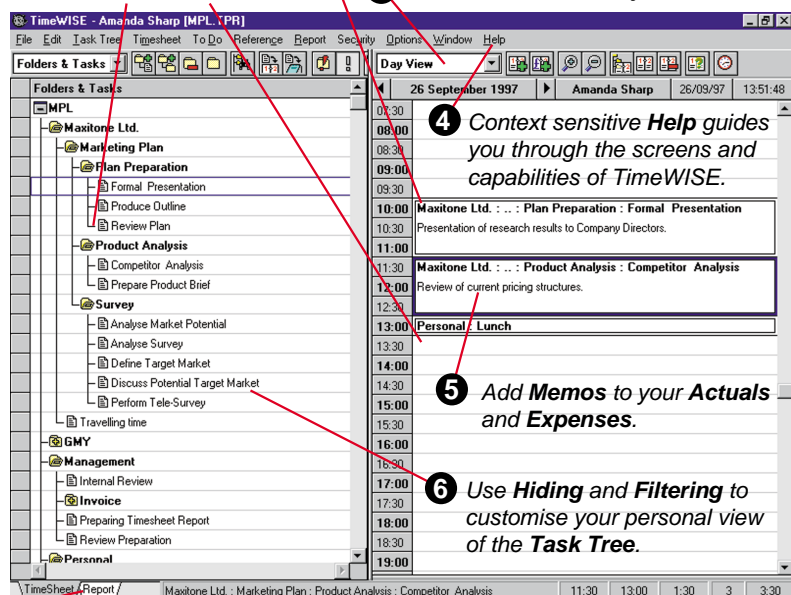
Allow Users to record accurate and meaningful information easily

- ☒ Be so easy to use that Users record what they are doing.
- ☒ Encourage accurate and meaningful records.
- ☒ Make incomplete timesheets a thing of the past.
- ☒ Provide secure access for Time and Billing Information.
- ☒ Provide a high return on investment.
- ☒ Be easy to install, learn and maintain.
- ☒ Support Multi-User access, over a wide range of Networks.
- ☒ Adapt to the changing needs of your organisation.
- ☒ Offer reliable and responsive Support.

A simple "Drag and Drop" interface

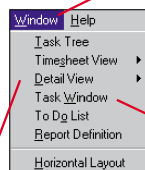
Designed to help you record time

- 1 Record your time by dragging a Task from Here to Here.
- 2 To modify, drag the Actual's border.
- 3 Record time in the Day, and/or Week View.



- 7 Click on the Report tab: Run the examples, and create new reports (see overleaf).

Use the TimeWISE Window main menu option to select only the screen elements that you need.



You can create Actuals from your To Do List.

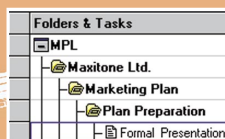
Select the Calendar & Memo, Time, Expenses, or Reference panes.

The Week View.

Task	Total	Mon 22	Tue 23	Wed 24	Thu 25	Fri 26
Review Preparation	27:30	5:30	7:00	4:30	7:00	3:30
Formal Presentation	3:30		2:00			
Competitor Analysis	6:30			3:00		1:30
Analyse Survey	5:00			1:00	4:00	
Perform Tele-Survey	4:00		2:00			
Personal : Lunch	4:00	0:30	1:00	1:30	0:30	0:30

The Folder and Task Tree

The hierarchical Task Tree allows you to organise your work through the use of Folders and Tasks. Search facilities in TimeWISE ensure fast access to the item for which you need to record time.



TimeWISE Security

A hierarchical "Security Rights" grid provides full control over what Users can see and do. Security Rights include "Manager", "Group User", "Private User", "Viewer" and "None", granted on a per Folder or Task, per User basis.



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Choosing a Time Recording System

The most effective system will:

Provide the right level of information simply, clearly, and quickly.

- ✓ Provide fast and flexible analysis of information.
- ✓ Easily generate summary and in depth reports.
- ✓ Control and monitor finances with Timesheet and Expense Approval.
- ✓ Provide information across networked Groups of Users.
- ✓ Release resources by removing administrative overheads.
- ✓ Eliminate manual errors in collation and reporting.
- ✓ Enable rapid "ad hoc" reporting.
- ✓ Ensure that accurate time recording means accurate billing.
- ✓ Share report information with other applications via Dynamic Data Exchange, clipboard, flat file ASCII, & the TimeWISE "Add-Ins".

Simple, Powerful Reporting

- 1 Run your report.
- 2 Link to other applications.
- 3 Create "Summary" or in-depth "Actual" reports.

TimeWISE - Amanda Sharp [MPL.TPR]

File Edit Task Tree Timesheet To Do Reference Report Security Options Window Help

Run 26/09/97 14:55:36

☐ Protected

Contents Rows & Columns Cell Format

Period: This Week (22/09/97 - 28/09/97); User(s): <Management>, <Tele-Team>; Marked: Maxitone Ltd.;
Type: Summary; Row(s): Users/Groups; Column(s): Sub Periods, Time and Money;
Duration: 2:30; Currency: £17.50; Date Format: 30/01/97 (Windows Short);

Summary	This Week (22/09/97 - 28/09/97)	<Management>	<Tele-Team>	
	22/09/97	23/09/97	24/09/97	25/09/97
Management	4:00	13:30	6:00	14:00
Amanda Sharp	4:00		6:00	3:00
Jonathan Palmer		7:30	6:00	6:00
Tele-Team	5:00	4:00		4:00
John Gregson	4:00	2:00		1:00
Peter Bayliss				0:30
Rebecca Hunter	1:00	2:00		3:00
Total	9:00	17:30	6:00	18:00
				9:30
				60:00

TimeSheet / Report / Me This Week / Memos / One Month / Everyone This Week

- 6 Show Groups and/or individual Users.

- 5 Show Time and/or Money earned and Expenses.
- 4 Fast access to Reports.

Build report structures via simple "point and click" actions.

Report:

- Time and Money
- Billing
- Expenses
- Timesheet & Expense Approval
- Summary and Detailed Views

For:

- Individuals and Groups of Users

Report Contents 'Everyone This Week'

OK Cancel Copy Refresh Reset Help

Folders & Tasks

- ✓ MPL
 - ✓ Maxitone Ltd.
 - Marketing Plan
 - Plan Preparation
 - Product Analysis
 - Survey
 - Travelling time

Create and modify Report definitions easily.

Report Period: This Week

From: 22/09/97 To: 28/09/97

Start of Week: Default

Include Users/Groups: <Management>, <Tele-Team>

Exclude Users/Groups:

References:

Detail / Advanced



TimeWISE "Add-Ins"

A range of "Add-Ins" extend the use of TimeWISE.

- "Mail Enabling" supports remote workers' timesheets.
- Project Management links add to the effectiveness of Project monitoring.
- The TimeWISE "Open Interface" extends integration with other systems.

Links for Project Management

TimeWISE provides time recording support for Primavera Project Planner® and Microsoft Project™. Project managers can present full or partial Work Breakdown Structures to project members. Time recorded can then be exported back to the project management software.