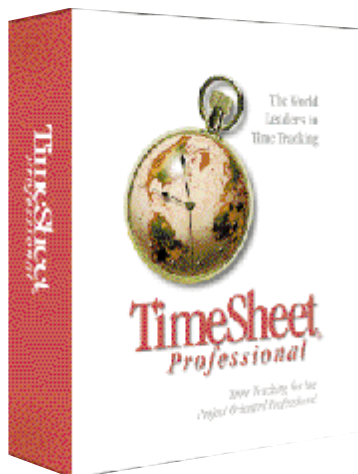


# TimeSheet<sup>®</sup> Professional

## *Time Tracking for the Project-Oriented Professional*

The project-oriented professional is presented with a daily challenge when it comes to accurately accounting for time and expenses related to projects. TimeSheet Professional addresses this challenge by allowing professionals to track time and expenses by many user-defined levels, including employee, department, client, project, and individual task. TimeSheet Professional's open database connectivity (ODBC) design and data exchange links ensure you are getting the most from your investment. You can also share data with a broad range of third-party software applications, including project managers, project schedulers, payroll, accounting, human resources, and ERP systems.

For over a decade, over 20,000 organizations worldwide, from small, entrepreneurial enterprises to Fortune 500 corporations, have used TimeSheet Professional to track, analyze, and manage their projects. Many companies take full advantage of TimeSheet Professional's seamless integration with scheduling engines such as Microsoft® Project to better manage their project plans. Others utilize its powerful analytical and reporting features to make informed decisions and better allocate their resources.



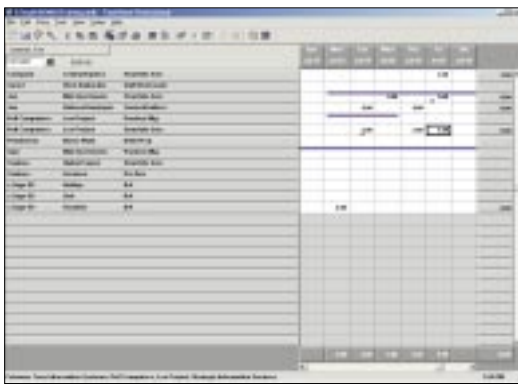
Find out for yourself how TimeSheet Professional can unlock a wealth of knowledge and drive informed decisions within your organization or workgroup.

Visit our web site at  
[www.taylorsoftwareinc.com](http://www.taylorsoftwareinc.com)  
or call us at **312-362-0001**  
to request more information.

### Time and Expense Tracking

TimeSheet Professional offers time and activity tracking for project-oriented workgroups of any size. You can enter data directly into the database from any of the three time entry views.

- Track a virtually unlimited number of employees, clients, projects, activities, tasks, and notes.
- Track time with the stopwatch timer as you perform tasks.
- Track each project's details with notes.
- Track tasks with start and stop dates.
- Track tasks with Work Breakdown Structure (WBS) codes.
- Track expenses by department and cost center with expense codes.



### Displaying Data

Each of the three time entry views: the Time Sheet View, Day View, and Time Card View provides a different way of displaying your data.

- Display entries in a spreadsheet style format in the Time Sheet View.
- Display tasks with Gantt bars in the Time Sheet View.
- Summarize employee or component information with the Roll-up feature in the Time Sheet View.
- Display entries in a daily log format in the Day View.
- Display entries in a time card style format in the Time Card View.

### Fully Customizable

TimeSheet Professional is fully customizable to suit your organization's needs and offers secure administration of the setup and maintenance of the database.

- Expandable for virtually unlimited employee capacity.
- Maintain names, groups, dependency rules, security profiles, and pay rules in the Administration View.
- Customize task and component terminology to fit your business.
- Define custom security profiles for entering time and creating tasks to make data entry easier, less error-prone, and secure.

- Limit a task's availability and lock entries outside of a date range with task dates and security profiles.
- Organize employees and task components into groups to limit the names displayed in lists and provide increased security.
- Define up to 10 custom fields to track data for each component level.

### Client/Server Features

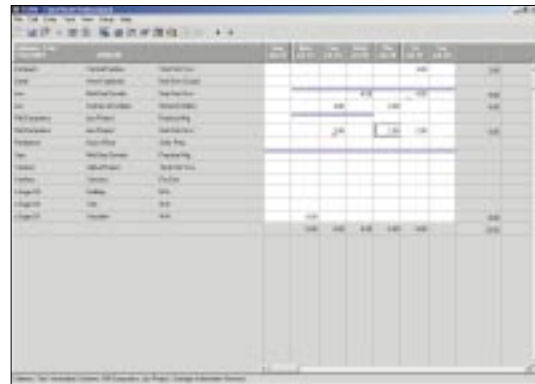
TimeSheet Professional's client/server database connectivity allows you to maintain your TimeSheet Professional database using familiar client/server tools.

- Supports Oracle, Informix, Sybase, Microsoft SQL Server, Microsoft Access, InterBase, and Microsoft ODBC for Oracle.
- Scalable to grow with your organization.
- Access TimeSheet Professional's database with any ODBC-compliant application.
- Create custom application links using the optional Application Programming Interface (API).
- Database system benchmarking allows administrators to get standardized speed ratings to compare with other systems and analyze changes.

### Browser Module

The Java-based browser module provides increased interactivity allowing you to access and manage your database through the Internet or an Intranet using a web browser.

- Eliminates the need to install additional applications.



With its browser interface, TimeSheet Professional turns any web browser into a powerful time-tracking tool. Whether you're in the office or on the road, TimeSheet Professional provides easy access to your time sheet data through your corporate Intranet or over the Internet with a uniform user interface.

- Accesses the database from anywhere in the world.
- Familiar interface allows access to the three time entry views and the expense entry view.
- Allows access to multiple databases to view and enter time, expenses, and notes.
- Remove and move time entries using familiar cut/copy/paste techniques.

- Use familiar double-click to open dialogs according to user preferences. Select list items using a double click.
- Incremental search on list boxes.
- A separate notes dialog can be opened directly, without opening the associated time entry dialog.
- Load, calculate, and print summary and detail reports, as well as modify their select views.
- Maintain employee and component lists from within the browser.
- Maintain custom field list selection values from within the browser.
- Use relative dates from within the browser.
- Option to remove list of employee names from login page for increased security.
- Client and server system benchmarking.
- Browser module performance monitor.
- Print all time entry views to a printer directly from the browser.
- Apple Macintosh compatible with Internet Explorer v4.5.
- Perfect for consultants, on-site technicians, and others who work away from the main office.

## Summary Reports

You can easily create Summary Reports using the Summary Reports wizard or you can create customizable, hierarchical reports in a spreadsheet format using relational operators and mathematical formulas.

- Consolidate activities from multiple projects or employees.
- Compare actual amounts versus budgeted amounts on a month-to-month and year-to-year basis.
- Show a project's percentage of completion.
- Estimate a project's completion costs.
- New Summary Report Calculation Method allows for multiple-function columns on a per entry basis.

## Detail Reports

TimeSheet Professional includes 72 pre-defined reports in four categories: Employees, Components, Time and Expense Entries, and Payroll.

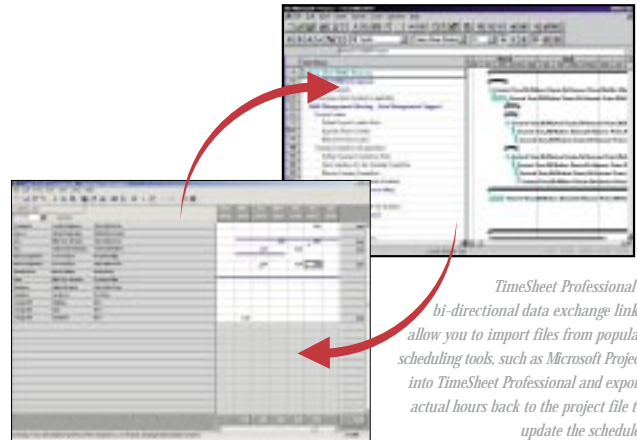
- Export reports to a variety of formats including Microsoft Excel, Microsoft Word, HTML, WordPerfect, dBase, and others.
- Create your own detail reports using the optional Crystal Reports report-writing program and make them available in TimeSheet Professional.
- Include any time entry or expense entry field on reports including notes and expense codes when creating reports with Crystal Reports.



## Data Exchange

TimeSheet Professional can exchange data with popular payroll, project management, and time and billing packages.

- Optionally links with Microsoft® Project 2000 and Microsoft® Project 98 (SR1) enabling you to import tasks and resources and then export time entries back to Microsoft® Project to keep your project plan up-to-date.



*TimeSheet Professional's bi-directional data exchange links allow you to import files from popular scheduling tools, such as Microsoft Project into TimeSheet Professional and export actual hours back to the project file to update the schedule.*

- Links with Timeslips allowing you to enter time, expenses, and notes in TimeSheet Professional and then export these events to Timeslips for direct billing.
- Links with your payroll package through an ASCII-delimited payroll link, eliminating costly and error-prone retyping of payroll data.
- Automates data exchange with job scheduling between the main TimeSheet Professional installation, Remote sites, and any linked programs.
- Custom data exchange links can modify specific task and component fields rather than overwriting an entire record.
- Custom data exchange links can also merge new groups into the existing list of groups rather than overwriting all the groups a component is already in.

## Payroll

TimeSheet Professional can calculate overtime, sick leave, vacation, and holiday time for precise and automatic payroll and job costing information.

- Create an unlimited number of user-definable pay rules.
- Configurable to automatically send payroll exception reports by e-mail to employees who are missing time.



## TimeSheet Remote

TimeSheet Remote allows you to enter data when you are away from a networked computer.

- Synchronize data with notebook PCs or other computers not connected to the network and the main TimeSheet Professional installation.
- Use MAPI-compliant e-mail systems to transfer data between Remote stations and the main TimeSheet Professional installation.

## Administration

- Log users out of the database for database management tasks.
- Quickly update status to approve individual or rolled-up time sheets.
- Mass update rates and statuses for time entries, tasks, and expenses.
- Prevent users from accidentally upgrading a database. When prompted to upgrade, the installation password is required.
- Prevent users from seeing potentially sensitive information such as the database connection information in the About dialog box.

## Audit Trail

- Use the audit trail to provide a complete history of all time and expense entries added, deleted, and edited.

## System Requirements:

### TimeSheet Professional (Windows module):

- An Intel-based computer equipped to run Windows 95B, Windows 98 Second Edition, Windows 2000 Service Pack 1, or Windows NT v4 Service Pack 6. (Recommended: Pentium-class processor with 32 MB RAM)
- Internet Explorer v3.x or higher.
- A color monitor capable of at least 800 x 600 resolution and 256 colors.
- Approximate disk space requirements:
  - Full installation on an empty computer: 60 MB
  - Local installation on an empty computer: 20 MB
  - Local installation on a computer with Microsoft Office: 5 MB
  - Remote installation on an empty computer: 11 MB
- A CD-ROM drive (for installation only).
- Client/server connectivity requires a SQL client/server database engine (InterBase, Microsoft SQL Server, Sybase, Oracle, or Informix), a database server, and compatible client workstation software (not included with TimeSheet Professional).

### Browser module server

- 1 GHz Pentium-class processor
- 1 GB RAM
- Microsoft Internet Information Server v4 or v5 running on a Windows NT v4 Service Pack 6 or Windows 2000 web server.

### Browser module client

- Internet Explorer v5.0 or v5.5, running on Windows 95B, Windows 98 Second Edition, Windows 2000 Service Pack 1, or Windows NT v4 Service Pack 6.
- Internet Explorer v4.5 running on a Macintosh workstation.