



eTime Management

Managing Time and Billing Effectively

Overview

Information Processing Corporation's (IPC) eTime Management System is an Internet/Intranet solution that provides 24/7 availability from anywhere an employee has access to the Internet. eTime offers time accounting, status reports, time sheets and managerial review of personnel's usage of time on projects and tasks. eTime reduces the time and billing lags in obtaining project hours and status from employees. eTime's powerful status reporting features allow managers to view the actual work recorded at a task level for each employee at multiple levels. This time can be approved for billing; or if not approved, it can be reviewed at a later date.

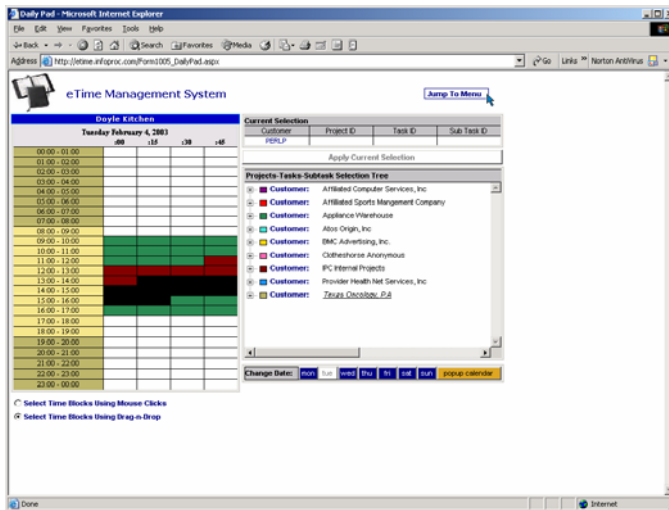
There is a wide range of reports produced with eTime that provide managers and accounting departments with the information necessary to bill customers for employee time. Projects and tasks can be added online as the need arises.

IPC's eTime Management software can be a stand-alone solution or an add-on to IPC's DP-RAMS Billing System.

IPC's eTime Management System provides an effective solution to time and billing for professional companies that are on the go.

Major Benefits

- **Accessibility.** The usage of Internet technology allows access from any computer that has access to the corporate LAN or the Internet. There are no installs or software maintenance costs that are associated with other solutions.
- **Timely Recording of Job Performance.** It is not only about time, but work performed. Recording of work performed within each time period allows management to review the employee's work and the time it takes to perform the task.
- **Professional Status Reporting.** Status reports can be reviewed online and printed for review with the employee. This management feature is important for insuring the quality of work performed. There are several choices of status reporting, unique in style and detail that can be provided to the customer.
- **Billing.** Timely and accurate billing of time is important for cash flow and contract management. Using IPC's DP-RAMS provides a choice of billing time in a separate invoice or a consolidated invoice to your customers.
- **Project Management.** Provides actual hours for tasks and projects. This provides accurate information for weekly and periodic project management overview.
- **Project Estimates.** Information about previous projects has value, especially when bidding for a similar project down the road. eTime allows you to do reports on past projects that enable you to make accurate projections for new projects.



- **Employee Evaluations.** Tracking ongoing employee performance is necessary in properly evaluating performance. With eTime you have the documentation on employee job tasks and performance of their tasks.
- **Report Wizard.** One the strengths of eTime is its Report Wizard. You can create your own reports on Customer levels, Manager levels, Department levels, Project levels and employee levels. You can even go down to specific levels with a project or tasks combined over several projects.
- **Ease of Use.** Both daily and weekly entry options provide an easy and quick to learn interface for entering time and status. Management views are also very easy to use. Point and click or drag and drop provide the user with the ability to easily use and navigate the system.
- **Notifications.** By entering estimated hours and estimated completion date for a project or task the system will automatically track actual hours and check the completion date. Notifications of hour's overages or missed completion dates will be emailed to the project manager.

Information Processing Corporation's eTime Management System provides a comprehensive solution for time management, billing, status reporting and project time accounting.

IPC has been in business for 19 years providing state-of-the-art products and custom software development. Our customers traverse many industries and sizes providing us with a wealth of experience. We are known for our customer service, just ask our customers. For a list check our website www.infoproc.com.



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