



Carpe Diem[®]

Electronic Time Sheet

Take control of your time with
Carpe Diem Electronic Time Sheet

Toronto Dominion Bank needed to track time and expenses for nearly 2,200 employees; their IT department wanted a system that was easy to use, as well as easy to upgrade and maintain. Who did they choose? 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

Clark, Wilson needed software that was specifically designed to increase the accuracy and timeliness of time and expense collection. Their solution? Carpe Diem Electronic Time Sheet.

“I would estimate that implementing Carpe Diem has increased our billable hours by 10%.”

- Clark, Wilson



Take control of your time with
Carpe Diem Electronic Time Sheet.

Visit www.taylorsoftwareinc.com
or call (312) 362-0001 for more information.



Time tracking made easy

Carpe Diem Electronic Time Sheet's time-tracking tools enable your employees to track time while they work.

Interactive time tracking features

Using CDTracker, your employees 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.
- Use drag-and-drop functions to assign, move, delete and clone SmarTimers.
- Minimize the SmarTimer toolbar to the Windows task tray.
- Create a virtually unlimited number of SmarTimers (limited only by screen size).
- View the validation information and narrative for each SmarTimer by passing the mouse over the timer.

Time and expense entry

Using CDEntry, administrative personnel can review each timekeeper's entries. Administrative staff can also use CDEntry to enter time and expenses for multiple timekeepers.

- Enter time and expenses for one or more timekeepers.
- Add time and expense records in day grids, week grids or data entry form.s
- View the time and expense entries for a calendar day, week or month.
- Use lookup dialog boxes to select valid clients, projects and user-defined code values from recently used favorites or all values.
- Enter a virtually unlimited amount of narrative text for each entry.
- Use the Time Explorer to manage start and stop time sequences.
- Enable approvals to allow authorized users to verify the completeness and accuracy of time and expense sheets.
- Enable Carpe Diem to track VAT/GST for expense entries.

Data entry tools

Take advantage of the many data entry tools that CDEntry and CDTracker provide to increase your employees' time-tracking productivity, including:

- Use system and personal glossary abbreviations to expand abbreviations to full description text automatically.
- Use nicknames (descriptive names or aliases) for frequently used clients, projects and user-defined codes.
- Use the built-in spell checker to verify the correct spelling of narrative text.
- Create system-wide spell-check dictionaries for your organization's industry-specific terminology, names, etc.
- Define user-specific default values for validation fields.
- Create templates when performing work for the same tasks over the course of several days.

- Configure CDTracker/CDEntry to auto-fill fields with the last entered values.
- Quickly select recently used validation values from the list of favorites.

Administrative and technical features

CDAdmin allows system managers to configure and manage their Carpe Diem installation.

- Use the Configuration Assistant to guide you through the initial setup of your installation.
- Create a virtually unlimited number of timekeepers, clients, projects, time and expense entries, etc.
- Enable up to 100 user-defined codes to collect additional data required by your back-end system.
- Open and customizable database architecture
- Configure Carpe Diem's flexible validation rules to ensure accurate data collection.
- 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 Electronic Time Sheet.
- Use custom terminology for validation and system labels.
- Force users to exit and/or prevent new users from logging in while performing system maintenance tasks.
- Use one of three security modes to protect your data.
- Assign each user's security rights at the function or group level.
- Administer multiple sites in your WAN environment from a single location.
- Extensive context-sensitive online Help system

Client/Server connectivity

Carpe Diem Electronic Time Sheet supports connectivity to multiple client/server engines for maximum scalability and reliability.

- Carpe Diem Electronic Time Sheet supports InterBase, Microsoft SQL Server, Oracle, Informix and Sybase/
- Use familiar client/server tools to maintain your organization's database.

Works with your existing systems

Carpe Diem Electronic Time Sheet provides a powerful data exchange engine, which allows you to exchange data with your back-end system. This data exchange engine uses interface definition files (IDF) to read and write data. Carpe Diem Electronic Time Sheet comes with pre-defined IDF files that exchange data with many popular back-end systems, including:

- Timeslips
- Quickbooks 2000
- Elite Information Systems
- CMS Open
- Billing Engine Links
- Javelan
- Juris
- TABS
- Omega Computer Systems
- LegalMaster



- Versys
- Create custom interface definition files (IDF) to exchange data with other back-end systems.

Comprehensive reporting for detailed analysis

With many pre-defined system reports, an easy-to-use report generator, a Custom Report Assistant, and a Custom Report Designer, Carpe Diem Electronic Time Sheet provides extensive reporting capabilities.

- 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

Carpe Diem Electronic Time Sheet makes it easy to collect time sheets from professionals who work in the field, meeting the needs of both remote employees and system managers.

Mobile functionality

Mobile functionality provides the power of Carpe Diem Electronic Time Sheet on a laptop computer for accurate and convenient time and expense entry. Employees can create time and expense entries when away from the office, then send and receive updates over the Internet with a single mouse click.

- 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

Use CDWeb, Carpe Diem Electronic Time Sheet's Web browser interface, to enter time from any location in the world over the Internet or from any networked workstation over your corporate Intranet.

- Real-time Internet/Intranet time and expense entry from anywhere in the world
- Enter time and expense entries directly to your Carpe Diem database.
- Generate custom reports using a variety of report templates.
- Display time and expense entries in the familiar Month View, Week View or Day View.
- Use lookup dialog boxes to select validation data from a list of favorites or all data.
- Customize views, default settings and other options.
- Includes security features and login controls

System requirements

Carpe Diem Electronic Time Sheet

Carpe Diem Electronic Time Sheet requires the following hardware and software:

- Pentium 233 MHz processor (Pentium II 300 MHz processor or faster recommended)
- 32 MB of RAM (64 MB of RAM or more recommended)
- Windows 95B, Windows 98, Windows NT 4 (SP3 or higher), Windows 2000 or Windows Me
- Windows-compatible mouse or other pointing device
- Hard disk with a minimum of 100 MB of free disk space
- CD-ROM drive (for server installation only)
- A color monitor capable of at least 800x600 resolution and 256 colors
- Network workstations running Carpe Diem applications require the SQL client software that corresponds to the SQL database engine installed.

Client/server connectivity requires an SQL client/server database engine (InterBase, Microsoft SQL Server, Oracle,

Informix or Sybase), a database server and compatible client workstation software (not included).

System requirements CDWeb module

In addition to the requirements specified for your Carpe Diem Electronic Time Sheet installation, you must have the following:

- CDWeb requires Carpe Diem v4.0 or higher installed and configured before installation.
- The Web server must be running Windows NT v4.0 (SP 3 or higher) or Windows 2000.
- The Web server must also be equipped with Microsoft Internet Information Server (IIS) v3.0 or higher or Netscape Enterprise Server v3.6 or higher, and must have the SQL server and/or SQL client drivers installed on the Web server.
- CDWeb workstations require an Internet or Intranet connection and Microsoft Internet Explorer v5.5 or higher.