

# AI benefits in a row

## hour registration

- entering hours and submitting per week
- placing comments at entered hours
- entering business kilometers, commuted kilometers, travel costs and expenses
- hour exchange system
- submitting week only if the desired number of hours has been entered
- option to view information on the project:
  - when is the deadline
  - how many hours have been quoted for the user
  - how many hours have already been entered
- option to submit and close months

## Hour management

Submitted hours can be checked and approved per week or month

- Option to give feedback to a user.
- Monthly overviews per employee.
- Approval by line manager, project manager or customer.
- Distinction between project hours and internal hours (declarable versus not declarable).
  - open overviews in .pdf format for non-digital approval

## Reporting

- Reportings on customer, project, subproject, division, and employee level and over everybody.
- Summation of hours, expenses, hours \* tariff and more per division, employee, customer/project and period.
- What is the ratio between the quoted hours and the entered hours.
- Who has taken days off and when.
- According to the planning, who has enough time left to work on a new project.
- What is the work position.
- Search through the entered hours based on project, subproject, employee, or period.
- Advanced search for approved hours, billed hours, or invoice number.
- Cross-reports possible through template projects and accessory report.

## Billing

- Creating invoices based on fixed amount, planned hours, entered, or approved hours.
- Viewing debtors.
- Display in Word, .html and .pdf format.
- Different templates possible.
- Adding specification.
- Billed hours are set to billed (kept up)
- Passing on travel costs, travel kilometers \* tariff and expenses.
- Adding extra items to the invoice.
- Configuring VAT % and currency.

## Schedule/planning

- Making appointments with employees.
- Overview of appointments per day.
- Comparing schedules.
- Directly import schedule items into the hour matrix as hours made.
- Weekly, monthly and annual overview of the appointments.

## Profiles

- Creating user profiles with different roles within ClockWise.  
Per group can be determined for example:
  - Which sections of ClockWise are available.
  - Will the group get to see an English interface.
  - What is the colour configuration of ClockWise.
  - Can hours be entered after the deadline and can they exceed the number of quoted hours.
  - Is it allowed to enter more hours than the number of contract hours per week.