

A close-up photograph of a man with short dark hair, smiling broadly. He is wearing a blue V-neck sweater over a white t-shirt. The background is a blurred office environment with windows and ceiling lights.

Our Products

Timesheet Xpress & Timesheet Collect Explained.



www.TimesheetXpress.com



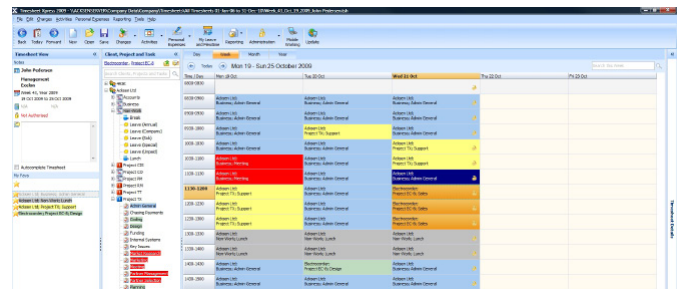
What is Timesheet Xpress?

Timesheet Xpress (TX) is a single and multi (networked) user program that will give any organisation the ability to trace time and attendance, performance, productivity, track projects and budgets; whilst giving senior management the facts around levels of business efficiency.

As a CEO, responsibility to offer maximum share holder value with reducing costs and increase profits is a tough order in today's economic climate. Improving business competitiveness is the key to survival.

With Timesheet Xpress, reporting on data gives the facts around areas of productivity in the business, those areas which appear to be less than effective can be addresses appropriately ensuring costs are minimised and profits are maximised.

Perhaps consider the role of the Financial Director in the organisation, efficient business processes will help not only this department, but also the Operations / HR Manager who with accurate information on employee performance can achieve optimum staffing costs through effective planning.



With Timesheet Xpress an IT Manager can control access to various reporting structures and input, offering real time reporting mechanisms to senior management through a standardised system. Even mobile workers can continue to log activities for central synchronisation.

As for End Users (those who are in-putting data), the interface is highly engaging and easy to use, set up required and training is minimal so no time is wasted on "getting up to speed".

Customer Comments ...

"Being able to record and track employee holiday leave is a very beneficial aid to our HR administration."
G. Wharton - Regulis Consulting.

" Having used Timesheet Xpress for well over 12 months now, we have found it has benefited our business in forecasting much more effectively." M. Parkes MD

So how can these job functions get so much out of one system in Timesheet Xpress?

Key Facts...

- Set and track project and client budgets both internal and external
- Manage billing, invoicing and expenses
- Identify what is unproductive or unprofitable
- Manage leave, Flexi-time, Overtime
- Set reminders and alerts for users
- Simple installation and configuration, secure information retained on your network
- Extensive reporting options pre-configured for quick and easy output in excess of 70 standard reports (customised reports may be made available on request)
- Integration with Microsoft Outlook, Project and Excel
- Business Software integration with Sage Line 50 / Instant Accounts, QuickBooks

Timesheet Xpress is licensed to users based on a one off licence cost and an option on annual support cover which will offer users peace of mind and new updates to the software for the duration of the extended contract. Timesheet Xpress can be easily networked and shared by 150+ users on a simple server structure.

Timesheet Xpress is often regarded as a top of the range product for professionals in organisations of all sizes Public, Private or Charitable; in every organisation "time is money". Timesheet Xpress enables users to track time and maximise the overall efficiency of organisational resources, through a simple, intuitive and engaging spreadsheet type interface.

The advantages of tracking time and costs are many; it's not just about 'policing' what people do, although it has been shown that staff do become more efficient when time is consciously tracked. Many clients cite an almost immediate payback on investment as management information on billing (if appropriate), project budgets, staff leave (including flexi/over-time, sickness etc.) is available at the click of a button through the extensive standard reports available.

These reports cover areas such as:

1. Project Budgeting
2. Project Gantt Charts
3. Productivity and / or profitability analysis
4. Billing Reports (where applicable)
5. Time Reports (times spent on particular projects/ tasks etc.)
6. Invoicing Reports (where applicable)
7. Salary Reports
8. Overtime Reports
9. Employee Reports
10. Reports through links to QuickBooks and Sage for invoices and time/cost allocations.

Timesheet Xpress is used in many different sectors around the world including (but not limited to) Consultancy, Accounting, Legal, Architecture & Design, Engineering, IT services, Financial Services, Advertising & PR, Charities and many more.

When running Timesheet Xpress, management have options to control User Access and also observe particular rules in the form of compliance with corporate policy – e.g. submission of outstanding expenses by particular dates, Timesheets completed and Authorised, System up and running (log-on) by a particular time etc.

Controls and Alerts may also be enabled to monitor the ongoing allocation of time and costs to particular projects, managers may be alerted at particular pre-configured points when perhaps a percentage of total expenditure or time is reached, therefore restricting the potential for staff to charge additional time and costs to it.

These simple administrative controls may help prevent project over-run costs.

Name	Hours (Hrs:Min)	Rate	Revenue	Revenue (%)
DAC Systems	4211hrs 30		£150,455.00	99.1 Percent
Cintra 4	673hrs 30	£40.00	£24,175.00	15.9 Percent
Project CrossTrack	928hrs 00	£40.00	£33,310.00	21.9 Percent
Vortex	538hrs 00	£45.00	£19,080.00	12.6 Percent
ZeeBax	715hrs 30	£40.00	£25,705.00	16.9 Percent
Project MVL	1356hrs 30	£45.00	£48,185.00	31.7 Percent
Q-TEC	37hrs 00		£1,155.00	0.8 Percent
Sonic Systems	4hrs 00		£160.00	0.1 Percent

Overview report of projects by cost.

“With Timesheet Xpress we can track our resource expenditure on each job in real time allowing us to monitor profitability. This allows us to make informed decisions in change of scope negotiations.” A Moussa, Business Development Manager, Niche Science and Technology.

“We started running reports all the time for projects and this helped us on billings and job costings. The staff found the software was so easy to use that it helped us get timesheets on time and they were way more accurate than before...”

Gary Scott, IT Manager, Cassidy & Co.



Timesheet Xpress is a safe, dependable solution for single or multi users.

Management reporting can be done through a simple wizard process - extensive reporting includes summary information on project by time, cost both chargeable and non-chargeable; project gantt charts, productivity, profitability analysis and many more...

Task	Percentage
Admin General	31.1%
Design	28%
Leave (Annual)	20%
Lunch	5.2%
Market Research	1.4%
Sales	0.3%
Support	1.2%
Testing	1.2%

Timesheet Xpress will allow users to minimise the risk of “double billing/charging”, streamline expenses submissions and payment. Personal ‘to-do’ and reminders may be set against projects and tasks, whilst time slot allocations can range (per user) from a matter of a few minutes to hours or even half/full days depending on the level of detail required for reporting purposes. Administrators may also set up auto-locking of the timesheets, this helps keep data security and prevents accidental or deliberate changing of time data...

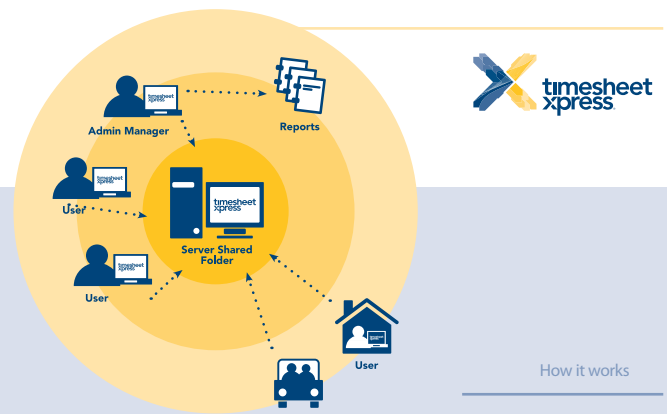
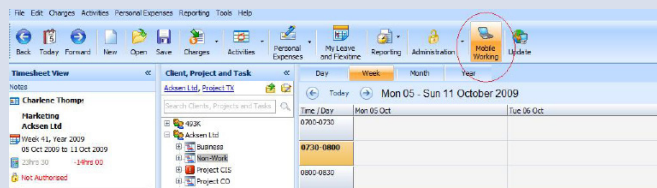
Timesheet Xpress offers many options to assist your work flow.

Timesheet Xpress is available as a standalone solution for an individual user or group of users and may be purchased in multiple languages (see website for updates and availability).

For remote or mobile workers, it is possible to link in and synchronise timesheets through a number of options.

1. Mobile working

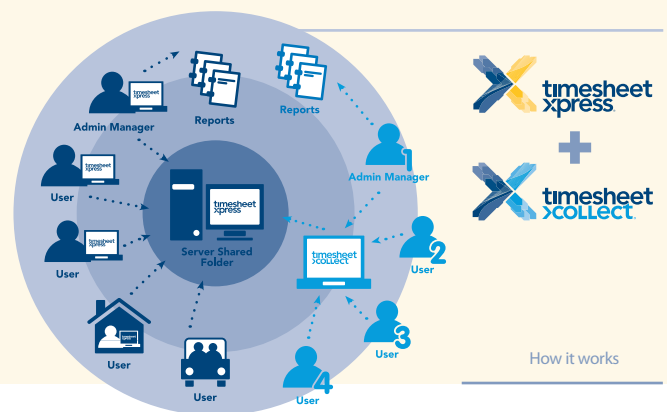
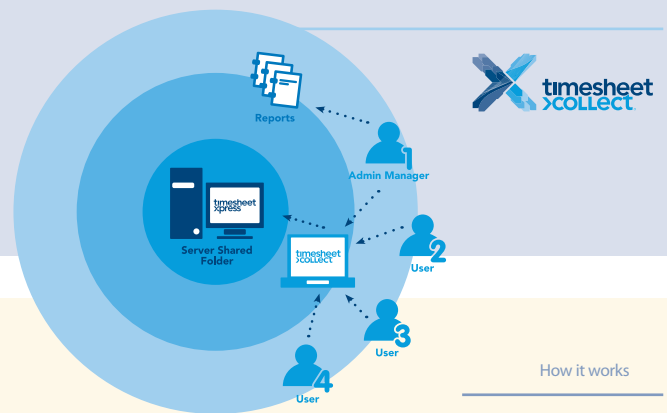
This is where a timesheet user is 'disconnected' from the main network for a number of reasons, perhaps the network infrastructure has 'failed' or the users laptop is out of the network range. Alternatively completed Timesheets may be emailed to a central administrative email for compilation and reporting.



2. On-site

Workers generally on site who send back 'job-sheets' for work completed – this example could be for organisations where manual work is conducted on site for projects and is recorded for billing – e.g. electrical / mechanical / cleaning contractors. A sister variant of the Timesheet Xpress may be used in this scenario – Timesheet Collect; timesheets may be emailed to a central administrator or alternatively multiple users at a single station (e.g. hot desk) may input their own data by selecting their name from a list.

"The interface is very simple and straightforward. It's clear and well laid out, it really couldn't be simpler. We use it to track every projects we have (approximately 500 each year) with over 20 employees in 2 locations." J. Tobias, Managing Director, CY4OR



Don't waste time thinking about it...

Timesheet Xpress can offer your organisation a new insight into levels of effectiveness and help to drive up efficiency with data readily available on various cost areas.

After using Timesheet Xpress /Collect for a number of months, an organisation can easily access information on time and cost to conduct particular activities / projects from the past and identify if it is worthwhile to continue in the future with such activities or streamline processes to make the return more significant.

Having such information to hand and always up to date, management information can be put reported more succinctly, and offer reductions in overheads associated with administration and collation of data.

Customer Comments ...

"Since using Timesheet Xpress there has been an increase in our utilisation rates and there has been a positive and immediate effect on our bottom line revenues."
L. Binding, Consultant, Policy Matters

"Timesheet Xpress is exceptional when it comes to helping understand if projects have been accurately priced allowing the business to run as efficiently as possible."
M. East, Director, Medsense

"Our turnover increased immediately by approximately 10% as every hour got billed."
R. Mooi, SAL Accounts

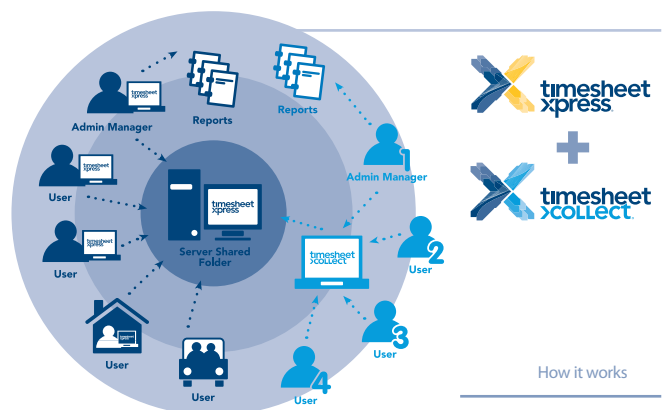
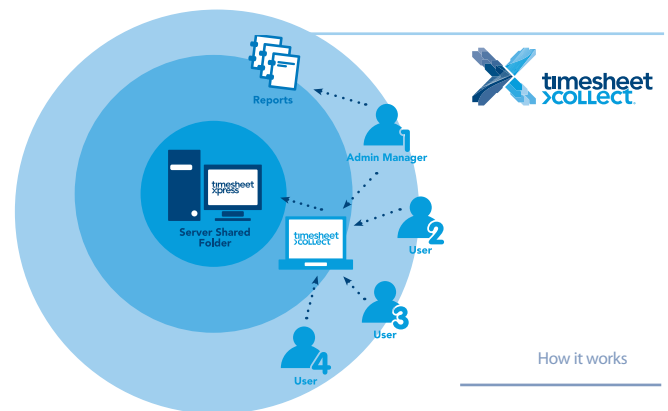


What is the difference?

The primary difference in functionality between Timesheet Collect and Timesheet Xpress is the method by which the software is installed and managed; data input, analysis and reporting remain exactly the same. Timesheet Collect may be added to a network which is currently running Timesheet Xpress, this proves useful where for example an organisation wants all employees to manage their own time effectively, but there may be contractors or workers "always off site". These off-site workers may submit timesheets remotely and have them processed centrally by an administrative function internally.

This is a valuable way to help with some organisations where "billable hours" which may be outsourced to independent consultants can be seamlessly managed and integrated to the main flow of internal work and billable hours.

Examples of installations for Timesheet Collect would be engineering or consultancy firms where there are workers always 'on the move' and have an internal administrative support function.



Timesheet Collect (TC) has all the functionality of Timesheet Xpress (TX), it is designed however for installation on a **SINGLE PC** and allows **MULTIPLE USERS** to share the PC for data input.

The names of employees appear on a drop down list so were there may be a computer used for "hot desking" or perhaps an administrator collates time for multiple staff this is a perfect solution.



Add-on components with links to accounting packages and other applications.

Rarely will an organisation just require a time logging and productivity monitoring solution to work in isolation; to this end, we have developed a number of “links” to other common business packages which aid in the areas of productivity and streamlining business processes.

As part of Timesheet Xpress links are built in for importing tasks and contacts from Microsoft Outlook and Project, with the ability to transfer detailed reports to Microsoft Excel.

Linking to various other accounting packages may also be facilitated through the purchase of an additional “Link License”. Invoices raised within Timesheet Xpress may be “pushed” to Sage Line 50 / Instant Accounts or QuickBooks which avoids the need to re-key relevant information, whilst minimising the risk of input error.



These simple “Link Licenses” help streamline internal processes and keeps billing for clients highly accurate.



With **discounted rates** available for Academia and Charitable status organisations download a trail today for 35 days from www.TimesheetXpress.com and see just how easy it is to implement a new and efficient process to monitor productivity and costs in your organisation.

“Now using Timesheet Xpress it is easy to get an overview about the status of a project ... I would say **Timesheet Xpress** saves at least two or more hours per month (per user) on time analysis and reporting.”

G.Emberger, TUW-IVV, University of Technology in Vienna.

Acksen Ltd
28 Station Road,
Whiteabbey,
Newtownabbey,
Co. Antrim, BT37 0AW
United Kingdom

Tel: +44 (0)870 225 1790
Fax: +44 (0)870 225 1791
Email: sales@TimesheetXpress.com
Web: www.TimesheetXpress.com



www.TimesheetXpress.com

by **acksen** >