

Here are some of the other powerful features found in Carpe Diem Electronic Time Sheet:

**Interactive Time-Tracking Features**

- Use SmarTimers to track time accurately without interrupting workflow
- Enter client, project, user-defined codes, time, and narrative text directly on SmarTimers
- Create a virtually unlimited number of SmarTimers (limited only by screen size)
- View the validation information and narrative for each timer by passing the mouse over the SmarTimer

**Time and Expense Entry**

- Enter time and expenses for one or multiple timekeepers
- Add time and expense records in day view, week view or data entry forms
- View the time and expense entries for a calendar day, week, or month
- Use the Time Explorer to manage start and stop time sequences, and quickly locate missing or underreported time
- Electronic approval of time sheets and expense sheets by designated users
- Optionally track VAT/GST for expense entries

**Data Entry Tools**

- Create personal and system glossary abbreviations for frequently used phrases that expand automatically when typed in narrative text
- Use nicknames (descriptive names or aliases) for frequently used clients, projects, and user-defined combinations
- Built-in spell checker automatically verifies the spelling of narrative text; or create your own system-wide spell-check dictionaries for industry- or firm-specific terminology, names, etc.
- Spell-check dictionaries available in multiple languages
- Define user-specific default values for validation fields
- Quickly select recently used validation values from the list of favorites

**Administrative and Technical Features**

- Open, customizable database architecture
- Configuration Assistant guides you through setup of key areas and features
- Assign each user's security rights at the user or group level
- Transfer time and expense entries to virtually any billing, accounting, custom, or legacy systems
- Use validation data located in your back-end system's database (note: back-end system must use a SQL database engine supported by Carpe Diem) or import validation data into tables maintained by Carpe Diem
- Powerful, flexible validation rules ensure accurate data collection

- Use custom terminology for validation and system labels
- Enable up to 100 user-defined codes to collect additional data required by your back-end system
- Import validation data and export time and expense records in ASCII format

**Client/Server Connectivity**

- Carpe Diem supports connectivity to InterBase, Microsoft SQL Server, Oracle, Informix, and Sybase

**Comprehensive Reporting for Detailed Analysis**

- End-user system reports include the Calendar report (all entries for a specific month), Snapshot report (actual hours vs. billable goals), Time Log report (chronological list of start/stop sequences), Nickname Listing report, and Glossary Listing report
- Generate custom report templates using the Custom Report Assistant and Custom Report Designer, then save the template for future use
- Users and administrators can share report templates with others or the entire organization
- System managers can run reports on Open Time, Closed Time, Transferred Time, or Missing Time
- Create additional reports using third-party report writing applications such as Seagate Crystal Reports Professional or Microsoft Access®

**Remote Time Tracking**

- Use mobile functionality to track time and expenses on a notebook computer or other non-networked workstation
- Two-way synchronization keeps configuration information, validation data, time and expense entries, SmarTimers, favorites, and personal preferences synchronized with your host site.
- Any time you update the server software, the software on the remote computer is automatically updated the next time the employee synchronizes. No more remote software distribution headaches!

**CDWeb**

- Real-time Internet/Intranet time and expense entry from anywhere in the world
- Enter time and expense entries directly to your Carpe Diem database
- Display time and expense entries in the familiar Month View, Week View, or Day View
- Custom reports for detailed analysis

Take Control of Your Time with Carpe Diem<sup>®</sup> Electronic Time Sheet

**Who did Toronto Dominion Bank turn to when they needed to track time and expenses for almost 2,200 employees? The IT team at Toronto Dominion Bank wanted a system that was easy to use, as well as easy to upgrade and maintain. They chose Carpe Diem Electronic Time Sheet.**

***“The biggest benefit to using the CDWeb system is having everyone on the same system so that we can easily print reports, check the cost status of a project and track the individual costs per person on a project.”***

**Toronto Dominion Bank  
Information Technology Division**

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*“We have always recognized the benefits of tracking all time - both billable and non-billable. This allows us to see how we can increase productivity and work more efficiently. Carpe Diem allows us to capture time that otherwise would have slipped through the cracks... I would estimate that implementing Carpe Diem has increased our billable hours by 10%.”*

*Clark, Wilson*

The billing professional is presented with a daily challenge when it comes to accurately tracking time and expenses on behalf of clients. Used by more professionals than any other time-tracking application, Carpe Diem addresses this challenge like only an industry leader can. Integration with internal billing or accounting systems (off the shelf, custom, or legacy) makes Carpe Diem the obvious choice to improve the efficiency and accuracy of time collection for internal billing purposes. Billing professionals are also increasingly mobile, and therefore benefit from Carpe Diem's mobile options, including full-featured web reporting in CDWeb and two-way synchronization for mobile functionality.

### Carpe Diem® Electronic Time Sheet Adapts to your Organization's Project Structure

Designed to support the most popular client/server database engines, including InterBase, Microsoft SQL Server, Oracle, Sybase and Informix, Carpe Diem's scalable system protects the integrity of your most important resource: your time. For professionals on the go, Carpe Diem provides unparalleled options with remote Internet and Intranet capabilities. Across four continents and 27 countries, more than 100,000 users in the legal, insurance, consulting, banking, public relations, and other professional service industries rely on Carpe Diem to simplify their time tracking needs, attain higher productivity and achieve greater profitability.

### Carpe Diem Makes Time Tracking Easy

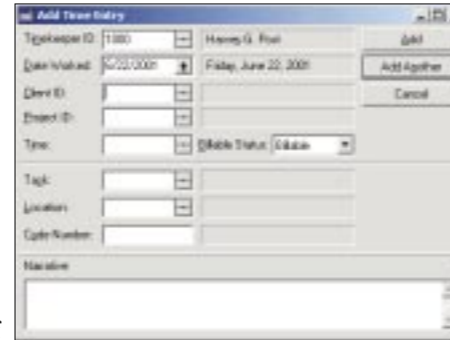
The time required to enter time and expenses using many time tracking systems is greater than performing the actual task for the client. Carpe Diem Electronic Time Sheet works with you, not against you. Its time tracking modules enable your professionals to capture time while they work, without interrupting their workflow. The patented SmarTimer® toolbar floats above other Windows applications, making timekeeping as easy as clicking a button. Or, if they prefer, your professionals can enter time directly into a daily or weekly time sheet.



Using SmarTimers, Carpe Diem users can track the time spent working on tasks interactively.

- Use SmarTimers to track time accurately without interrupting workflow
- Enter client, project, user-defined codes, time, and descriptions directly on SmarTimers
- Single-click a SmarTimer to change the task for which you are tracking time
- View the validation information and narrative for each timer by passing the mouse over the SmarTimer.

Carpe Diem Electronic Time Sheet also enables your staff to enter information from conventional paper time sheets and expense reports, quickly and efficiently. Administrative staff can use Carpe Diem to edit the time and expense information that is captured. Whichever method staff members choose, Carpe Diem captures and validates the date, timekeeper, client, project and up to 100 user-defined codes that fit your own business needs. With time tracking this automatic, your staff will appreciate its simplicity. You'll appreciate the benefits of its accuracy.



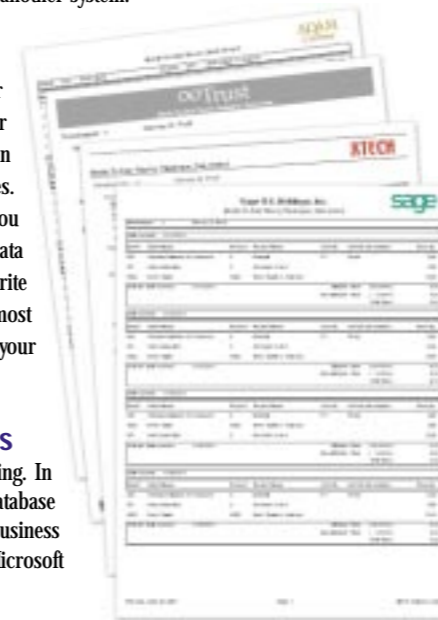
### Carpe Diem Works with your Existing Systems

Carpe Diem Electronic Time Sheet can map directly to existing databases (e.g. accounting, billing and payroll systems), allowing you to use validation information already set up in another system.

You'll not only be up and running sooner, but your information will always be in sync without entering data twice. Once you have gathered all of the data that Carpe Diem requires, you can send it to your company's billing, project costing, activity-based management or other analysis system. Importing and exporting to and from other systems can be automated easily, eliminating the need for manual data exchanges. Carpe Diem includes a powerful data exchange engine, which allows you to exchange data with virtually any other software application. This data exchange engine uses interface definition files (IDF) to read and write data. Although Carpe Diem comes with pre-defined IDF files to the most popular systems, an IDF can also be tailored to accommodate your organization's specific needs.

### Comprehensive Reporting for Detailed Analysis

Carpe Diem Electronic Time Sheet provides extensive, flexible reporting. In addition to the many reports built into Carpe Diem, its open database architecture gives you the freedom to use your favorite third-party business intelligence tool, such as Seagate Crystal Reports Professional or Microsoft Access, to build reports that tell you what you need to know.

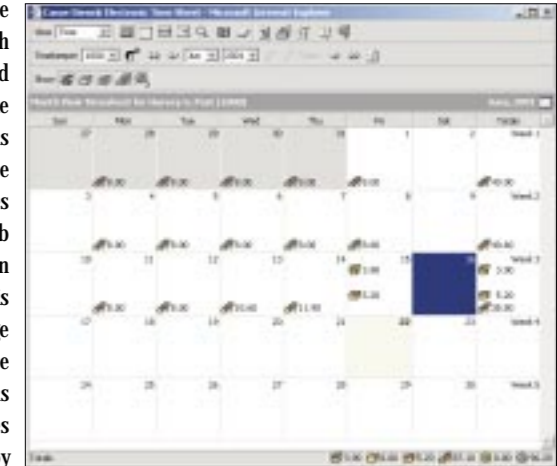


Carpe Diem provides two different tools to generate reports. The Carpe Diem Custom Report Assistant allows users to create a custom report. Using this assistant, users can generate a report that includes the information that they select, and the selected sorting options, style, and format. A second tool is the Carpe Diem Custom Report Designer, which allows users to modify the layout of a report's template. Additionally, users and administrators are able to share reports with other users or the entire organization. Reporting capability has also been added to CDWeb making it easier for billing professionals on the go to track their time. CDWeb features the same Custom Report technology with the exception of the Custom Report Designer.

Simply put, Carpe Diem Electronic Time Sheet offers more reporting power than any other product of its kind.

### Web Enabled for Internet/Intranet Use

With CDWeb, Carpe Diem Electronic Time Sheet's web browser interface, employees can track their time from anywhere in the world. The browser interface is designed for both remote time entry over the Internet and in-house entry through your corporate Intranet. Time and expense records are easily captured, without time consuming import or export routines from multiple database sites. CDWeb also allows users to create and run custom reports via a browser. This gives users the freedom to manage their time and expenses more effectively while on the road. Like it has for thousands of users, CDWeb makes Carpe Diem easy to administer by reducing the number of desktop applications your IT department supports.



### Mobile Functionality for Remote Professionals

Billing professionals are becoming increasingly mobile. Carpe Diem's mobile functionality puts all of the power of Carpe Diem on a laptop computer for accurate time and expense monitoring, even when off the network. The Carpe Diem Synchronization Server and the Carpe Diem Synchronizer allow users to synchronize their data in the office or over the Internet, requiring no more effort than retrieving email. It even updates the software on the remote computer automatically when you upgrade the Synchronization Server. It's a seamless system, which allows users to track their time anytime and anywhere.

**Visit our web site at [www.CarpeDiemETS.com/v4](http://www.CarpeDiemETS.com/v4) or call us at 800-477-6763 to request a free evaluation.**