



## Our TimeTrak Suite...

With real world integration from a desktop website through to a mobile website, as well as a Client Portal and Outlook Calendar, our TimeTrak Suite is suited for businesses wishing to track time, jobs and projects for users on the go, as well as those in a fixed location.

There are modules and features throughout the product that support the efficient creation, management and completion of scheduled work activities.

### TimeTrak Professional

Create appointments at your desktop or on your tablet or mobile and they will automatically flow through your account, entering the appointment in your calendar in TimeTrak Professional, TimeTrak Mobile and to your TaskTrak Outlook Add-in Module.

TimeTrak Professional allows you to view your staff or users in project workgroups or client workgroups that can be easily created or deleted, if required. Viewing your users by project group allows you to plan out time or check the workloads of various staff, while client workgroups enables your Service Coordinator to manage the client's schedule which will then flow into staff calendars automatically.

#### Features

- Web-based time and disbursement entry from a PC
- Service coordination and management
- Checking and verification of time entries by employee or by job
- Running client and productivity reports
- User mapping
- Client mapping

### TimeTrak Mobile

Designed specifically for businesses with staff on-the-go, TimeTrak Mobile gives your Service Coordinators an easy-to-use tool to manage field staff. From the service coordinator direct to staff in the field, this nifty little

product allows your users to keep accurate timesheets, bill time and materials used, as well as the ability to invoice the job while still on site, all from their mobile device.

This end-to-end management product allows your Service Coordinators to make appointments, create jobs or tasks, or even track the whereabouts of staff members' using TimeTrak Professional in the office to ensure optimal efficiency.

#### Features

- Full integration to TimeTrak Professional, TaskTrak, and TimeSheet Manager
- Enter time, materials, PO's from a mobile or tablet
- Provides GPS tracking and mapping for field staff
- Customer, job, stock, contact and supplier lookup functions
- Access to EXO Serviceable Units, History Notes and Extra Fields
- Field service checklists that can be made compulsory when required
- Post to job, raise invoice and post or generate straightaway, and receive payment

### TaskTrak

TaskTrak Professional is a task allocation and management system that allows the creation of tasks within a job, as well as giving the administrator the ability to assign and monitor the completion of tasks. Acting as a one-stop-shop, TaskTrak Professional integrates with TimeTrak Professional, MYOB EXO and Microsoft Outlook so that you are able to create tasks from emails, having your tasks appear in your calendar, of which can be pushed all the way out to any handheld device.

This product can be configured so that completed tasks are prompted for billing next time a user logs into TimeTrak, simplifying the way that you do business.

#### Features

- Ability for administrator to assign and monitor tasks
- Creating tasks, i.e. tickets and service requests, against EXO jobs
- Create tasks from emails, tasks appear in calendar (when TaskTrak Outlook Add-in is also purchased)
- Setting customer SLA's due dates, priorities and task budgets
- Managing workload and scheduling by tasks
- Attaching documents to tasks

#### Client Portal

This product fully integrates with TaskTrak Professional, providing you with an interface for your clients to access and view task information, which can be added, viewed and queried. It offers you the flexibility of giving different customer types different visibility rules.

This module allows your customers to review, query, close, create and attach information to jobs, reducing the amount of time and frustration caused.

#### Features

- Customer task entry and enquiry
- Allows clients access to view task information
- Clients able to add, view, query, close or attach information to tasks
- Range of visibility or access rules

#### TimeSheet Manager

Using the same database as TimeTrak, it allows a business to have staff that are processing their own timesheets electronically as well as admin staff keying the manual timesheets.

TimeSheet Manager also creates the export file for Payroll Integration, currently we support IMS Payroll, MYOB Payroll, MYOB EXO Payroll and Wage Easy.

Easily track time and costs spent on projects for better insights and improved forecasting and planning.

#### Features

- Manual timesheet entry and management
- Enter time and disbursements simultaneously
- Track time and costs
- Generate productivity reports

#### TimeTrak Knowledge Base

The knowledge base gives a company and its staff the ability to store and share knowledge in an open forum, allowing the group to give insights, share with ease and lookup information from a client site.

#### Features

- Full integration to TimeTrak Professional, TaskTrak and TimeTrak Mobile
- Ask or answer questions, write articles and comment on them
- Subscribe to topics to get up to the minute information
- Link articles and questions to other articles, questions, clients, contacts, jobs or tasks
- Add articles or questions to a favourites list for quick searching
- All articles are available to field staff via TimeTrak Mobile