

ClockWise product description

Groningen 2005

ClockWise hour registration

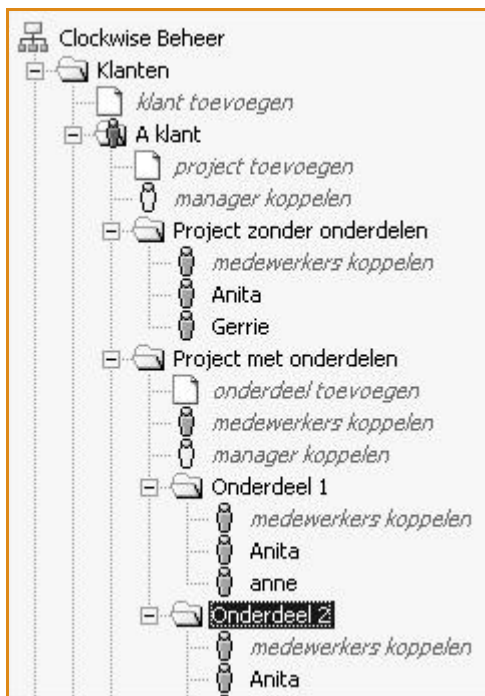
ClockWise is an easy to use hour registration and project registration system. ClockWise offers the user a friendly interface to quickly and accurately enter working hours. Only the projects the employee is allowed to write on are being shown to him.

ClockWise only needs to be installed on a central web server, and not separately in every workplace. It can be used through an intranet, but also through the internet. The latter, for example, is ideal for organizations where employees work from home or are on the road a lot.

General

Flexible project structure

ClockWise has a flexible project structure. This means that projects can infinitely be divided into components (subprojects). This way, a project can be composed of subprojects which in their turn can be divided into sub-items, but the project itself can exist without an underlying level as well. Because of this flexible structure, ClockWise is very suitable for many different organizations.



At every project level, employees can be assigned. When an employee has been assigned to a project, the project will be displayed in his/her hour matrix. Quoted hours, start date, hourly tariff per project per employee, can be set up as well.

Project managers

A project manager can be assigned to a project. This manager has access to all entered hours of the project. Also, this manager can be given the ability to approve the hours entered on the project.

Division managers

Within a division, a manager can be appointed. This manager has access to all entered hours of the employees in that division. The division manager can approve the weekly entered hours as well.

Hour registration

The hour registration entry screen shows the user those projects he is allowed to enter hours on. This hour matrix is experienced as being very user friendly, which is beneficial for an organization. Most of the time, an email with login name and password and a short synopsis is sufficient for knowing how to enter the hours.

The employee can add a comment to an entered hour. Travel distance, expenses and/or travel costs can be entered as well.

This information can be accessed again through available reports.

Last Login: 15-04-2004

Gebruiker: ANITA

Project	Maandag 12-04-04	Dinsdag 13-04-04
<input type="checkbox"/> BIG maatwerk		
Wijzigingen CW	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> ClockWise ondersteun...		
Ondersteuning	<input type="text"/>	<input type="text"/>

Hour management

To sustain control over the entered hours, ClockWise possesses a deliver- agreeing system. An employee can submit hours at the end of the week, after which the hours cannot be edited. A manager can view these weeks and approve them.

From the overview of the given weeks, the employee's hour matrix can be opened. This way you can see exactly on which subprojects the hours have been entered.

Ingeleverde Weekoverzichten uit 2004 van afdeling

Week	Datum	Medewerker	Ma	Di	Wo	Do
14	29-03-2004	beheerder	4.00	5.75	6.25	4.50
7	09-02-2004	Anita	9.00	9.00	9.00	
4	19-01-2004	Martin	8.00	7.00	8.00	8.00
4	19-01-2004	Eric	8.00	8.00	8.00	8.00

If the hours have been disapproved, the week can be handed over to the user for feedback. This feedback is viewable with the next login to ClockWise.

Reporting

The registered hours can be easily accessed through a number of reports. Based on authorization is determined whether just the hours, the hours of all employees of a division, or all hours can be accessed. Through selection menu's, the reports per division, per employee per customer/project can be displayed. All reports can be opened directly from ClockWise in Excel and Word.

An example is the report “hours”. This report offers a number of possibilities for selection and presentation of entered and quoted hours. Hours can be presented separately per day, per project, per employee, but they can also be summed up per customer/project and per employee.

Medewerker	Naam	Uren begroot	Uren	Verschil
Hans Endendijk	CW Maatwerk	10.00	2.50	7.50
Anita Borst	CW Maatwerk	45.00	124.05	-79.05
max	CW Maatwerk	20.00	25.64	-5.64
Maha Hassan Ghonim	CW Maatwerk			

This way it is easy to see how many hours have been entered on a project by every single employee.

Also, the “work position” can be determined by requesting the entered hours multiplied by the hourly tariff. Subsequently, the hours multiplied by the hourly wage gives insight in the proceeds regarding the hours.

Billing

Directly from ClockWise, invoices can be created. The amount that needs to be billed can be calculated based on quoted, entered and approved hours multiplied by a fixed amount. Entered kilometers multiplied by kilometer tariff or fixed travel costs can be added to the invoice as well. A specification of the work hours can be added to the invoice. Per entered hours, the comment from the comment screen will be printed.

In the invoice overview, all invoices can be displayed. Here, the turnover per customer, per month, per year can be viewed. Invoices can also obtain the status “billed/invoice created”, which enables debtor management and reminders can be sent.

Planning/schedule

Appointments can be made in the ClockWise schedule. Other users can be invited for such an appointment. Based on the ascribed rights, the schedule of other users can be viewed and appointments can be made for others.

There also is a link with the hour registration. An appointment can be connected to a project. On the day of the appointment, an icon appears at the project in the hour matrix, through which the hours of the appointment can be imported.

Overzicht <input type="button" value="Week"/> <input type="button" value="Week"/>		
Donderdag 15-04-2004	Vrijdag 16-04-2004	Zaterdag 17-04-2004
		7:00 - 14:00 meeting in Londen vlucht 4711
	8:00 - 11:00 nieuwe kantoor	
10:00 - 17:00 bespreking overleg met Sales over productontwikkeling	9:00 - 10:00 Tandarts	
	8:00 - 11:00	

User Profiles

Within ClockWise, different user profiles can be created. This way, you can set up the sections of ClockWise that are available to a user group.

For the hour registration page, a lot of extra configurations are possible. Among other things you can determine:

- the maximum number of entered hours a day
- whether or not it is allowed to enter hours after a deadline
- whether more hours are allowed to be entered than quoted
- whether or not a week is allowed to be submitted if the number of entered hours doesn't correspond with the number of contract hours

For the whole package you can choose different colours or 'skins' for the interface.