

R3 Business Solutions

building modular, reusable solutions for SharePoint

Time Tracker Application Data Sheet

My Time							
Actions - Search							
Day	Date	Hours	Comments	Activity	Project	Bill Type	
Current Week							
Monday	1/18/2010	6.5	Presented design to client and discussed implementation schedule.	Project Meeting	Standard Software Project	Billable	
		Total: 6.5					
Last Week							
Monday	1/11/2010	5	Initial kick off meeting	Project Meeting	Standard Software Project	Billable	
Thursday	1/14/2010	7.5	Initial design of template	Design	Standard Software Project	Billable	
Friday	1/15/2010	9.25	Worked on business process workflows	Development	Standard Software Project	Billable	
		Total: 21.75					
Older							
Wednesday	12/30/2009	7	End of year review	Staff Meeting	Internal	Standard	
Thursday	1/7/2010	2	Monthly meeting to go over project updates.	Staff Meeting	Internal	Standard	
		Total: 9					
		Total: 37.25					

The Time Tracker application allows you to record and track time for both employees and contractors. It can be used to track time associated with specific projects or as a general time tracking solution for a team or project. Time entries can be organized by activity and can be categorized as billable or non-billable. The application comes with both grid and chart reports as well as dynamic search to allow you to pinpoint specific time entries. This application is easy to use and customize in order to meet the needs of any team or department.

Features

- Easy creation and editing of time entries
- Associate time against specific projects
- Organize time around activities
- Categorize entries as billable, non-billable or standard
- Manage both employee and contractor time
- Easily update associated projects and activities
- Variety of grid and chart reports
- Dynamic search capabilities
- Data driven navigation which can be changed based on user access
- Secure management environment which can be implemented to suit unique security requirements

Specifications

- Requires CorasWorks Workplace Suite v10 or AppEngine
- Does not contain additional compiled code to install
- Upload of application requires Site Collection Administrator rights

Also Available:

Budget Change Request:

Manage the process of submitting and approving budget change requests allowing funds to be reallocated from one source to another.

Document Set Approval:

Manage documents as a set and run them through a review and approval process that can be easily customized.

Purchase Request:

Manage the process of entering, reviewing, and approving purchase requests. Documents can be attached throughout the process from submission to archive.

Time-Off Request:

Manage the process of submitting and approving time-off requests. Submissions can be organized by type (vacation, sick, personal). Approved requests can be published to a shared calendar.

Travel Request:

Manage the process of submitting and approving travel requests. Managers can set expense limits and a shared calendar is available to see who is traveling.

To learn more, please contact:

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