



# TimeControl<sup>®</sup> Evaluation Guide

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## Welcome to TimeControl

TimeControl is one of the most popular timesheets in the marketplace today. Reaching back to the 1990's when it was first released, TimeControl has evolved into a powerful, flexible solution used by corporations worldwide.

Designed as a multi-purpose timesheet system, TimeControl is able to fulfill the needs of Project Management, Finance, Human Resources and Payroll Departments, in one timesheet solution. Gone are the days of multiple timesheets, redundancy and error. TimeControl effortlessly consolidates the timesheet effort even if requirements are different for each business unit.

This Evaluation Guide will take you through the step-by-step process of adding, submitting, and releasing a timesheet. Notes have been added along the way to highlight additional functionality.

This Guide shows only a portion of the many features of TimeControl. For more information please visit [TimeControl.com](http://TimeControl.com).

We are also available to discuss your timesheet requirements and to show you a full demo of our products and services. You can reach us at [info@hms.ca](mailto:info@hms.ca).

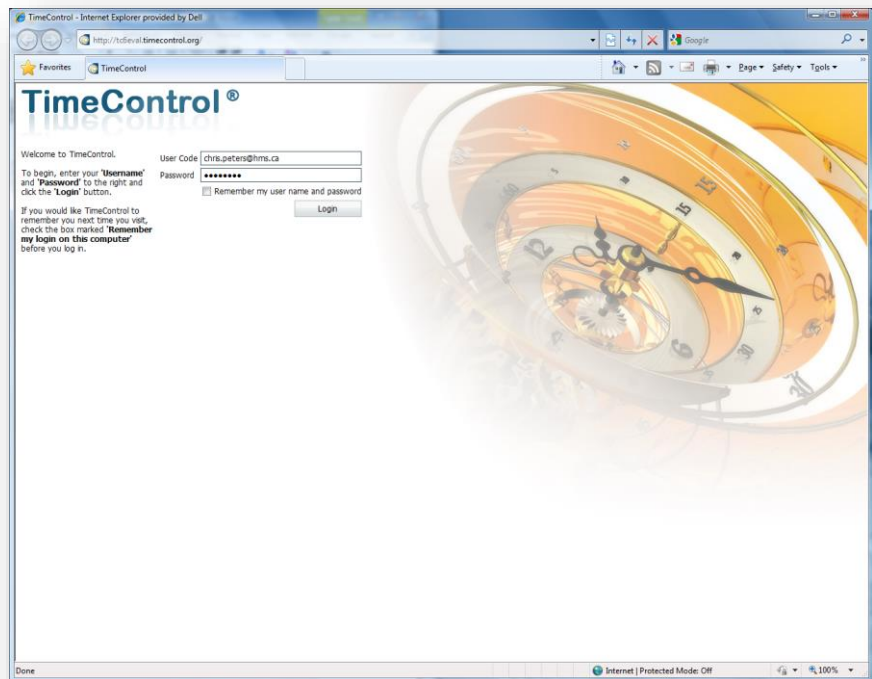
TimeControl can be accessed through Internet Explorer, Chrome, Firefox, Safari and other internet browsers.



**Note:** We advise you not to enter any confidential information into the evaluation system as it is not secured for your private use and information entered will be visible to other users. The data entered in TimeControl is refreshed nightly so anything you have entered will be overwritten. The trial site is available to you for a two-week period after which, re-registration will be required at [freetrial.timecontrol.com](http://freetrial.timecontrol.com).

## Logging into the Hosted Trial Site

Log into the TimeControl trial site at <http://tc7eval.timecontrol.org> using the information emailed to you when you registered.

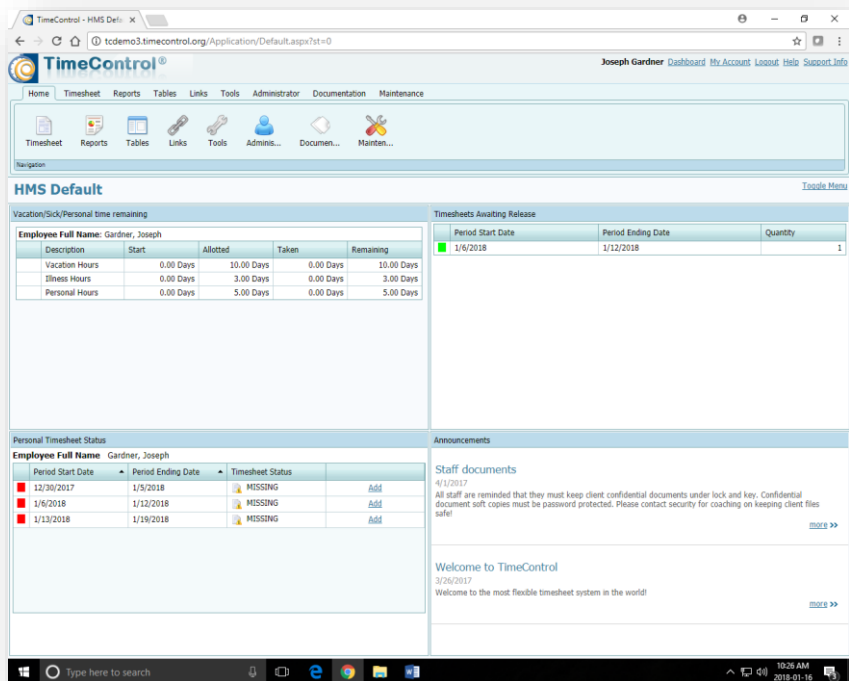


Once logged in, the TimeControl dashboard appears. This is a default setting.

**Note:** In your own TimeControl system you can customize this dashboard for different types of users.

Since we have given you Administrator access, you are able to see all nine tabs on the TimeControl menu strip:

- ☐ Home
- ☐ Timesheet
- ☐ Reports
- ☐ Tables
- ☐ Links
- ☐ Tools
- ☐ Administrator
- ☐ Documentation
- ☐ Maintenance



The menu strip at the top of the screen shows possible navigation commands built into a series of tabs. Since you have Administrator access, all tabs and commands are visible.

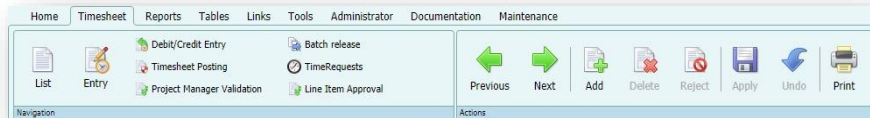
**Note:** In a production system, users would see only the tables and commands for which they have security access.



If you click on the Timesheet tab, the navigation commands will appear for that particular grouping and the Timesheet Entry Screen will appear below it.

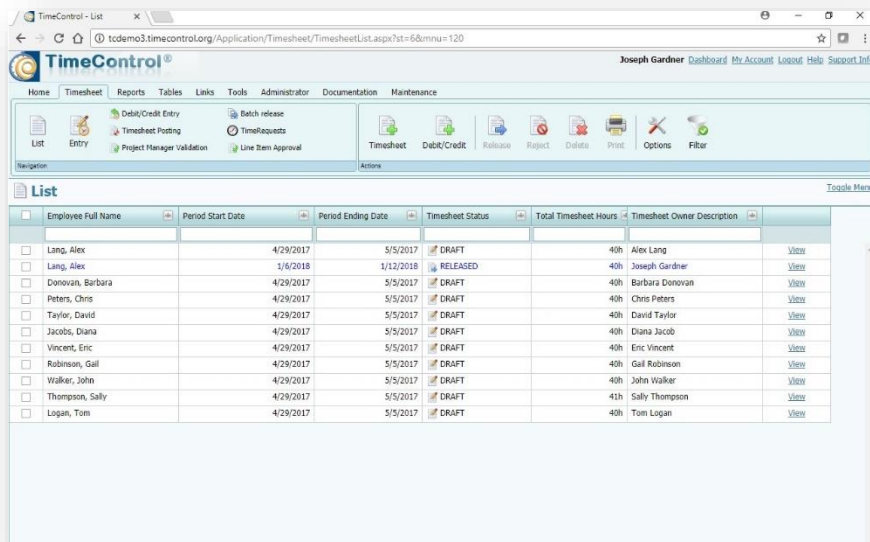


The actions for each grouping are displayed on the right-hand side of the screen. In this case, it is for the Timesheet.

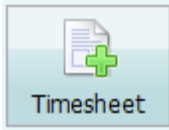


Click on the action Add. The timesheet appears below the menu strip.

**Note:** You can define default views on tabs by clicking on the MyAccount function at the top right-hand corner of your screen.



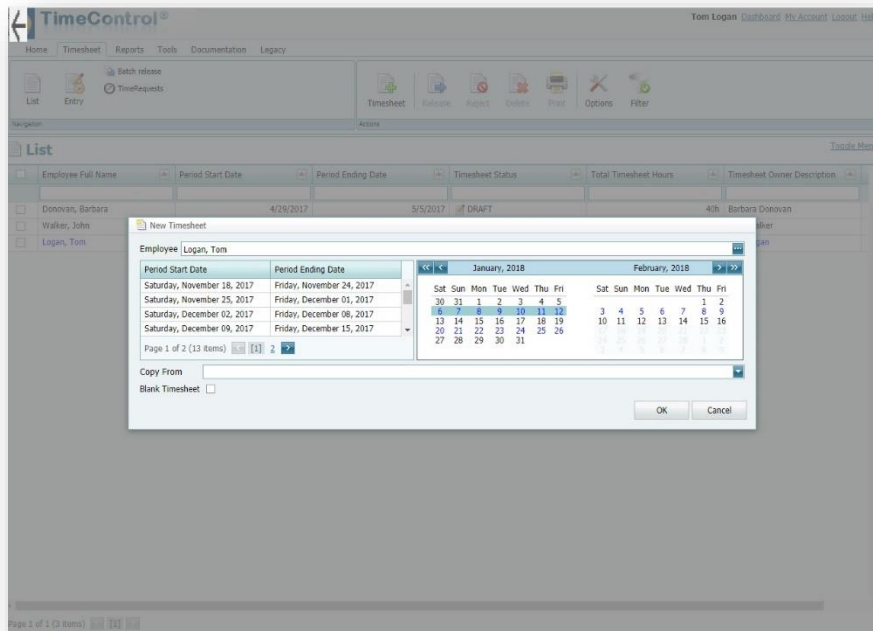
## Adding a timesheet



Click on the Add button in the Action menu strip. A calendar appears in the dialog box. Select the week for which you would like to log time.

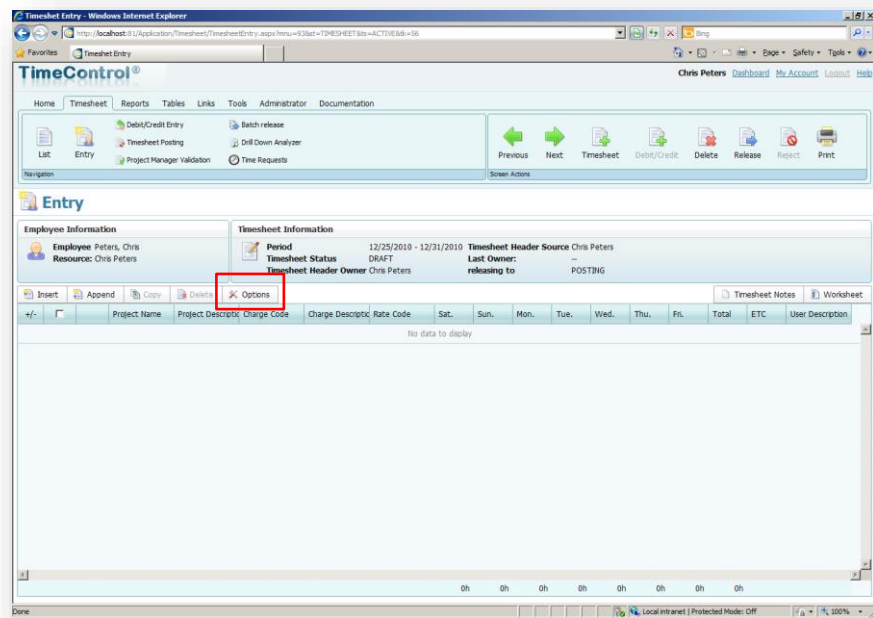
**Note:** The calendar appears based on how the timesheet periods have been configured. In this case, it's weekly.

You can also Copy From a previous timesheet (Click OK and a blank timesheet will appear).

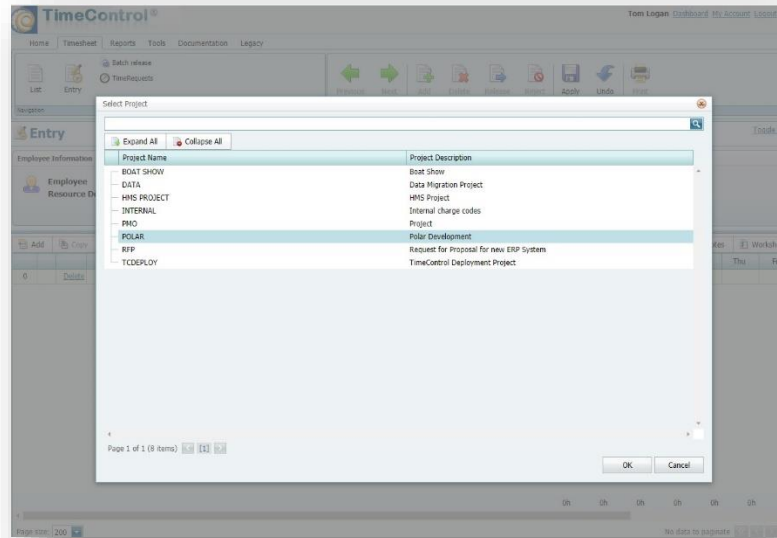


A blank timesheet will appear.

**Note:** If you would like to change the format of your timesheet, click the Options button. The hour and date formats can be changed as well as the visible columns on your timesheet.

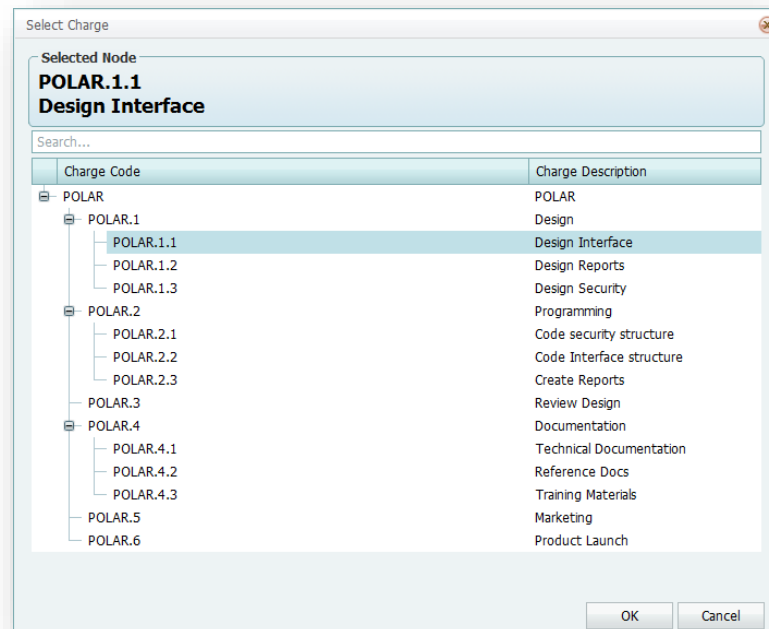


Now you are ready to enter time. Click on the Add button to add a line. Click the ellipses (...) to the right of the Project name field to display a list of available projects. Select the Polar Project and click OK.



Now click the ellipses (...) to the right of the Charge Code field and a list of charges for the Polar project will be displayed. Select Polar.1.1 Design Interface and click OK. You can also just double-click on the Polar 1.1 line.

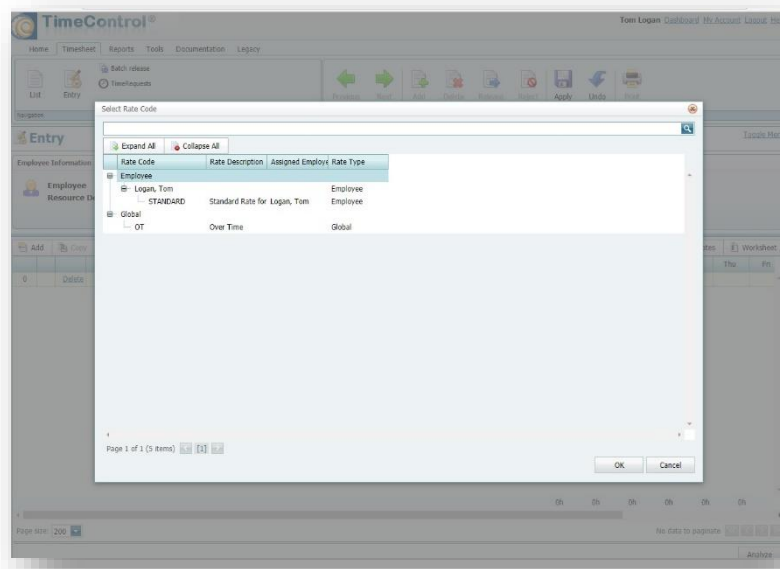
**Note:** Charges can be a simple list or, as in this example, a hierarchical tree list of charges.





Now click the ellipses (...) to the right of the rate code field and select a rate. Click OK.

**Note:** TimeControl supports numerous rate codes per employee. If you are always using the same rate code, it can be entered by default or as part of your personal pre-loads. Change default entries for the timesheet in MyAccount / Options.

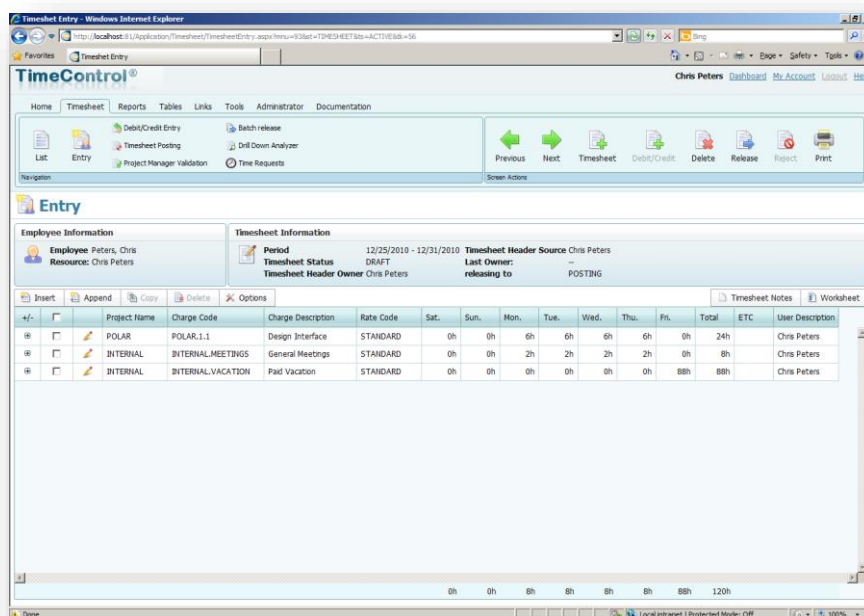


You can now begin entering time against projects.

**Note:** TimeControl also supports entry of fractions of hours such as 1.5 and minutes such as 3h30. Changes can be made in My Account/Options.

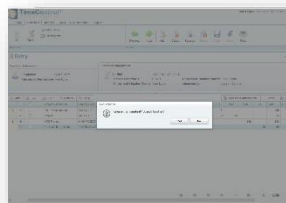
Add a couple more lines to the timesheet by clicking the down arrow inside any cell on the timesheet. When you get to the last line, deliberately enter 88 hours on the Friday.

Save your timesheet by clicking Apply on the Action menu strip. If you want to undo the line changes, click Undo.



You are ready to release your timesheet. Click the Release icon in the Actions menu strip. Click Yes in the Confirmation dialog box.

**Note:** TimeControl supports extensive approval functionality, one of its most powerful features.





Since we know we have an error on the timesheet, (the 88 hours we entered on Friday), it should come as no surprise that TimeControl flags it right away. An error message appears letting you know that no more than 24 hours can be entered in a day.

**Note:** This error message originates from TimeControl's powerful Validation Rules' engine where virtually any business rule can be defined to test timesheet data before it is accepted.

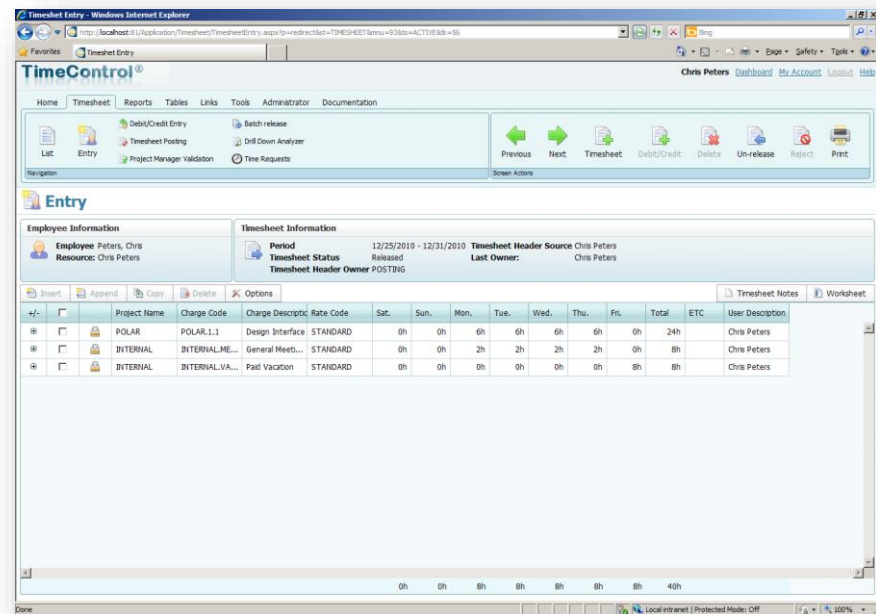
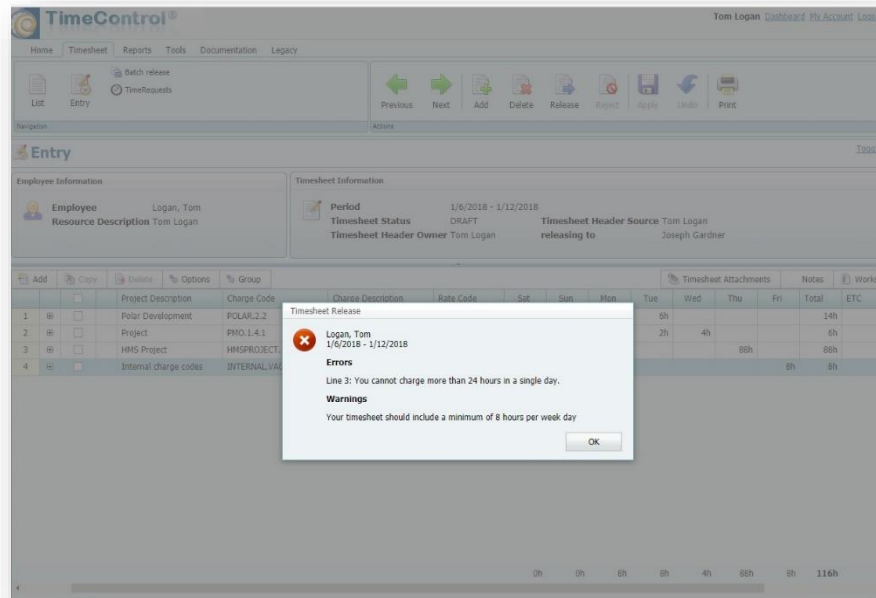
Click Ok and edit the 88-hour entry on the timesheet and then click Apply.

**Note:** Another way to confirm that the data entered on your timesheet matches your business rules, is to use the Analyze button at the far bottom right of your screen. In this case, the 88-hour entry will be detected and can be corrected prior to releasing your timesheet.

Now, release your timesheet for approval. Since you are defined as the Administrator, your timesheet will be approved immediately.

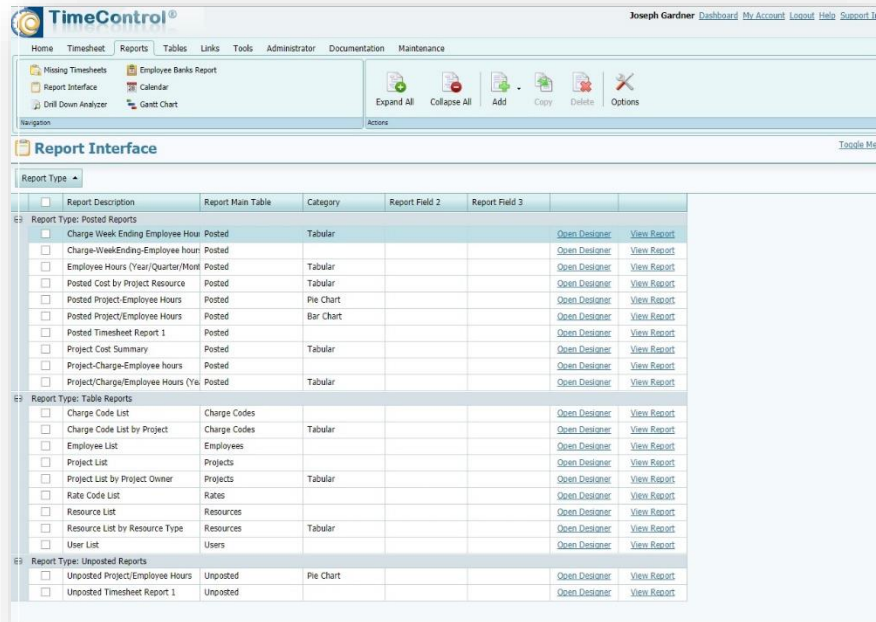
Entering a timesheet is just that easy!

**Note:** Your own TimeControl would typically be configured with different levels of approval for different users.



## TimeControl Reports

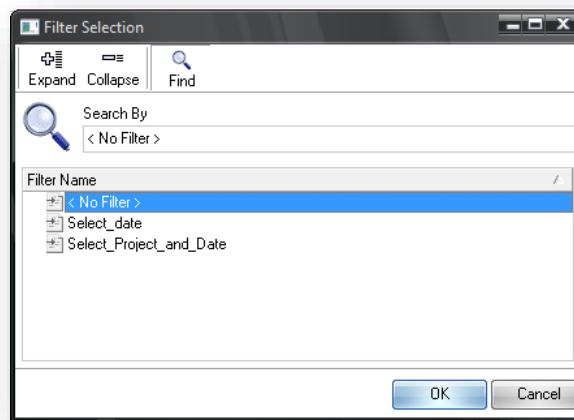
There are numerous ways to see TimeControl reports and data. Click on the Reports tab, then on the Report Interface icon. You can choose from a list of standard report templates.



Select the first report entitled "Charge / Week Ending / Employee Hours" and click the "View Report" button on the right hand column of the Report template.

TimeControl will ask if you want to filter the report. We'll view the report without a filter. Click Ok to proceed.

**Note:** Any TimeControl report can be filtered with many conditions and these can be entered at the run-time of the report or saved as pre-defined filter conditions.



TimeControl now shows the selected report in a spreadsheet format. The report can be exported as several formats including an Excel or pdf file.

You can modify existing report templates by clicking on the “Open Designer” button or create new reports by clicking the “Add” icon at the top of the Report Interface screen.

TimeControl Report Viewer - Charge Week Ending Employee Hours - Google Chrome  
todemo3.timecontrol.org/Aspication/Reports/ReportViewer.aspx?k=67

Charge Week Ending Employee Hours

TimeControl ©  
22-Jan-18

Charge Code	Charge Description	Week Ending	Employee Name	Hours	Cost 1	Cost 2
BOAT SHOW 1.1	Determine primary on-site tradeshow contact	April 7, 2017	Logan, Tom	7.0000	\$297.50	\$770.00
		April 14, 2017		7.0000	\$297.50	\$770.00
		April 21, 2017		7.0000	\$297.50	\$770.00
		April 28, 2017		7.0000	\$297.50	\$770.00
Total for: BOAT SHOW 1.1				28.0000	\$1190.00	\$3080.00
BOAT SHOW 1.2	Determine tradeshow planning contact	April 7, 2017	Robinson, Gail	8.0000	\$240.00	\$480.00
		April 14, 2017		8.0000	\$240.00	\$480.00
		April 21, 2017		8.0000	\$240.00	\$480.00
		April 28, 2017		8.0000	\$240.00	\$480.00
Total for: BOAT SHOW 1.2				32.0000	\$860.00	\$1920.00
BOAT SHOW 1.3	Determine tradeshow billing contact	April 7, 2017		4.0000	\$120.00	\$240.00
		April 14, 2017		4.0000	\$120.00	\$240.00
		April 21, 2017		4.0000	\$120.00	\$240.00
		April 28, 2017		4.0000	\$120.00	\$240.00
Total for: BOAT SHOW 1.3				16.0000	\$480.00	\$960.00
BOAT SHOW 1.4	Review booth resource number limitations	April 7, 2017		7.0000	\$210.00	\$420.00
		April 14, 2017		7.0000	\$210.00	\$420.00
		April 21, 2017		7.0000	\$210.00	\$420.00
		April 28, 2017		7.0000	\$210.00	\$420.00
Total for: BOAT SHOW 1.4				28.0000	\$840.00	\$1680.00
BOAT SHOW 3.1	Create tradeshow materials	April 7, 2017	Taylor, David	38.0000	\$1020.00	\$2470.00

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You can also see data more dynamically in the Drill Down Analyzer.

Click on the Report tab then select the Drill-Down Analyzer from the Navigation menu.

Click the “Load” icon

TimeControl®

Joseph Gardner

Dashboard

My Account

Logout

Help

Support

Info

Home

Timesheet

Reports

Tables

Links

Tools

Administrator

Documentation

Maintenance

Missing Timesheets

Report Interface

Drill Down Analyzer

Employee Backup Report

Calendar

Gantt Chart

Expand All

Collapse All

Navigation

Actions

Drill Down Analyzer

Toogle Menu

New Selection

Posted Data Review

Add

Edit

Load

Export

Full Screen

Drag a column header here to group by that column

Project Name	Charge Code	Employee Full Name	Posted Date	Posted Rate Code	Hours	Posted Rate 1	Posted Rate 2	Cost 1	Cost 2
No data to display									

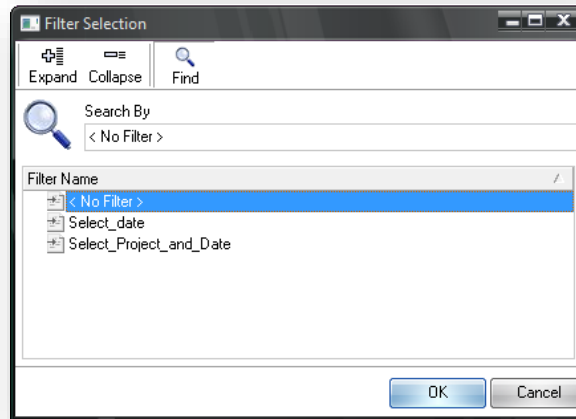
0.00

\$0.0000

\$0.0000

No data to paginate

Once again, we'll view the data without a filter. Click Ok to proceed.



TimeControl displays a long list of data in columns. It's not that interesting so far, so drag the column header of the first field, "Project" into the grey area just above the column headers.

Project Name	Charge Code	Employee Full Name	Posted Date	Posted Rate Code	Hours	Posted Rate 1	Posted Rate 2	Cost 1	Cost 2
BOAT SHOW	BOAT SHOW.1.1	Logan, Tom	4/7/2017	STANDARD	7.00	\$42.5000	\$110.0000	\$297.5000	\$770.0000
BOAT SHOW	BOAT SHOW.1.1	Logan, Tom	4/14/2017	STANDARD	7.00	\$42.5000	\$110.0000	\$297.5000	\$770.0000
BOAT SHOW	BOAT SHOW.1.1	Logan, Tom	4/21/2017	STANDARD	7.00	\$42.5000	\$110.0000	\$297.5000	\$770.0000
BOAT SHOW	BOAT SHOW.1.1	Logan, Tom	4/28/2017	STANDARD	7.00	\$42.5000	\$110.0000	\$297.5000	\$770.0000
BOAT SHOW	BOAT SHOW.1.2	Robinson, Gail	4/7/2017	STANDARD	8.00	\$30.0000	\$60.0000	\$240.0000	\$480.0000
BOAT SHOW	BOAT SHOW.1.2	Robinson, Gail	4/14/2017	STANDARD	8.00	\$30.0000	\$60.0000	\$240.0000	\$480.0000
BOAT SHOW	BOAT SHOW.1.2	Robinson, Gail	4/21/2017	STANDARD	8.00	\$30.0000	\$60.0000	\$240.0000	\$480.0000
BOAT SHOW	BOAT SHOW.1.2	Robinson, Gail	4/28/2017	STANDARD	8.00	\$30.0000	\$60.0000	\$240.0000	\$480.0000
BOAT SHOW	BOAT SHOW.1.3	Robinson, Gail	4/7/2017	STANDARD	4.00	\$30.0000	\$60.0000	\$120.0000	\$240.0000
BOAT SHOW	BOAT SHOW.1.3	Robinson, Gail	4/14/2017	STANDARD	4.00	\$30.0000	\$60.0000	\$120.0000	\$240.0000
BOAT SHOW	BOAT SHOW.1.3	Robinson, Gail	4/21/2017	STANDARD	4.00	\$30.0000	\$60.0000	\$120.0000	\$240.0000
BOAT SHOW	BOAT SHOW.1.3	Robinson, Gail	4/28/2017	STANDARD	4.00	\$30.0000	\$60.0000	\$120.0000	\$240.0000
BOAT SHOW	BOAT SHOW.1.4	Robinson, Gail	4/7/2017	STANDARD	7.00	\$30.0000	\$60.0000	\$210.0000	\$420.0000
BOAT SHOW	BOAT SHOW.1.4	Robinson, Gail	4/14/2017	STANDARD	7.00	\$30.0000	\$60.0000	\$210.0000	\$420.0000
BOAT SHOW	BOAT SHOW.1.4	Robinson, Gail	4/21/2017	STANDARD	7.00	\$30.0000	\$60.0000	\$210.0000	\$420.0000
BOAT SHOW	BOAT SHOW.1.4	Robinson, Gail	4/28/2017	STANDARD	7.00	\$30.0000	\$60.0000	\$210.0000	\$420.0000
BOAT SHOW	BOAT SHOW.3.1	Taylor, David	4/7/2017	S-DAVIDT	38.00	\$40.0000	\$65.0000	\$1,520.0000	\$2,470.0000
BOAT SHOW	BOAT SHOW.3.1	Taylor, David	4/14/2017	S-DAVIDT	38.00	\$40.0000	\$65.0000	\$1,520.0000	\$2,470.0000
BOAT SHOW	BOAT SHOW.3.1	Taylor, David	4/21/2017	S-DAVIDT	38.00	\$40.0000	\$65.0000	\$1,520.0000	\$2,470.0000
BOAT SHOW	BOAT SHOW.3.1	Taylor, David	4/28/2017	S-DAVIDT	38.00	\$40.0000	\$65.0000	\$1,520.0000	\$2,470.0000
BOAT SHOW	BOAT SHOW.4.1	Thompson, Sally	4/7/2017	STANDARD	4.00	\$40.0000	\$65.0000	\$160.0000	\$260.0000
BOAT SHOW	BOAT SHOW.4.1	Thompson, Sally	4/14/2017	STANDARD	4.00	\$40.0000	\$65.0000	\$160.0000	\$260.0000
BOAT SHOW	BOAT SHOW.4.1	Thompson, Sally	4/21/2017	STANDARD	4.00	\$40.0000	\$65.0000	\$160.0000	\$260.0000
BOAT SHOW	BOAT SHOW.4.1	Thompson, Sally	4/28/2017	STANDARD	4.00	\$40.0000	\$65.0000	\$160.0000	\$260.0000
					1,764.00			\$62,560.000	\$134,660.000

TimeControl now groups all the data by that field and sub-totals the data instantly by that grouping.

In this example we have clicked on the “Full Screen” icon to enhance the view.

Click “Full Screen” a second time to revert to the original view.

Charge Code	Employee Full Name	Posted Date	Posted Rate Code	Hours	Posted Rate 1	Posted Rate 2	Cost 1	Cost 2
Project Name: BOAT SHOW					400.00		\$15,310.0000	\$26,880.0000
Project Name: DATA					152.00		\$4,560.0000	\$9,120.0000
Project Name: HMS PROJECT					204.00		\$8,450.0000	\$21,780.0000
Project Name: INTERNAL					360.00		\$13,880.0000	\$32,600.0000
Project Name: PMO					8.00		\$320.0000	\$520.0000
Project Name: POLAR								
POLAR.1.1	Lang, Alex	4/7/2017	STANDARD	36.00	\$30.0000	\$60.0000	\$1,080.0000	\$2,160.0000
POLAR.1.1	Lang, Alex	4/14/2017	STANDARD	36.00	\$30.0000	\$60.0000	\$1,080.0000	\$2,160.0000
POLAR.1.1	Lang, Alex	4/21/2017	STANDARD	36.00	\$30.0000	\$60.0000	\$1,080.0000	\$2,160.0000
POLAR.1.1	Lang, Alex	4/28/2017	STANDARD	36.00	\$30.0000	\$60.0000	\$1,080.0000	\$2,160.0000
POLAR.5	Robinson, Gail	4/7/2017	STANDARD	14.00	\$30.0000	\$60.0000	\$420.0000	\$840.0000
POLAR.5	Robinson, Gail	4/14/2017	STANDARD	14.00	\$30.0000	\$60.0000	\$420.0000	\$840.0000
POLAR.5	Robinson, Gail	4/21/2017	STANDARD	14.00	\$30.0000	\$60.0000	\$420.0000	\$840.0000
POLAR.5	Robinson, Gail	4/28/2017	STANDARD	14.00	\$30.0000	\$60.0000	\$420.0000	\$840.0000
Project Name: TCDEPLOY					440.00		\$14,040.0000	\$31,760.0000
					1,764.00		\$62,560.0000	\$134,660.0000

Now drag the “Posted date” column header up to the right of the “Project”. TimeControl now has a grouping by Project and then a sub-grouping by week.

Using this functionality, Administrators, and executives can drill deep into TimeControl data in seconds to see how much time and money is being spent on different types of work.

Additional fields from other tables can be added to the definition by clicking on the “Edit” icon.

New templates may be created using the “Add” icon

View Selection Posted Data Review

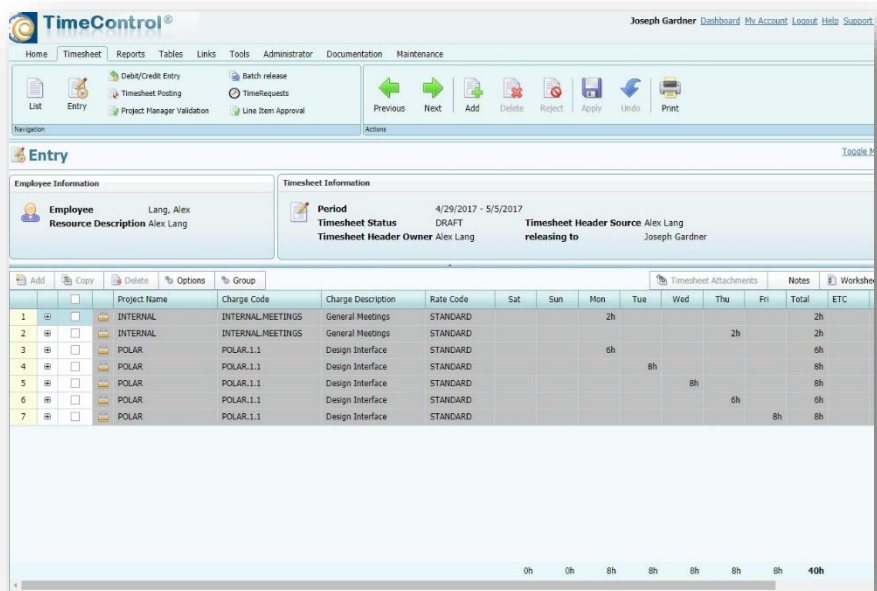
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# TimeControl – Productivity and Reliability

In today's challenging economy, tracking hours is not enough to ensure effective management of time. These days, you need to do more than just know how much time your organization spends, you need to know what that time is being spent on. And TimeControl does just that.

TimeControl is a highly flexible labor tracking system that serves the needs of project management, payroll, billing, HR and Finance all at the same time.



## Install On-premises or subscribe in the Cloud Online

*TimeControl* is available as a subscription service or can be installed on premise. You can even start with one method of deployment and opt for another as the needs of your organization grow and evolve.

## Includes TimeControl Mobile App

*TimeControl* includes a free app designed for both IOS and Android mobile devices. It allows you to connect to your TimeControl system no matter where you are. The TimeControl Mobile App is available from the Apple App Store for iOS devices or Google Play for Android devices. Download the App and instantly start to create, edit or approve timesheets.

## Multilingual

*TimeControl* comes with a number of languages already preloaded in the system but every label and message is open to the TimeControl Manage Languages module so you can change the existing translations or even add your own. This feature can be useful to a company who would like to adjust TimeControl's terminology to match their own. (The only word you can't change is: "TimeControl").

## Timesheet Approvals

*TimeControl* supports HMS Software's unique Matrix Approval Process for Labor Actuals which allows for quick authorization of project data. This process gives Project Managers and Supervisors the ability to approve timesheet data at the same time. Automated validation of timesheet data is handled by TimeControl's remarkable Validation Rules. Additional approvals can be done manually with a simple Approve/Reject or Approve/Update process.



The Project Manager Validation screen displays an easy-to-view hierarchical interface for managing project approvals.

## Total Flexibility with User Profiles

*TimeControl's* user interface is entirely customizable. Everything the user sees can be preconfigured, including which functions, reports, data and even fields he sees. And along with flexibility comes a level of security so strong, *TimeControl* can be used for sensitive payroll data and auditable government requirements. No other timesheet system on the market today offers this much flexibility.

## Links to Project Management Systems

*TimeControl* includes direct links to project management systems including Oracle-Primavera, Microsoft Project and Project Server, Brightwork, Deltek's Open Plan and Cobra and InEight's HD Estimating.

Integrating with a project management system drastically reduces timesheet errors as time can only be charged against valid tasks. Hours, costs and progress are returned from *TimeControl* directly to the project management system.

## Links to Payroll, HR and ERP/Finance

*TimeControl* also links to virtually any Finance, Billing, HR or Payroll system or service including Microsoft Dynamics, ADP, Oracle PeopleSoft and EBS, and SAP. *TimeControl's* batch tracking of exported data safeguards data from being exported twice.

The auditable nature of *TimeControl* means you no longer have to worry about reconciling the data from multiple timesheets or multiple sources - eliminating the additional costs and inefficiencies as well.

## Vacation Approvals with TimeRequest™

The TimeRequest module manages the approval and management of future requests for time-off or personal time, or other categories of time off that must be approved in advance (can also include travel time, training, etc).

## E-mail Enabled

*TimeControl* allows email notifications to be sent for various events such as missing timesheets, incomplete or non-approved timesheets as well as timesheets that were rejected or re-released for approval.

## Expense Reports

*TimeControl* includes extensive expense report functionality. Users can enter an unlimited number of expense report items for each timesheet line and attach scanned or photographed attachments per item. As well, expenses can be tracked back to a project management and/or finance system.

## Reporting

*TimeControl's* reporting engine looks just like Excel™. Reports can be saved in Excel, PDF, JPG, RFT, XML or HTML files. Reporting Wizards make report generation easy. You can

create an unlimited number of reports and save them for use later on. There are also unlimited levels of data selection, filtering and sorting.

### **For more Information**

For a more complete description of TimeControl and its features, visit [www.timecontrol.com](http://www.timecontrol.com)

To access Technical Support, email [support@hms.ca](mailto:support@hms.ca)

To schedule a demo of TimeControl for your organization, email [sales@hms.ca](mailto:sales@hms.ca).

For all other inquiries, email [info@hms.ca](mailto:info@hms.ca) or call +1 514 695 8122.