

Track employee **time, activity & costs** to **Research & Development** projects.



Project Tracking

Softworks Project Tracking solution can assist your organisation to maintain full and profitable control over every aspect of a project and its related expenses. In business, when working with projects and clients every second counts, but keeping track of time, costs and expenses can be a job in itself. Softworks solution simplifies this process by capturing all aspects of a project from inception to completion. It can be used as an independent application or as part of the suite of Softworks Solutions.

At a Glance, The Benefits:

Keeps Projects within Budget

Removes the guesswork often associated with planning to ensure all time spent on a project is accounted for. Use the Project Tracking Solution to keep track of time, costs, maintain control of expenses and keep projects within budget.

Gives Management Control

Real time reports allow management to compare, monitor and approve hours against planned time leading to greater control over projects, budgets and productivity.

Offers a Total Solution

Integrates with the Softworks Time & Attendance/ Flexitime Solutions to provide a total solution from time and billing to overtime management, holiday/ absence tracking and manpower planning.

eMail Alerts

Prompts employees to complete timesheets on time with inbuilt escalation process after specified period.

Makes Your Business More Efficient

Integrating with your other internal systems & processes to generate significant time and cost savings. It also removes the administrative task of manually planning and reporting on overall project costs.

Generates a Quick Return on Investment

Improved project efficiency leads to time and cost savings and an extremely quick return on investment.

Reports

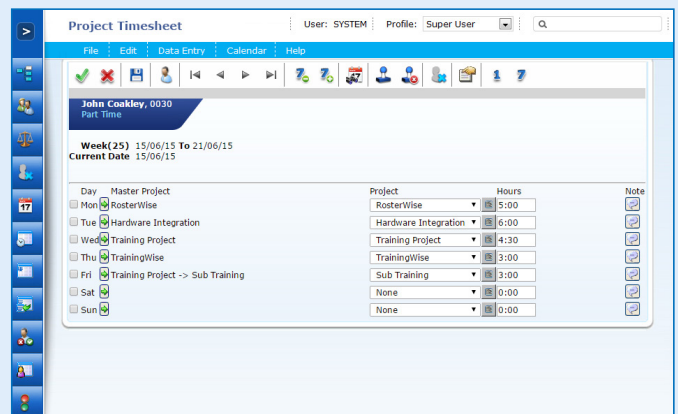
A wide range of reports can be generated. Reports can be viewed in our project tracking solution application and printed directly from the system or exported to other packages for further analysis/manipulation.

Auditing & Corporate Governance

Full system auditing available for internal & external compliance purposes including; management reporting, tax claims, grant applications & corporate governance.

Reports include:

- **Project Status** - Real-time data ensures you will always have access to up-to-date information allowing you to make informed decisions and keep projects under control.
- **Actual Hours vs. Budgeted Hours** - A useful reporting tool for companies that bill by the hour, or any part thereof worked, this report compares budgeted hours to actual hours enabling you to keep projects within budget.
- **Project Costs** - Keep track of current expenses as they are entered. This report illustrates total costs incurred on any given project allowing you to keep budgets under control.
- **Target Reports** - Keep track of whether projects have come in below/above target and use historical data to set targets for future projects.
- **Productivity Reports** - Monitor the number of targets reached and track the productivity of employees to ensure project milestones are met.
- **Category Reports** - Run reports on elements of a project/s to illustrate the most/least productive aspects.
- **Project/task Reports** - View projects worked on by individuals within your organisation to compare and contrast time, costs and effectiveness of employees.



Product Features

- Track employee time to activity
- Easy to use & configure
- Flexible data collection options
- Hierarchical work-flow authorisation
- Automatic email notification
- Multi-company, multi-site availability
- Audit trail functionality

