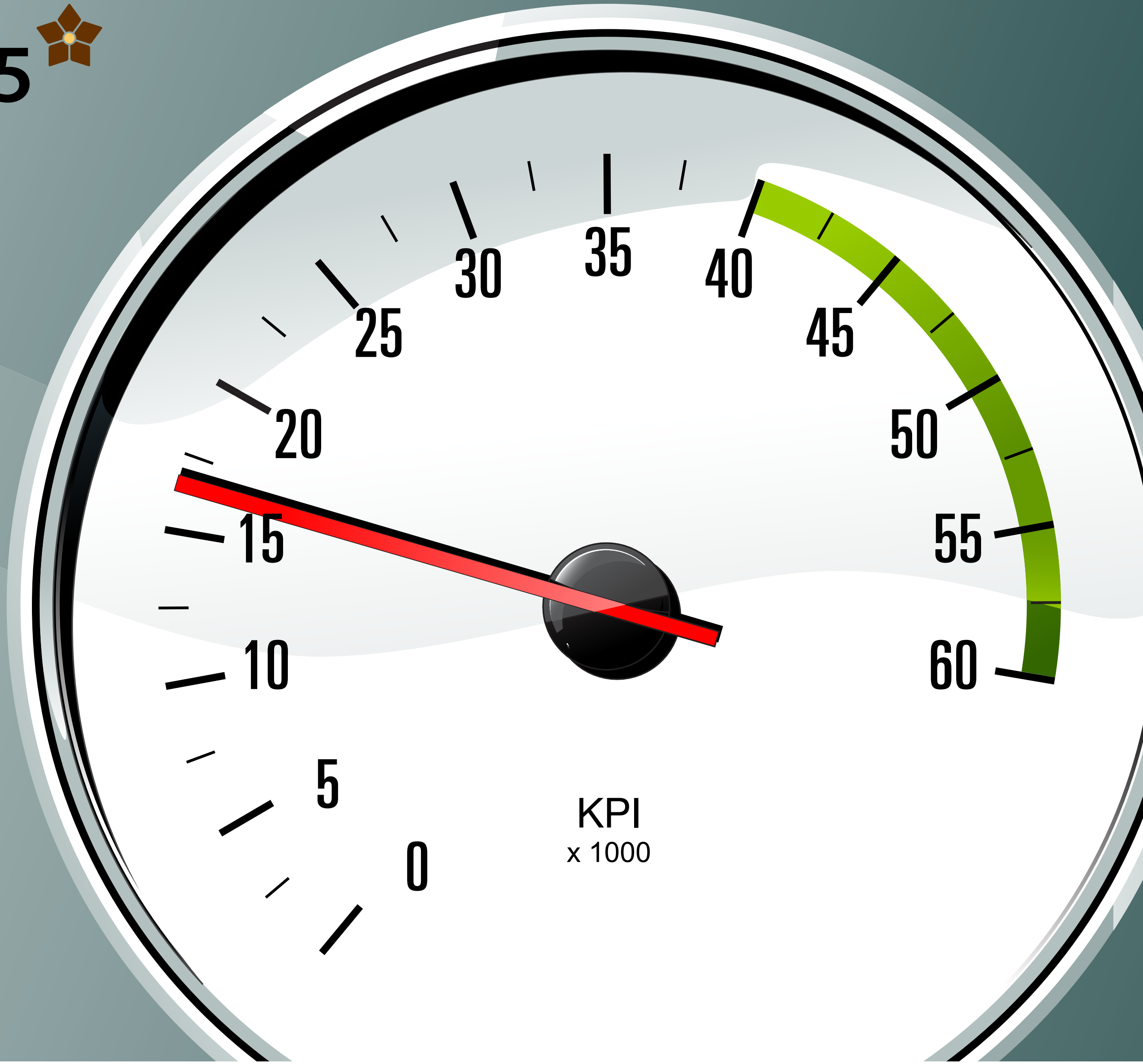
TimeLog Project 4.5

New Features and Improvements



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Illustrating The Point

TimeLog Project 4.5 focuses on the employees' performance with a new work load report, budgeting and visualization of key figures.

Welcome to a new version of TimeLog Project. This document describes the new features and opportunities in TimeLog Project 4.5.

Budgeting and KPI for employees

The Key Performance Index (KPI) helps the management to outline goals for the employees – especially consultants – and the company as a whole.

KPIs are simple figures which can be clearly illustrated by graphs. They create an incentive for the employee and, moreover, the management can easily keep up with tendencies and whether the goals are fulfilled.

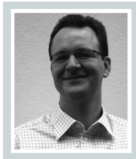
Which KPI figures the employee can see is determined from the System Administration, and personal key figures can be placed in the main menu.

The KPI figures are based on numbers from the new budgeting for employees and company in TimeLog Project. The employee is benchmarked against the budget through clearly illustrated KPI figures.

In the new, faster and improved work load report, it is possible to see how much work that has been allocated to an employee.

New rates and XML export of invoices

For the accounting department there are customer specific hourly rates which make it possible to work



Jakob Mikkelsen
CTO

with both standard price lists and customer discounts. In addition to that there are also mileage rates where employee allowances and transferring of invoices concerning transport are taken into account.

Invoices can be exported in XML format which opens up for integration with other systems.

TimeLog Tracker is for everyone

TimeLog Tracker now works for customers with TimeLog Project installed on their own server.

You now have to type the whole address into the first field, but otherwise everything stays the same.

TimeLog Tracker is still a Windows™ application and can not be installed on e.g. MacOS™ X.

Smaller but more frequent versions

Our plan is to release smaller versions at a higher frequency. This makes it easier to adapt and start using new features. TimeLog Project 4.5 is the first small release and the core of the application is unchanged.

Contents

About The Update…

It only takes a few minutes to update TimeLog Project 4.5 after which the system will continue normally again.

The update will take place during the night to disturb as few as possible. However, those who are logged on to TimeLog Project during the update will be logged out.

If It Looks a Bit Messy After the Update…

A browser saves pages and graphics in its cache, which enables it to show pages faster on the next visit. After the update, the browser might still remember some of the old page, and this can make the page look messy.

If this happens, hold down Ctrl and press R or F5 to reload the cache.

Key Performance Index

The purpose of the new KPI-key figures is to motivate employees and management to reach their goals through simple visualization.

Both employees and management can access a KPI-report that graphically visualizes how the employee and the company are doing compared to the target figures.

The report is especially well suited as an incentive for consultants with financial goals.

Goals and budgets

When budgets for the employees and the company have been drawn up (see next page), the individual employee can get a KPI-report which shows the exact added value, external percentage of normal working time and average hourly rate.

It is also possible to assess tendencies by comparing with the last three months.

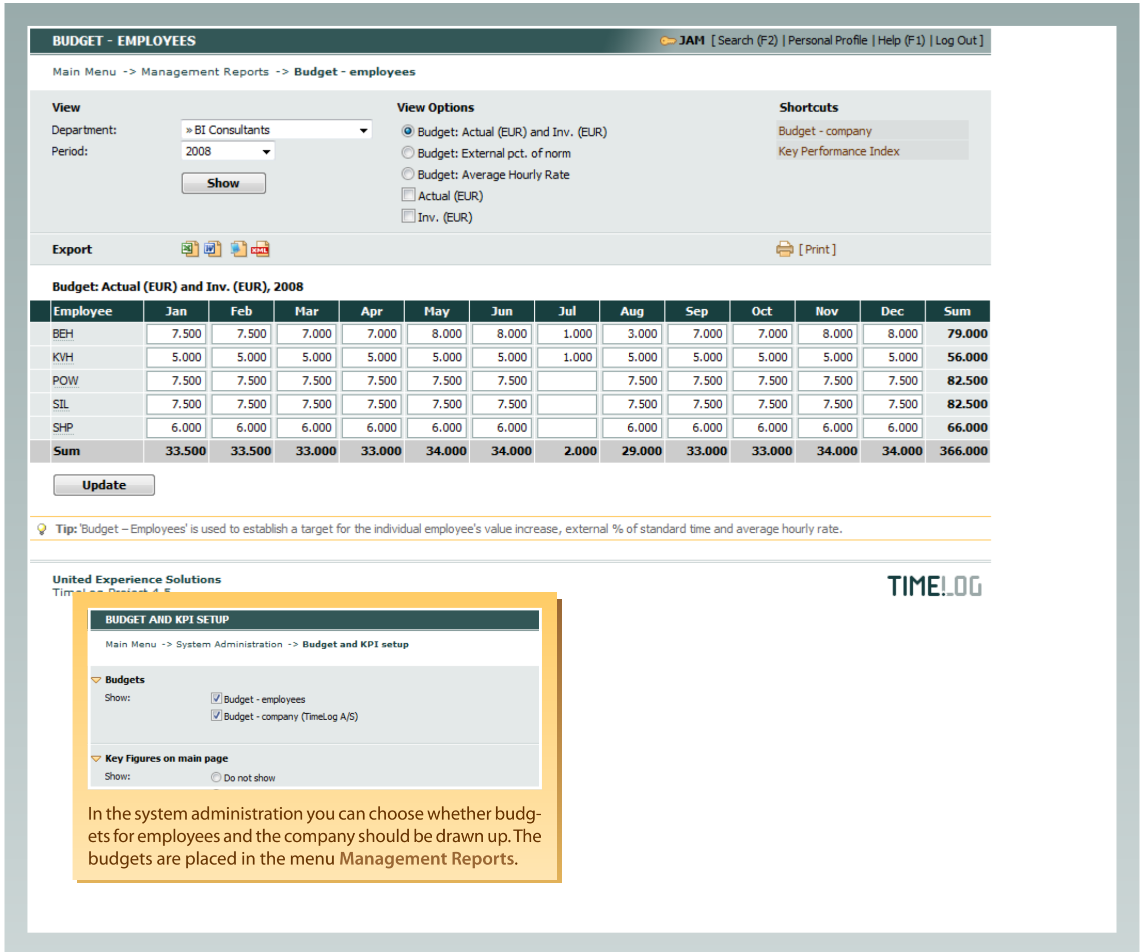
Adjust to the company's working methods

The KPI-report is flexible and can be adjusted to the company's method of working in the System Administration:

- Should all or just the employees with a certain permission level be allowed access to the KPI-report?
- What permission level must the employee have in order to see the company's targets?
- Which KPI-figures should be shown?

Budgeting

Draw up a budget for the employees and the company and be able to follow up on goals and key figures.



Employee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sum
BEH	7.500	7.500	7.000	7.000	8.000	8.000	1.000	3.000	7.000	7.000	8.000	8.000	79.000
KVH	5.000	5.000	5.000	5.000	5.000	5.000	1.000	5.000	5.000	5.000	5.000	5.000	56.000
POW	7.500	7.500	7.500	7.500	7.500	7.500		7.500	7.500	7.500	7.500	7.500	82.500
SIL	7.500	7.500	7.500	7.500	7.500	7.500		7.500	7.500	7.500	7.500	7.500	82.500
SHP	6.000	6.000	6.000	6.000	6.000	6.000		6.000	6.000	6.000	6.000	6.000	66.000
Sum	33.500	33.500	33.000	33.000	34.000	34.000	2.000	29.000	33.000	33.000	34.000	34.000	366.000

In the system administration you can choose whether budgets for employees and the company should be drawn up. The budgets are placed in the menu **Management Reports**.

Draw up budgets in TimeLog Project 4.5 for added value, external percentage for standard time and average hourly rate.

Both employees – typically consultants – and the company as a whole can have budgets drawn up.

A separate budget is drawn up for the company; however, the budget is not identical with the sum of the employees' budgets.

Key figures for budgeting

The budget for respectively each employee and the company form the basis of the KPI-report which is calculated from three key figures:

– **Added value** refers to the registered value (Actual (EUR)) and invoiced value (Billed (EUR)) of the work.

– **External % of norm** refers to the percentage of the employee's normal working time that is registered on external project.

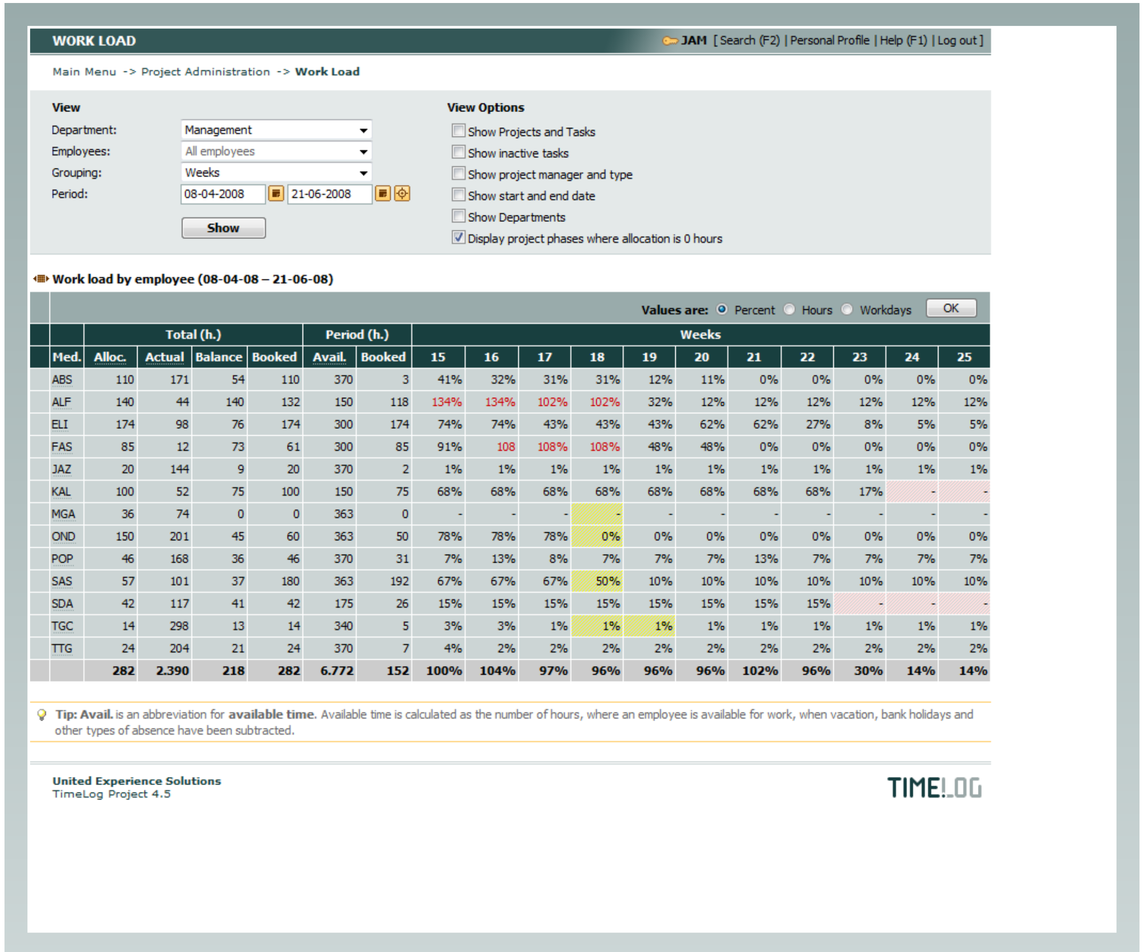
– **Average hourly rate** is calculated from registered value (Actual (EUR)) and invoiced value (Billed (EUR)) on external projects.

Budget and report in one

The budget also serves as a report that shows how individual employees perform compared to their specific goals and key figures.

Work Load Report

The work load report is realigned with new technology and design. The report is now faster and new features are added.



WORK LOAD JAM [Search (F2) | Personal Profile | Help (F1) | Log out]

Main Menu -> Project Administration -> **Work Load**

View

Department: Management
Employees: All employees
Grouping: Weeks
Period: 08-04-2008 21-06-2008

Show

View Options

- [ ] Show Projects and Tasks
- [ ] Show inactive tasks
- [ ] Show project manager and type
- [ ] Show start and end date
- [ ] Show Departments
- [x] Display project phases where allocation is 0 hours

Work load by employee (08-04-08 – 21-06-08)

Values are: Percent Hours Workdays OK

	Total (h.)				Period (h.)		Weeks										
Med.	Alloc.	Actual	Balance	Booked	Avail.	Booked	15	16	17	18	19	20	21	22	23	24	25
ABS	110	171	54	110	370	3	41%	32%	31%	31%	12%	11%	0%	0%	0%	0%	0%
ALF	140	44	140	132	150	118	134%	134%	102%	102%	32%	12%	12%	12%	12%	12%	12%
ELI	174	98	76	174	300	174	74%	74%	43%	43%	43%	62%	62%	27%	8%	5%	5%
FAS	85	12	73	61	300	85	91%	108	108%	108%	48%	48%	0%	0%	0%	0%	0%
JAZ	20	144	9	20	370	2	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%
KAL	100	52	75	100	150	75	68%	68%	68%	68%	68%	68%	68%	68%	17%	-	-
MGA	36	74	0	0	363	0	-	-	-	-	-	-	-	-	-	-	-
OND	150	201	45	60	363	50	78%	78%	78%	0%	0%	0%	0%	0%	0%	0%	0%
POP	46	168	36	46	370	31	7%	13%	8%	7%	7%	7%	13%	7%	7%	7%	7%
SAS	57	101	37	180	363	192	67%	67%	67%	50%	10%	10%	10%	10%	10%	10%	10%
SDA	42	117	41	42	175	26	15%	15%	15%	15%	15%	15%	15%	15%	-	-	-
TGC	14	298	13	14	340	5	3%	3%	1%	1%	1%	1%	1%	1%	1%	1%	1%
TTG	24	204	21	24	370	7	4%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
	282	**2.390**	**218**	**282**	**6.772**	**152**	**100%**	**104%**	**97%**	**96%**	**96%**	**96%**	**102%**	**96%**	**30%**	**14%**	**14%**

Tip: Avail. is an abbreviation for **available time**. Available time is calculated as the number of hours, where an employee is available for work, when vacation, bank holidays and other types of absence have been subtracted.

United Experience Solutions
TimeLog Project 4.5

The work load report is an effective tool when it comes to creating an overview of the company's resources. This report especially appeals to those of TimeLog's customers who budget in relation to allocations and hourly budgets.

The work load report has been realigned to new technology and design in TimeLog Project which means that the report is faster to work with and easier to comprehend.

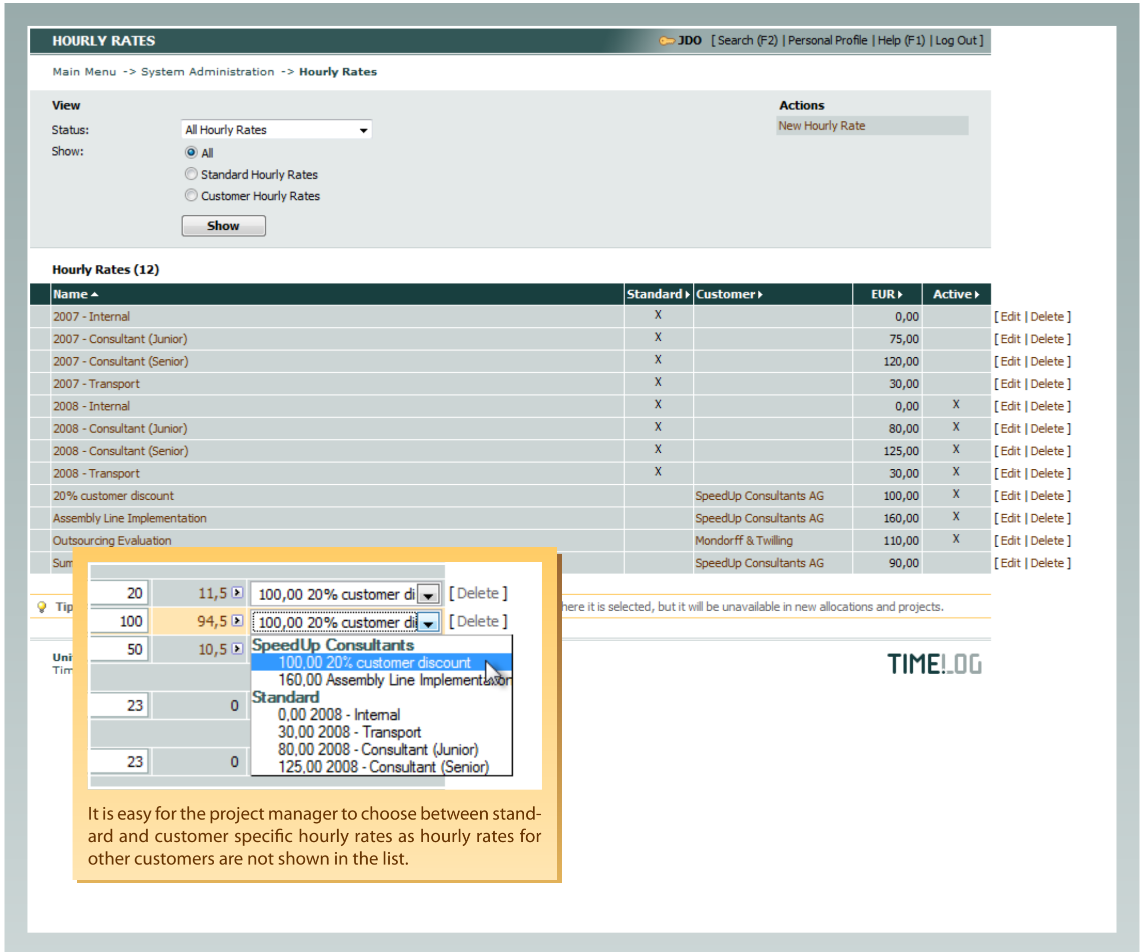
The long term is that it is easier to integrate data from the work load calculation with other parts of TimeLog Project.

Right now the following improvements have been added:

- A more flexible choice of periods which makes it possible to calculate the work load without having to start with today's date.
- The possibility to show inactive tasks.
- Vacation and absence are indicated by colour codes.
- Make use of the entire width of the screen for the table.
- Show additional project information e.g. project manager and project type in the report.

Customer Hourly Rates

Customer hourly rates reduce the number of options in lists, and make it easier to distinguish custom rates from standard prices.



It is easy for the project manager to choose between standard and customer specific hourly rates as hourly rates for other customers are not shown in the list.

In the system administration you are able to maintain the standard price list of the hourly rates your company uses on external projects.

With TimeLog Project 4.5 it is now possible to create hourly rates for a specific customer. This is useful for discounts and other special rates that have been negotiated with the particular customer.

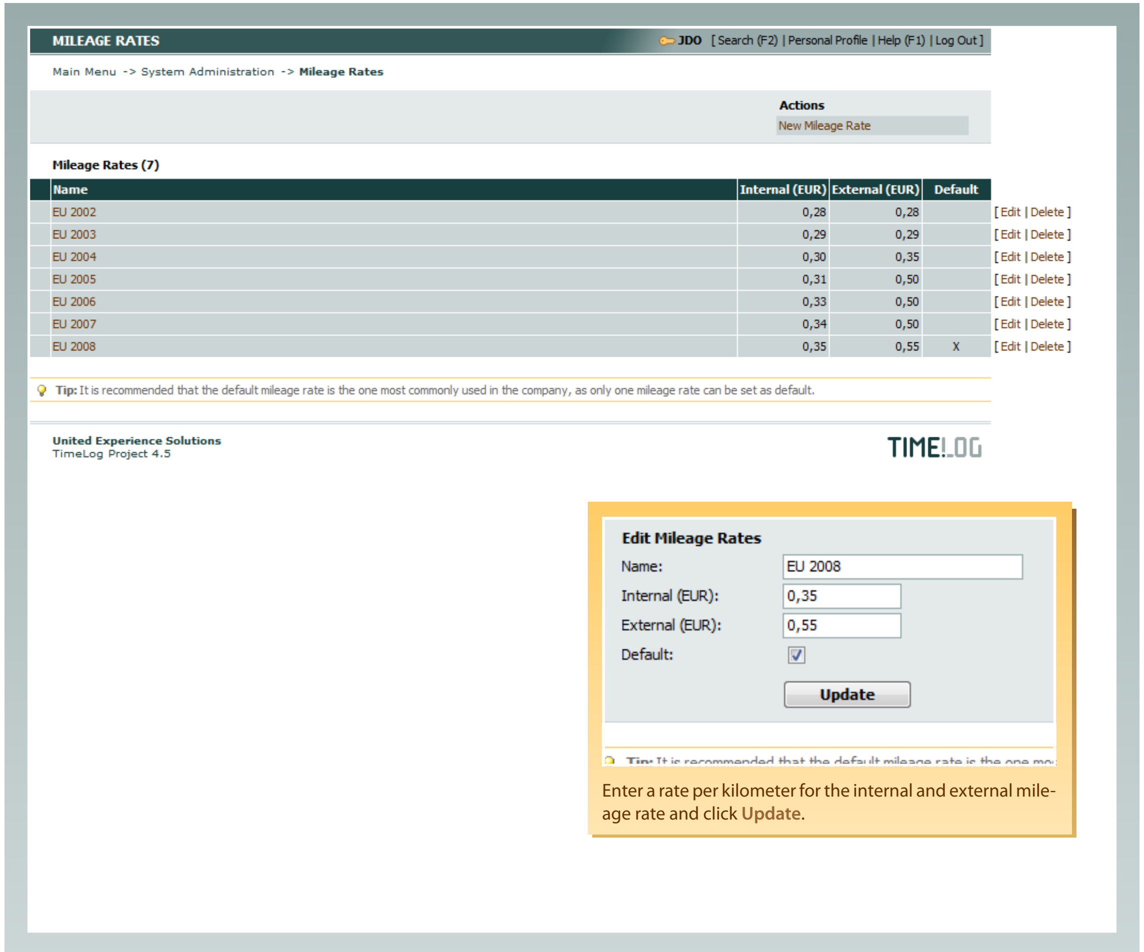
When you create new projects for the customer, you can choose between the hourly rates that apply for this specific customer and the company's standard hourly rates. Hourly rates that are attached to other customers are not shown in the list.

Standard hourly rates and customer specific rates are easy to distinguish in TimeLog Project.

Customer hourly rates makes it easier for the project manager to choose the right hourly rate, and for the company it will be easier to centralise and control discounts and price agreements.

External Mileage Rates

TimeLog Project now offers both internal and external mileage rates for travel expenses.



Enter a rate per kilometer for the internal and external mileage rate and click Update.

In TimeLog Project 4.5 the travel expense has been changed so it is possible to have a mileage rate for both internal and external expenses.

Reimburse employees and bill customers

As always, the employees can be reimbursed according to the settings for mileage rates in the system administration in TimeLog Project.

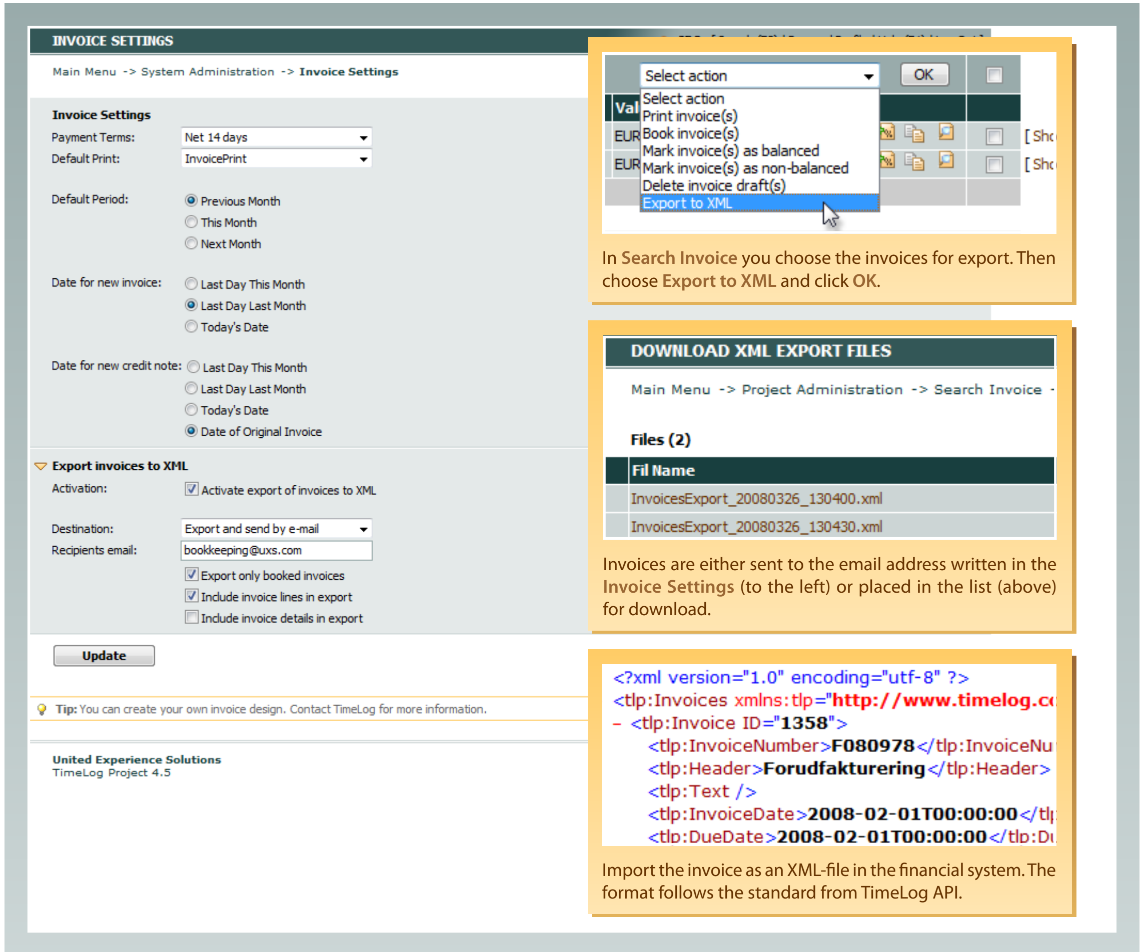
The new thing is that the customer can be charged with another rate, which creates an opportunity for a more precise documentation and billing.

Follows the standard for rates in TimeLog Project

This way the milage registration follows the general standard in TimeLog Project with three rates: cost price (internal mileage rate), expexted revenue (external mileage rate) and realized revenue (billed value).

Export Invoices to XML

A simple workflow that works as a link between TimeLog Project and your company's financial management system.



In Search Invoice you choose the invoices for export. Then choose Export to XML and click OK.

Invoices are either sent to the email address written in the Invoice Settings (to the left) or placed in the list (above) for download.

Import the invoice as an XML-file in the financial system. The format follows the standard from TimeLog API.

Last version of TimeLog Project introduced an API which among other things made it possible to export invoices to XML.

Since then, we have received some feedback about TimeLog API. One repeated request was to find a simple way to approve and export invoices to XML built into TimeLog Project. This is now possible.

One way to organize the workflow is:

1. The project manager prepares the invoices.
2. Management approves the invoices.
3. The bookkeeper exports all approved invoices to XML. The invoices are sent as email or downloaded from TimeLog Project.
4. The bookkeeper now imports the XML-file containing data about the invoices to the company's financial management system.
5. When all invoices are imported, they are marked as balanced in TimeLog Project.

The new thing is step 3 where the bookkeeper exports invoices directly from **Search Invoice**.

Here you can choose e.g. all booked invoices which have not yet been balanced. Now choose **Export to XML** which creates an XML-file containing all of the selected invoices.

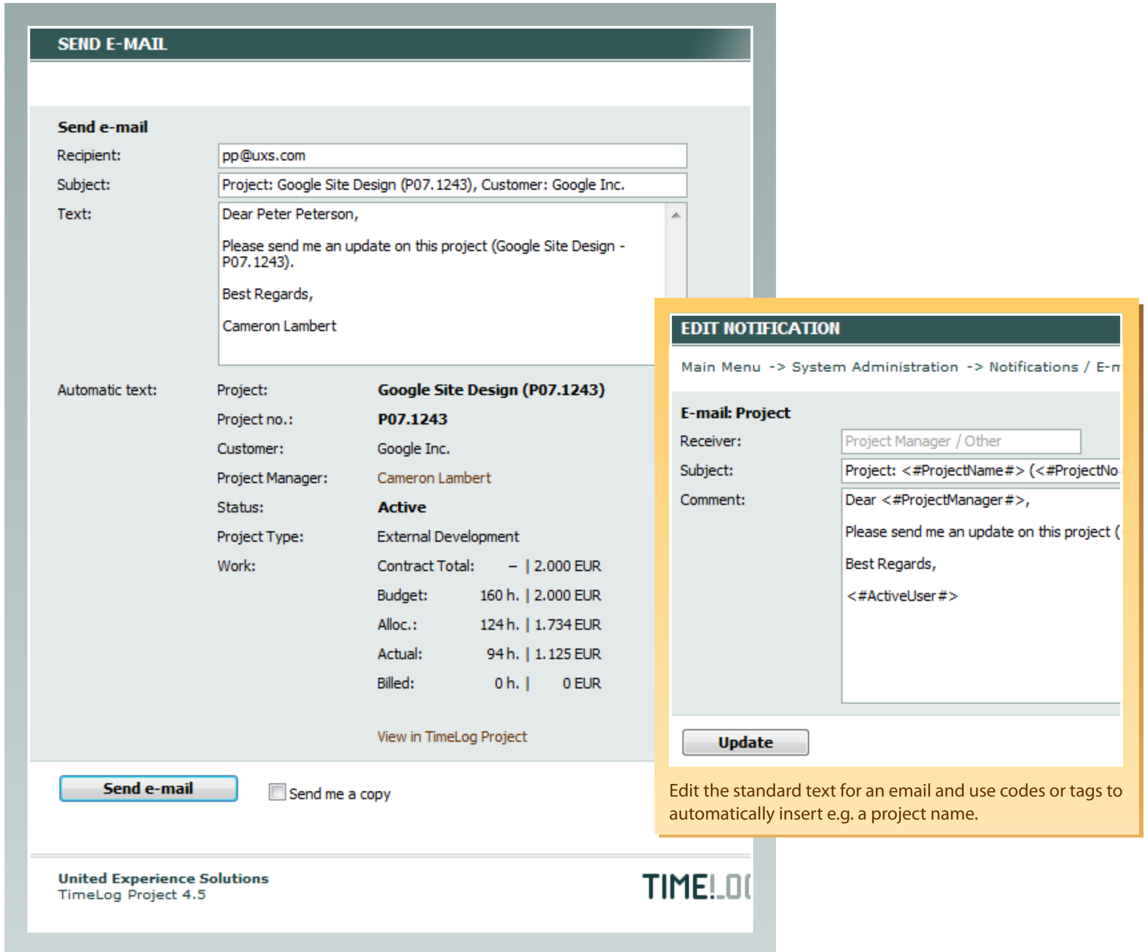
The format for the XML-file follows the standard in TimeLog API. The same format is used, if your company later decides to implement a fully automated integration.

Read more about TimeLog API

http://www.timelog.com/api/

Notifications and Email

Email is an efficient way to communicate; therefore, the possibility to send notifications as email is now expanded.



Edit the standard text for an email and use codes or tags to automatically insert e.g. a project name.

TimeLog Project's new notifications can be used e.g. to give a manager status on a project or when an employee in the support department is to receive status on a support case. Notifications can also be send directly to the customer.

Send notifications directly from TimeLog Project

It is possible to send notifications as email from

- Projects
- Customers
- Contacts
- Opportunities (with TimeLog CRM)
- Support cases (with TimeLog Help Desk)

With one click you are able to create an email about a customer or a project. The email includes basic data and a pre-filled text about the project or customer. You can send the email as it is or edit the text before sending.

Emails with a person behind

Although notifications are perfect to pass messages quickly, too many notifications creates a risk that the receiver's attention will decrease.

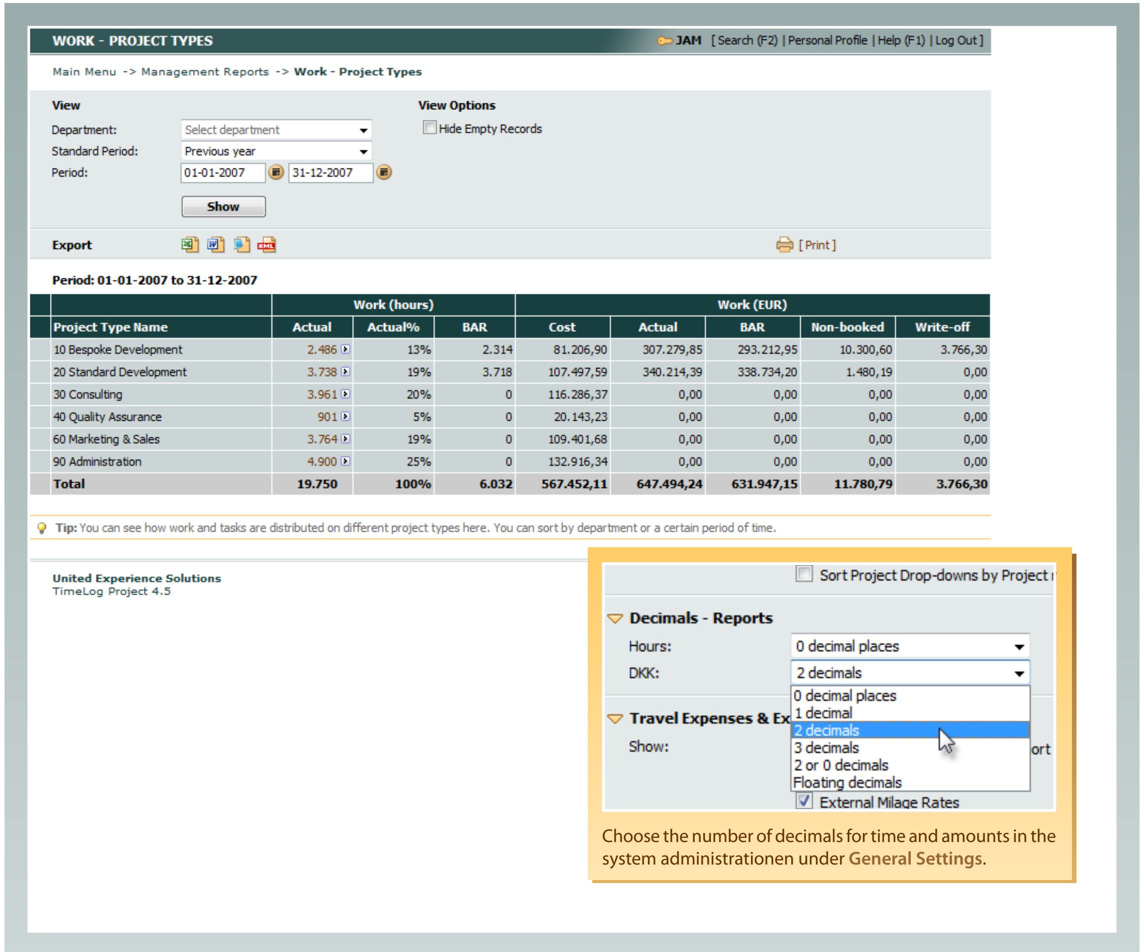
Therefore, the new email notifications in TimeLog Project are only semi-automatic and must by send by a person.

Edit the standard text in the system administration

The prefilled standard text in the emails can be edited from the system administration. Special codes or tags can be used to automatically insert e.g. customer name, project name or other relevant data.

Decimals

Choose how many decimals are shown for time and amounts in reports.



Choose the number of decimals for time and amounts in the system administrationen under General Settings.

In TimeLog Project it has always been possible to choose the number of decimals time indications should show.

This option has now been extended to include indications of amounts.

For both time and amounts the following options are now available:

- 0 decimals
- 1 decimal
- 2 decimals
- 0 or 2 decimals
- Floating decimals – i.e. 0, 1 or 2 decimals

Amounts can also be shown with 3 decimals which is especially suited for those who use Euros as currency.

Choose decimals for a purpose

Which setting that is relevant depends on how companies use TimeLog Project. The finance department needs exact numbers whereas the project managers are doing fine with rounded numbers.

We recommend following settings:

- 0 decimals for time and 2 decimals for amounts. This setting makes it is easy to distinguish time and money.
- 0 decimals for both hours and amount. This setting is the most compact and easily read.

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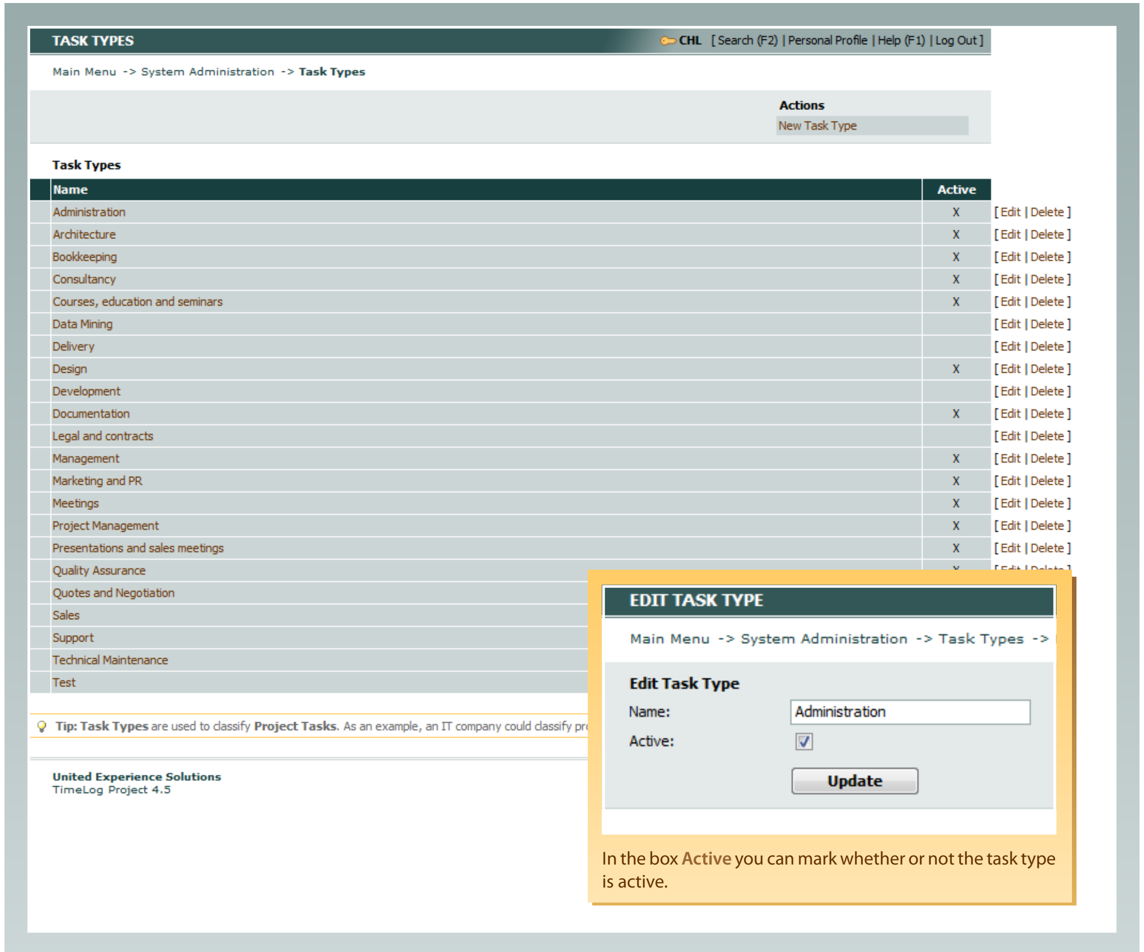
Deactivation of Dimensions

Make it easy for your project managers – deactivate the dimensions and values that are no longer in use.



In the box Active you can mark whether or not the task type is active.

Up until now, it has not been possible to deactivate all dimensions that are not in use. This has been remedied in TimeLog Project 4.5, and now old values and dimensions no longer have to take up room in lists and be the cause for errors.

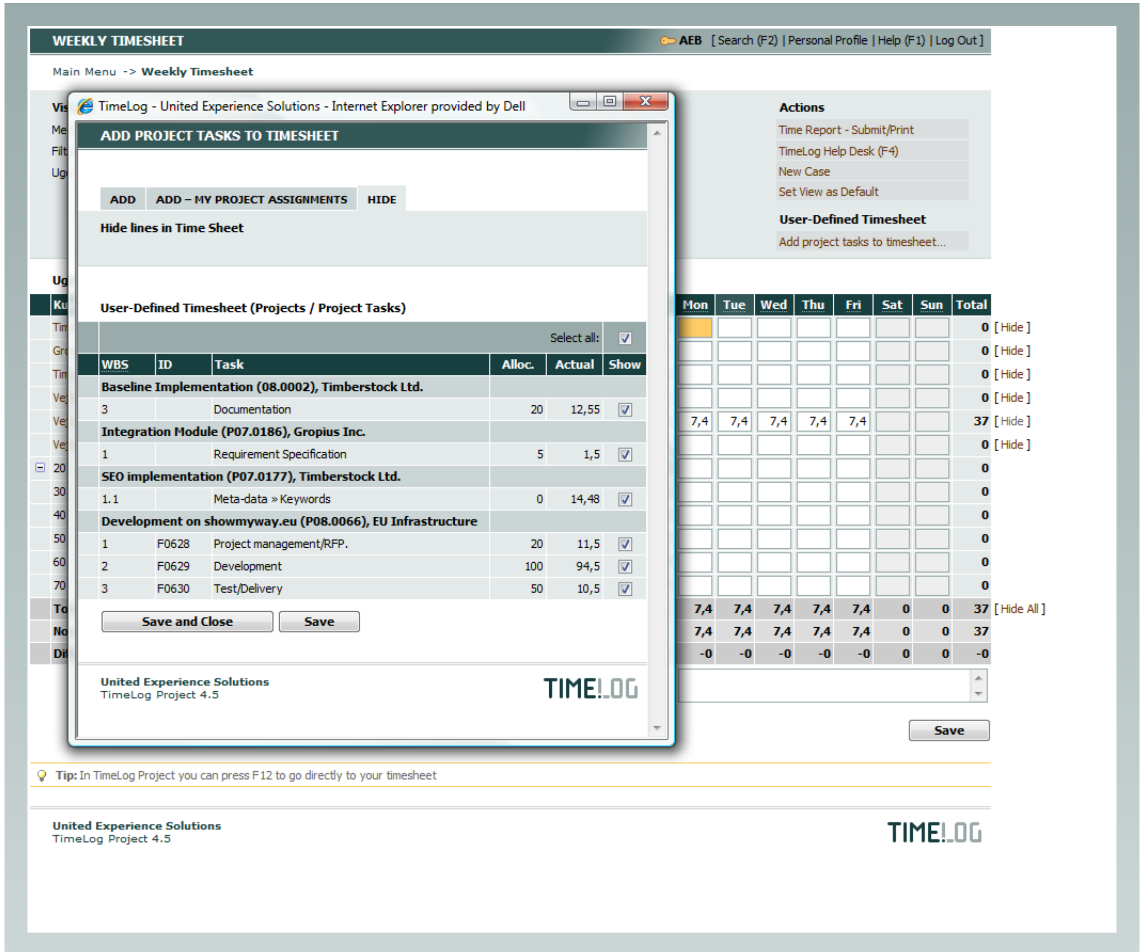
As an example it is now possible to deactivate task types in the system administration. When a task type is deactivated it can no longer be chosen when making new tasks, however, it can still be found on the existing tasks that uses this dimension.

Dimensions and values that can be deactivated:

- Task types
- Employee types
- Number series
- Project types
- Project categories
- Hourly rates
- Absence codes
- Groups (with TimeLog CRM)
- Competences (with TimeLog Skills)

User-Defined Timesheet

Now it is easy to manage the weekly timesheet. Search, select, add and hide one or more tasks.



A popular feature in TimeLog Project is the user-defined timesheet where you can choose what projects and tasks that are to be shown on the weekly timesheet – and maintain it on a regular basis. In that way you will have a short and manageable timesheet which reflects what you are working on at the moment.

TimeLog Project expands the user-defined timesheet in three central areas.

Search for projects and tasks

Filter or search for customer and project to find the tasks you want to add to your weekly timesheet.

Add from a list

You can now get a list of all the projects and tasks you are assigned to, and from that list you can choose what tasks there is to be shown or hidden in the weekly timesheet.

Clean up the timesheet

Finally, it is possible to clean up the timesheet by hiding several tasks at the same time.

Get More Out of TimeLog Project

We have more to offer you – whether you want to know more about all the other features in TimeLog Project – or have specific needs for you business system

User Guides

In the help section for TimeLog Project you will find a number of user guides which describes how you perform tasks in TimeLog Project.

For example, you can find guides for time registration, entering travel expenses, handling flex time, get management reports and much more.

The user guides are PDF-documents and can be either read on the computer or printed.

See more on www.timelog.com/support/

Previous Versions

A great way to form a general idea of what TimeLog Project can manage is to read about the news and improvements from previous versions.

View and download the documents from TimeLog's website.

See more on www.timelog.com/support/

TimeLog API

With TimeLog API data from TimeLog Project can be integrated with other IT-systems.

Read the documentation for TimeLog API and learn how to get started.

See more on www.timelog.com/api/

Support and Professional Services

You are always welcome to contact TimeLog's Support and Professional Services if you have any questions, challenges or problems.

Phone +45 70 200 645 or support@timelog.com