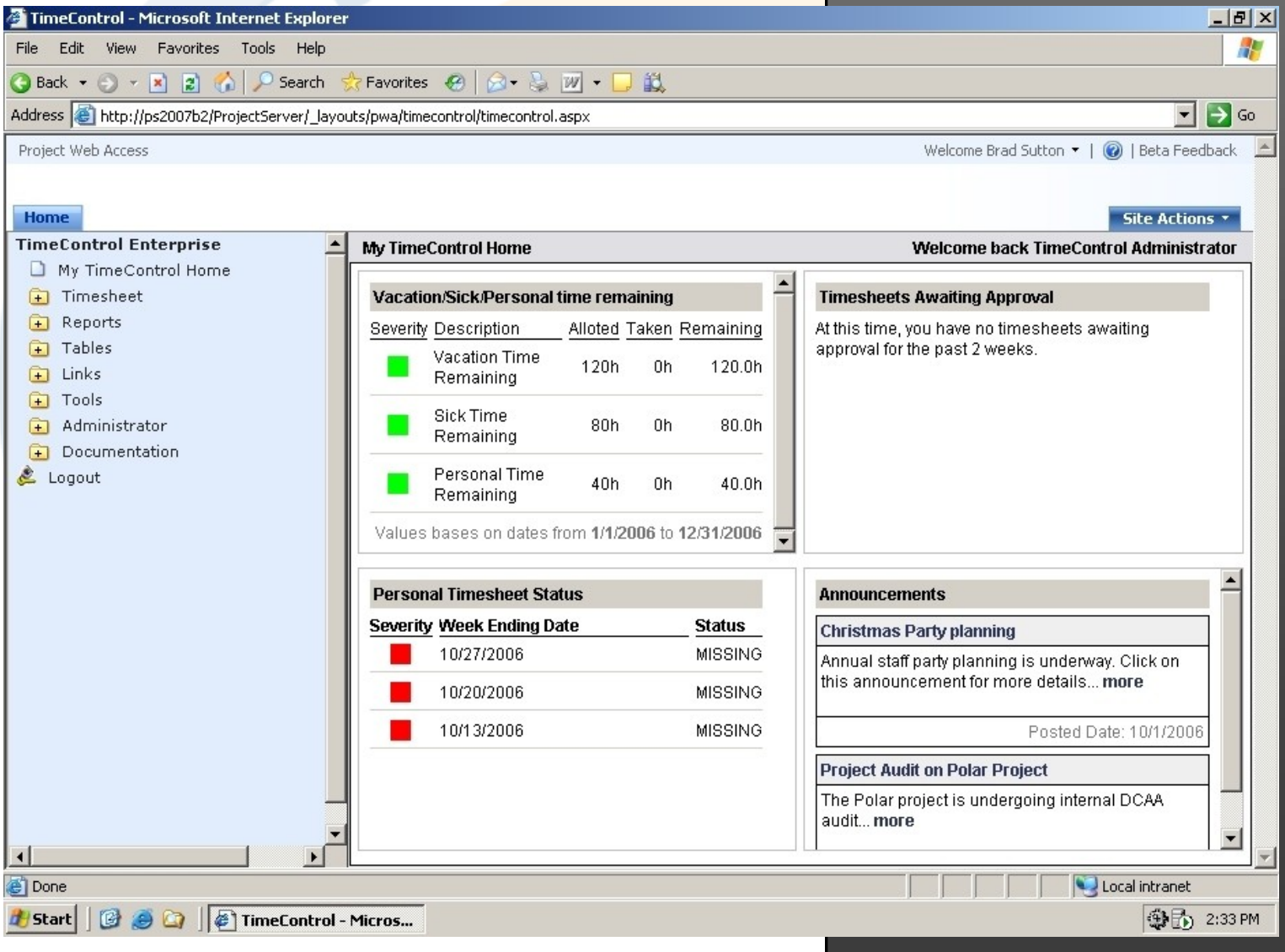
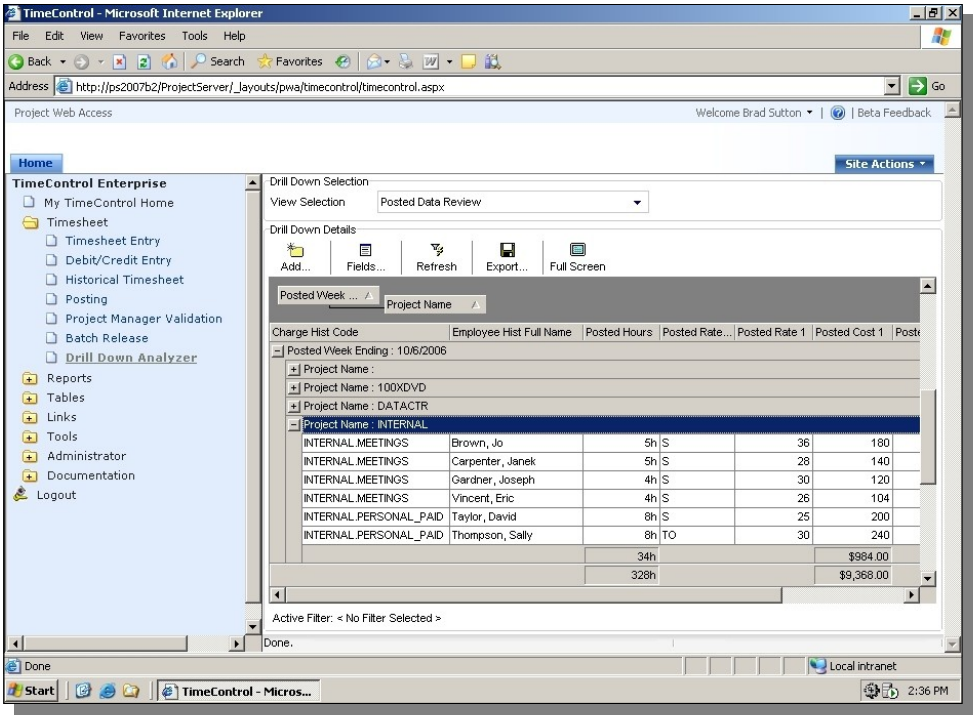
TimeControl®
and SharePoint

An enterprise timesheet presented within your corporate collaboration environment



Easy to use timesheet

In today's challenging economy, just tracking hours is no longer an effective way of managing time. These days, to be effective, corporations need to track how time is being spent. Many organizations are turning to projectized time tracking as a way of getting this done.
One of the most difficult aspects of implementing project control is the capture and approval of labor costs. *TimeControl* provides an electronic timesheet system designed to serve both Finance and Project Management.



TimeControl's easy-to-use web interface is completely customizable. It is the most effective way to enter both timesheet data and project progress at the same time.

SharePoint interface

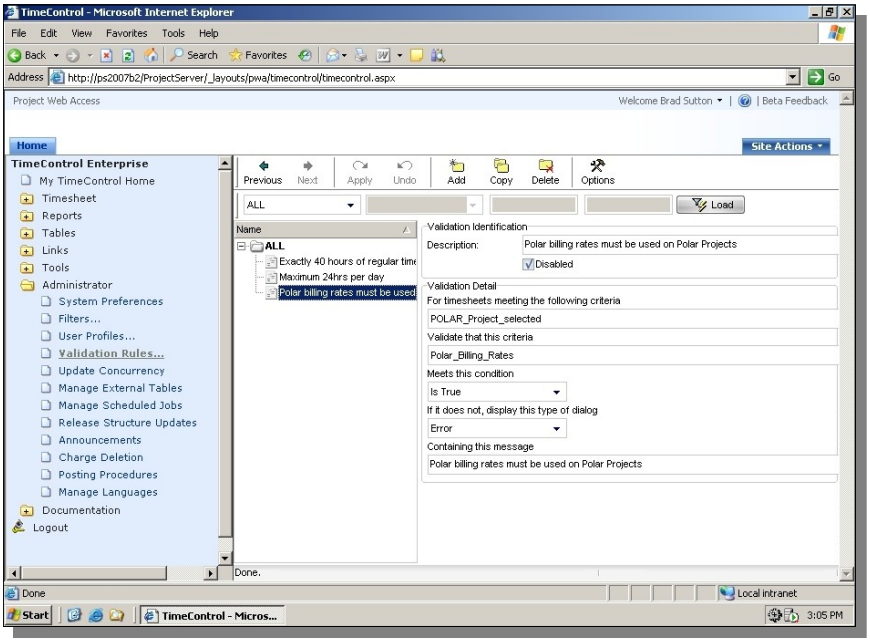
TimeControl can be installed directly in your Windows SharePoint Services interface. This powerful collaboration environment is in use by over 85million people around the world. TimeControl is one of the first timesheets anywhere to completely support the SharePoint interface and provide SharePoint end-users with an uninterrupted user experience!

Open Architecture

TimeControl is an open architecture system that supports a variety of databases including MS SQL Server, Oracle and Sybase, .
Customizable user profiles allow the *TimeControl* interface to be tailored to each user's requirements.

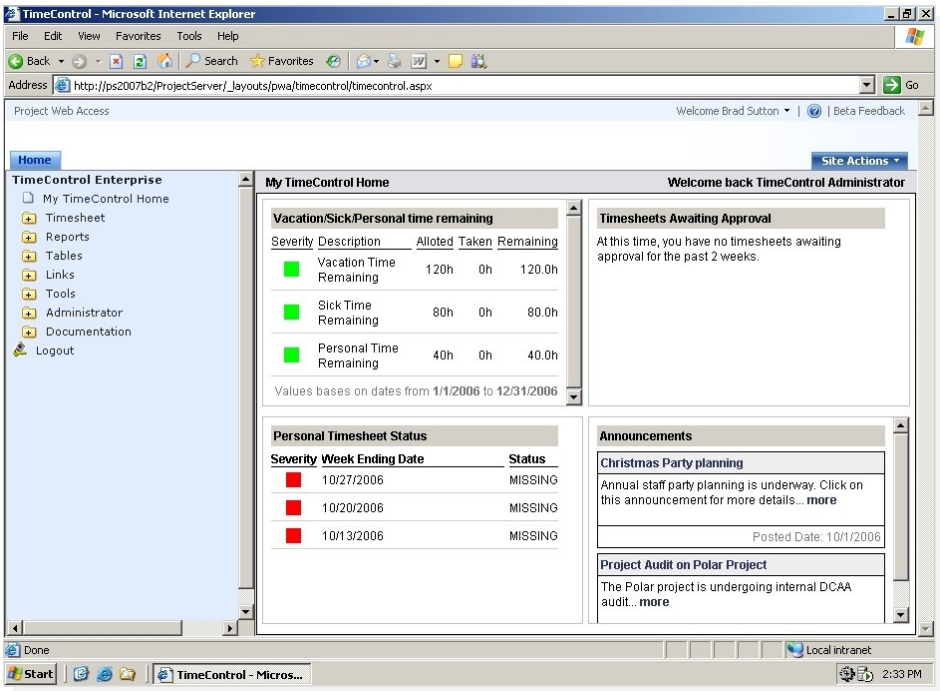
Powerful Approvals functionality

TimeControl supports HMS Software's unique Matrix Approval Process for Labor Actuals™ which allows for quick authorization of project data. 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.



TimeControl's Validation rules allows an unlimited number of business rules to be created.

… in the SharePoint interface!



TimeControl includes an extensive reporting system. The output from reporting can be saved directly into Excel.

Total Flexibility with User Profiles

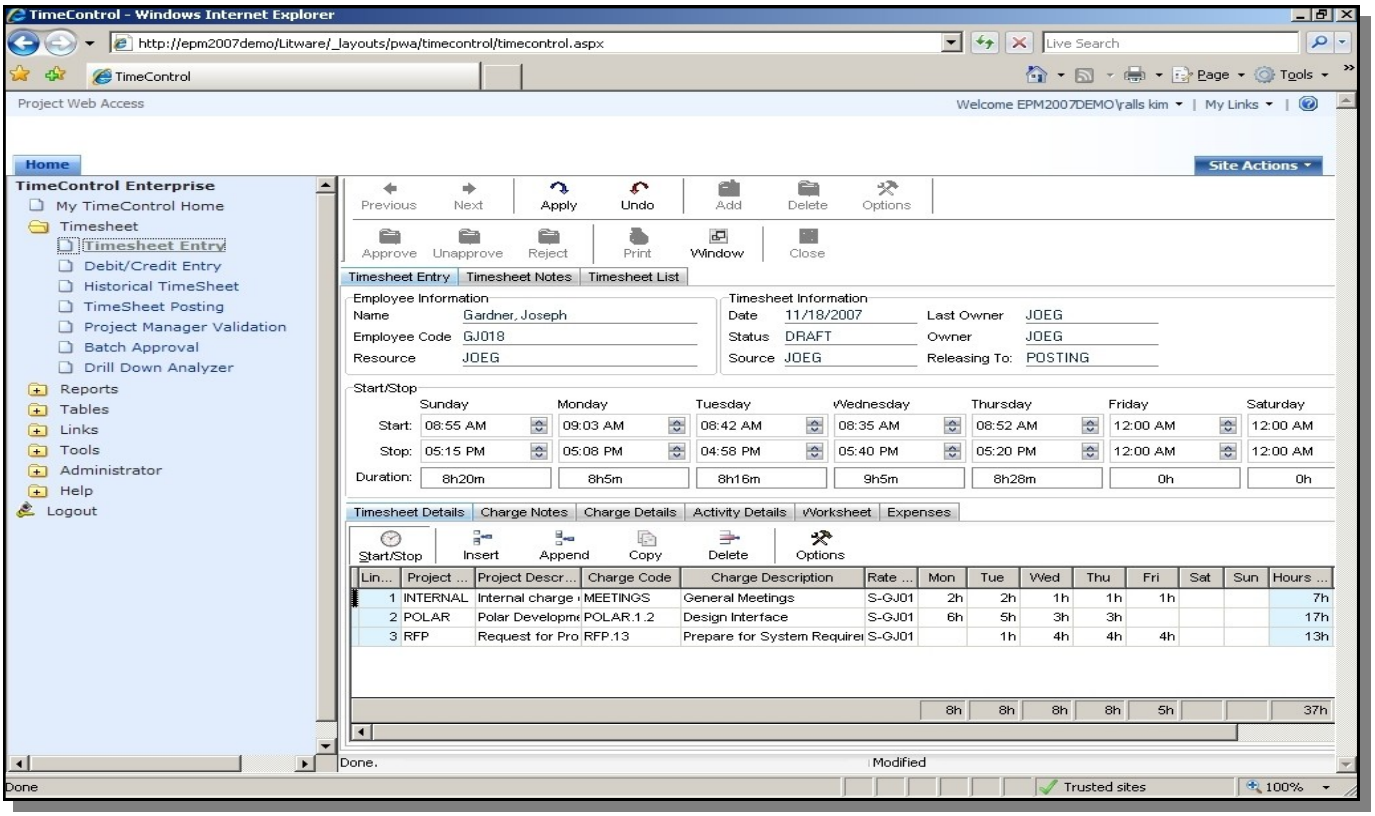
TimeControl's User Profiles allow the Administrator to determine which menu choices, reports and fields should be accessible by each user. No other system on the market today offers this much flexibility.

Field level security ensures that only the information which is important to each user, is displayed. This makes *TimeControl* at once a secure, deployable system and an easy-to-use one as well.

Links to Project Management and Finance

TimeControl includes direct links to project management systems such as Microsoft Project, Project Server, Primavera, Deltek's Open Plan, and Cobra. *TimeControl* also links to virtually any ERP or Finance system including SAP, Oracle Financials, PeopleSoft, Baan and Microsoft Dynamics.

The auditable nature of TimeControl data makes it an ideal complement to your Finance System. No longer must you worry about reconciling the data from multiple timesheet systems or multiple sources.



TimeControl allows an unlimited number of links to external systems to be defined. It can transfer data with virtually any ERP or Finance system including SAP, Oracle Financials and Microsoft's Dynamics.

TimeControl delivers a powerful, flexible, timekeeping system designed to work inside Microsoft SharePoint

Features

4 Editions to choose from

Choose the edition best suited for your size of business from 10 to 10,000 users.

- TimeControl Express **(TCx)**
- TimeControl Professional **(TCp)**
- TimeControl Enterprise **(TCe)**
- TimeControl Industrial **(TCi)**

Easy to use Interface

- Full browser-based interface and;
- A Windows interface **(TCp and TCe only)**
- Scaleable, multi-level interface facilitates use for data entry users yet provides full functionality for administrators
- Multilingual interface
- Unlimited charge codes displayed in simple, hierarchical drop-down lists
- Project management system activity information viewable directly in TimeControl
- Unlimited free-form notes for each line item and each timesheet
- E-mail-enabled. E-mail messages sent for system notices such as rejected timesheets or missing timesheets
- Scheduleable E-mail notification for missing or unapproved timesheets.
- Predefined timesheets based on resource assignments from the project management system
- Customizable menus **(TCp and TCe only)**

Robust Architecture

- Open database architecture; support for Oracle, Sybase and Microsoft SQL Server, databases **(TCp and TCe only)**
- N-tier architecture makes system scaleable for 10 to 100,000 users
- Unlimited rate codes per employee
- Field-level security. Make any field visible, value read-only, or invisible
- Complete redefinition of every field label in the system through a simple label editor **(TCp and TCe only)**
- Complete auditability of timesheet data
- User-defined fields on every table **(TCp and TCe only)**
- Add pop-up data validation for each user-defined field
- Data Dictionary facilitates integration with any external system
- Allows charges to be linked to a specific project
- Allows charges which are project-independent
- Multiple overhead charge types
- Extensive activity data stored for each charge code
- Filter charge codes, projects and rates visible to any employee
- Asynchronous updates for remote satellite operations using the TimeControl Consolidator **(TCe only)**

Web Interface

- TimeControl includes several interface options including a full Windows client, a full web-browser interface, the web interface from within Microsoft SharePoint and the web interface from within Microsoft Project Web Access.
- MyTimeControl™ home page dashboard gives extensive and customizable information to employees
- Smart Client architecture delivers rich functionality in a browser interface for all versions
- Timesheet supports proxy server security **(TCe only)**

Approval Process

- HMS's unique *Matrix Approval Process for Labor Actuals*™
- Unlimited automatic Validation Rules are user defineable, flexible and can be applied globally or to any group or even an individual
- Unlimited manual validation levels in which each employee can have a unique approval routing

Links to Project Management

- Direct integration with popular project management systems such as Microsoft Project and Project Server, Primavera and Deltek's Open Plan and Cobra
- Supports multiple project management systems
- Customizable import/export function to interface with virtually any finance or ERP system including SAP, Oracle, PeopleSoft and Microsoft Dynamics

Flexible Reporting

- Excel-like reporting format allows output to any Windows-compliant printer or reports can be saved as Excel, XML or HTML files
- Reporting Wizards allow an unlimited number of reports to be created and saved for later use
- Unlimited levels of data selection, filtering and sorting

Expense Reports

- Users can enter non-labor costs on their timesheet
- Unlimited number of expense items per timesheet line item
- Expenses can be tracked back to a project management and/or finance system

Government Compliance

- Complies with requirements for DCAA, European Time Directives, FMLA, the California Wage Laws and Sarbanes-Oxley

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for project environments

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