

TimeControl®

QuikStart Assistance Program

The screenshot displays the TimeControl web application interface. At the top, there is a navigation bar with links for Home, Timesheet, Reports, Tables, Links, Tools, Administrator, and Documentation. Below this is a secondary navigation bar with icons for Timesheet, Reports, Tables, Links, Tools, Admins..., and Documen....

The main content area is divided into four widgets:

- Executive Widget:** Displays a table for Robinson, Gail, showing time tracking details. The table has columns for Status, Type, Earned, Taken, and Remaining.
- Budgeted Hours:** A bar chart comparing Budget (blue) and Actuals (pink) across various projects.
- Pie Chart Widget:** A 3D pie chart showing the distribution of hours by charge type: Billable (51.00%) and Non-Billable (49.00%).
- Timesheet Compliance:** A table showing compliance percentages for employees in the ADMIN department.

Status	Type	Earned	Taken	Remaining
●	Vaction Time	80h	0h	80h
●	Sick Time	24h	0h	24h
●	Personal Time	40h	0h	40h
●	Banked Time 1	0h	0h	0h
●	Banked Time 2	0h	0h	0h
●	Banked Time 3	0h	0h	0h
●	Banked Time 4	0h	0h	0h

Project	Budget	Actuals
AUTO	0	0
BOAT SHOW	0	100
DATA	0	200
HWS PROJECT	0	300
INTERNAL	0	150
PMO	0	350
POLAR	0	100
RFP	0	50
TCDEPLOY	0	20

Charge Type	Percentage
Billable	51.00 %
Non-Billable	49.00 %

Status	Employee Name	Percent
Department: ADMIN		
●	Logan, Tom	50%
●	Peters, Chris	50%
●	Walker, John	50%
●	Logan, Tom	100%
●	Peters, Chris	100%
●	Walker, John	100%

QuikStart Assistance

Overview

The TimeControl QuikStart Assistance Program is structured to provide technical assistance and training to organizations to enable them to more rapidly deploy TimeControl. As needs vary from organization to organization, the program outlined below is typical but may not be exactly the structure of the assistance in any particular instance. If the needs of an organization vary from the QuikStart structure, HMS will be happy to provide a more tailored description of services that may be required.

How it works

Following your purchase of TimeControl, one of our implementation specialists will work with you either remotely or, if required, at your location to design and deploy the configuration of TimeControl that will allow you to start working with the system right away. Prior to beginning the configuration, we will send you a QuikStart Checklist; a series of tasks that must be completed before we can begin. Our implementation specialist will be available to answer any questions to assist you in completing these tasks. As well we will ask you to populate the QuikStart Spreadsheet with employee, user, rate, project and charge information.

What we will cover in the QuikStart

The TimeControl QuikStart Assistance Program will cover the installation, initial setup, and modeling of data for your TimeControl system. Our implementation specialist will assist your TimeControl Administrator in creating your first automated validation rules and in populating basic table data. We will load the user, employee, project, rate and charge table records that you provide us so timesheet entry can begin as soon as we're done.

Our implementation specialist will work closely with your TimeControl Administrator, training him or her in the system's design and data storage. When the basic system is complete, supervisors and project managers will be trained in authorizing timesheet data, applying changes if required, and reporting on timesheet data for their own purposes. Once the supervisors and project managers have been trained, a review of the initial implementation will be made to ensure that the Administrator is on the right path to creating procedures for proper timesheet control.

Finally, we will document the system's technical deployment for your records so that your TimeControl system can be re-established quickly in the case of unforeseen issues.

What you need to do

Your TimeControl Administrator must complete the QuikStart checklist and populate the QuikStart Spreadsheet prior to your implementation. Crucial to the smooth start-up and implementation of TimeControl, is the prior identification of the people responsible for different aspects of the timesheet process and the assurance that they will be available at specific times during implementation. The TimeControl Administrator should be available for the entire implementation.

Why it works

One word: leverage. The TimeControl QuikStart Assistance Program enables our implementation specialist who is not only experienced in TimeControl but in project management and enterprise systems, to spend dedicated time in your environment exclusively for the deployment of your TimeControl system. You will have someone at your fingertips who has already climbed the learning curve you are beginning, and brings to the overall picture years of experience in assisting organizations just like yours in automating their project control environments.

What it costs

The TimeControl QuikStart Assistance Program is \$6,000 for the startup program plus travel and per diem expenses if required

QuikStart Schedule

Prior to configuration

- Kick off conference call
- Online Feature review
- Review of QuikStart Checklist
- Review of QuikStart Spreadsheet
- Review Hardware Requirements
- Identify user defined field customizations
- Locate data to be loaded into system
- Identify project members
- Identify TimeControl Administrators
- Identify technical resources
- Format legacy data into CSV or Excel files

Design

- Establish initial roll-out schedule
- Determine main TimeControl Administrator
- Review available hardware
- Meet Network Administrator, Database Administrator and Webmaster
- Execute database scripts and create TimeControl database
- Install TimeControl Administration Transaction Server Software
- Connect TimeControl Transaction Server Software to the database
- Establish General Settings
- Install the Web components
- Establish Web area security
- Test on multiple client stations
- Reconfigure system, website or network as required based on results of client station testing
- Write site-specific user access instructions as required

Configuration

- Identify owner of project control environment
- Identify initial users and

- approval routing
- Identify supervisors
- Identify project managers
- Review existing coding structures
- Review existing and proposed reports
- Review standard TimeControl reports
- Establish TimeControl coding requirements
- Establish security and access settings
- Populate User Profile table
- Populate Coding table
- Establish TimeControl WBS requirements
- Establish project management system links requirements
- Establish project list
- Populate project table
- Establish charge-code structure
- Populate charge code table
- Establish overhead codes
- Populate overhead charge codes
- Establish rate structure
- Populate rate Table
- Establish initial Employee Table
- Populate initial Employee Table
- Establish initial users
- Populate initial User table
- Establish initial filter requirements
- Populate initial Filter Table
- Define initial Automatic Validation rules
- Create up to 5 Automatic Validation rules
- TimeControl overview
- Matrix Approval Process
- Collection, approval, release procedures
- Finding missing timesheets
- Rejecting or correcting timesheets
- Establish Link to main Project management system
- Deploy Approval Project Process and Matrix Approvals

- Week closing process
- Establish the posting process
- Establish Missing timesheets process
- Create up to 3 custom reports
- Define up to 3 exports for external Accounting systems
- Roll out to initial user group and review first access
- Adjust system as required based on first user access

Training

- Administrator training
- Project Manager briefing
- Supervisor briefing
- Document "Setting up new users, security and properties settings"
- Adjusting hours using Debit/Credit function
- Corrections after posting (Debit/Credit)
- Creating validation rules
- Write site-specific project management system link procedures
- Document links process for any finance or legacy systems
- Document monthly close-out process
- Document process for closing out projects and tasks
- Establish backup procedures

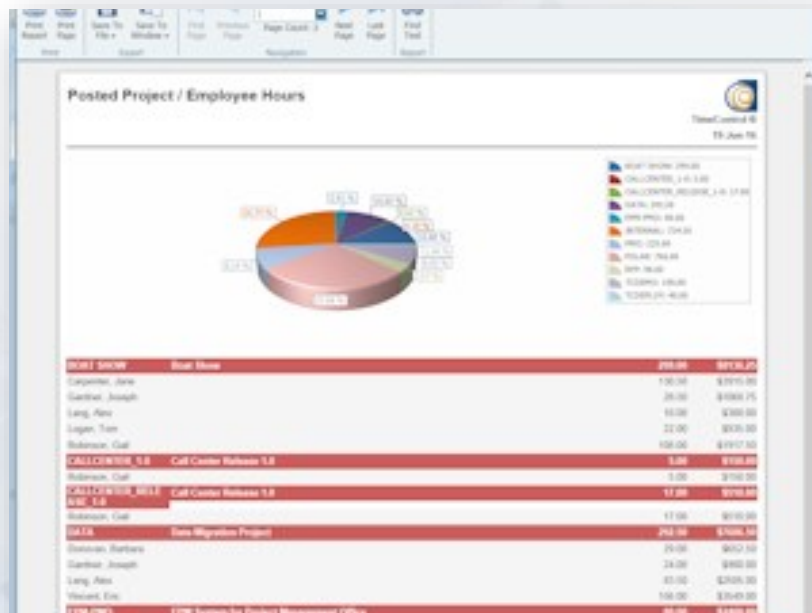
Wrap up

- Review troubleshooting issues
- Review implementation
- Troubleshoot any outstanding issues
- Wrap up meeting

About HMS Software

About TimeControl

TimeControl was originally released in 1994. It was immediately successful in the project management sector and today is recognized not only as a project management solution, but also as an enterprise timesheet solution in use by companies worldwide. TimeControl is designed to serve the needs of both Finance and Project Management simultaneously. It includes features such as flexible user structures to allow for multiple levels of timesheet authorization and an open data architecture, which makes the product ideally suited for integration with existing data systems in any organization. TimeControl's flexibility allows it to be deployed for use as a time and attendance, time and billing, project time and flex-time system and its web-based interface makes it easy to use.



About HMS Software

Based in Montreal, Canada with offices in Toronto, HMS Software has been a leading provider of enterprise timesheet and project management systems since 1984. HMS Software's first customized timesheet application was written in 1984. With the launch of TimeControl as a commercial application in 1994, HMS Software began servicing clients worldwide.

HMS Software's client list reads like a who's who of business. It includes Aegion, CRIM, MCAP, Georgia Pacific, Xerox, Volvo Novabus, the Government of Quebec, CAE, Safran, Tractor Supply, General Dynamics, Siemens, Foster Wheeler, EXFO, Boeing, Value Recovery, Pontoon, March Consulting and hundreds of others.



HMS has representatives or distributors in Argentina, Australia, Brazil, Canada, Chile, Croatia, Czech Republic, Egypt, Finland, Ireland, Mexico, the Netherlands, New Zealand, Norway, Russia, Singapore, Sweden, Thailand, the UK, and the U.S.

For further information about HMS Software, please visit the HMS online at: hms.ca.
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