

**Reportée
TimeManager™ –
a time reporting
system that
integrates fax,
telephone and
the web as
interchangeable
points of data entry**

TimeManager introduces a **full privilege-based information broker** that orchestrates workflow by propagating time and sales information from your finance department, your staff, and your clients.

Staffing firms and Professional Services organizations are faced with the most competitive business environment in decades.

Problems that many staffing companies face:

- **Workers are often mobile or remote**, making time tracking on office systems difficult or impossible.
- **Staff is burdened** with day-to-day reminding, collecting and entering time reporting information while trying to meet challenging deadlines.
- **Error handling is time consuming and costly** – consisting of personnel costs, resolution costs, client retention and acquisition costs.
- **Time lag** between time reporting and management review jeopardizes timely identification of problems or contractual issues, which affects the ability to bring a project in on-time and on-budget.

TimeManager cuts data capture costs by as much as 70%, **improves accuracy, increases customer satisfaction, and unburdens staff** from day-to-day reminders, collections and manual data entry.

Automatic Posting and Distribution

Whether time is called in with any cellular or landline telephone, recorded on the web, or submitted via fax on a SmartForm, time data is immediately and automatically posted directly to the database and distributed

according to your business rules.

Reminders and Notifications

TimeManager's automatic reminder and notification system prompts your employees and contractors when timesheets have not been received. The assignment manager is notified via e-mail when reported time is ready for review and approval.

Remote Access and Ready When You Are

Review and approve time sheets from any PC using a standard Internet Explorer browser (version 5.5 or higher). Approval is tracked and logged for future reference. The timesheet is always available for lookup, even when faxed in.

On-Demand Reporting in a Format that Works for You

Get current and cumulative activity data in hours and dollars. Receive your time and invoicing data in a format that supports your internal systems, including such industry-standard software as Excel, Access, Microsoft SQL and Oracle. Combined with Reportée Connect™ for QuickBooks® or Reportée CustomConnect™, TimeManager can also manage data import/export with existing project or accounting systems without having to re-key the data.

Available to Everyone in the Approval Chain

TimeManager facilitates information sharing. Easily add user IDs and passwords allowing co-workers, contractors and clients to access appropriate parts of the system with user-specific access levels. For example, your clients' Accounts Payable staff can be given access to match approved time sheets with invoices.

And More:

- Change tracking
- Error notification for mathematically incorrect submissions
- Interim project cost reporting for budgets and projections
- Processing in seconds, vs. 5-20 minutes
- Web, voice and email access to forms and data
- QuickBooks® import / export enables click-through for QuickBooks payroll and invoicing based on time reporting
- Seamless integration with other financial applications, existing intranets, web portals and databases

Date	Timekeeper	OK	Dept	Client: Job	OK	Note	Service Task	Hours	Time Type	Billable Time	Sale Rate	Sale Total	Pay Rate	Pay Total
4/15/2004	David, Jonathan	✓		Murphy Consulting: Support	✓		Programming	2.00	Regular	Billable	\$110.00	\$220.00	\$75.00	\$150.00
4/15/2004	David, Jonathan	✓		Murphy Consulting: Support	✓		Programming	3.00	Regular	Billable	\$110.00	\$330.00	\$75.00	\$225.00
4/15/2004	David, Jonathan	✓		Murphy Consulting: Support	✓		Programming	21.00	Regular	Marketing	\$110.00	\$2,310.00	\$75.00	\$1,575.00
4/16/2004	David, Jonathan	✓		Murphy Consulting: Support	✓		Programming	8.00	Regular	Billable	\$110.00	\$880.00	\$75.00	\$600.00
Total:								34.00				\$3,740.00		\$2,550.00

For More Information Contact Reportée:

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Reportée SmartForms provide a highly accurate, low cost solution to automate time reporting submitted via fax.

Our patent-pending SmartForms technology is the **only** solution that **reads, extracts, and automatically validates** information submitted on paper. It then converts it to digital data and speeds it along to its destination, eliminating manual re-entry. The ideal companion to TimeManager, SmartForms process time reporting information received via fax.

Proven Technology: 99.99% accuracy, 95+% processing without exception handling.

Automatic: Eliminates manual re-entry of data and document handling. Faxed in time-sheets are immediately available for lookup.

Eliminate Errors by at Least 90%: A Unique Identifier system along with

sophisticated validation ensures an extraordinary degree of accuracy, virtually eliminating errors.

Minimal Equipment Requirements: Can co-exist on a fax server; works seamlessly with any enterprise fax server solution.

Minimal Installation Costs: Customized on delivery. Web Services backend offers flexible and time-saving integration options.

Scalable: Extraction and form validation software runs modularly and redundantly on multiple servers.

Seamless Integration: Works seamlessly with Reportée TimeManager, existing enterprise applications, intranets, web sites and databases.

Pre-Filled

- All or part of the data associated with the Unique Identifier can be used to pre-fill a form for processing in the work flow
- Data that is pre-filled benefits both the receiver (viewing information) and sender (no need to complete manually)

Unique Identifier

SmartForms are the only solution that automatically assigns a Unique Identifier. This data is defined by the customer as part of the form-building process to:

- Indicate key information about the form and sender
- Specify routing information
- Pre-fill the form for processing as shown
- Ensure processing accuracy:
 - located in 2 spots on the form
 - includes a check sum
 - if accuracy cannot be confirmed, it is routed to an exception operator for handling

Reportée EXEMPT TIME SHEET

DIRECTIONS: Draw each number, 0 1 2 3 4 5 6 7 8 9

Time Period: []/[]/[] to []/[]/[]

START MONTH: [JAN] [FEB] [MAR] [APR] [MAY] [JUN] [JUL] [AUG] [SEP] [OCT] [NOV] [DEC]

START DAY: [0] [20] [30] [1] [2] [3] [4] [5] [6] [7] [8] [9]

Consultant: _____ ID# _____

Client/Project: _____ ID# _____

Service/Task: _____ ID# _____

Client Representative: _____

10000004081

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
HRS	MINS	HRS	MINS	HRS	MINS	HRS	MINS	HRS	MINS	HRS	MINS	HRS	MINS
0	05	0	05	0	05	0	05	0	05	0	05	0	05
1	10	1	10	1	10	1	10	1	10	1	10	1	10
2	15	2	15	2	15	2	15	2	15	2	15	2	15
3	20	3	20	3	20	3	20	3	20	3	20	3	20
4	25	4	25	4	25	4	25	4	25	4	25	4	25
5	30	5	30	5	30	5	30	5	30	5	30	5	30
6	35	6	35	6	35	6	35	6	35	6	35	6	35
7	40	7	40	7	40	7	40	7	40	7	40	7	40
8	45	8	45	8	45	8	45	8	45	8	45	8	45
9	50	9	50	9	50	9	50	9	50	9	50	9	50
	55		55		55		55		55		55		55

Consultant Signature: _____

Authorized Client Signature: _____

Period Total [100]

HOURS: [10] [20] [30] [40] [50] [60] [70] [80] [90]

MINUTES: [1] [2] [3] [4] [5] [6] [7] [8] [9] [00] [05] [10] [15] [20] [25] [30] [35] [40] [45] [50] [55]

Data Fields

Reportée's handwriting and mark recognition reads and extracts this information, enabling automatic processing.

Validation Fields

Validation checks for mathematically correct submission. This information triggers receipts or error notifications. Error messages issued to the sender include a copy of the faxed image.