DOVICO™
SOFTWARE
Get Time on Your Side

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DOVICO Timesheet

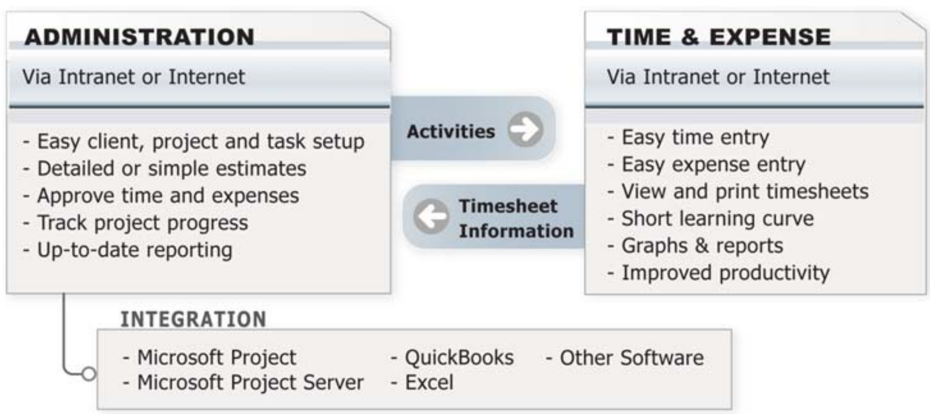
Quick Start Guide

1 What is DOVICO Timesheet?

In today's highly competitive marketplace, you need **every advantage** to manage your employee time. DOVICO Timesheet software eliminates the time wasted, and inaccuracies of, manually recording data. It enables you to keep track of all work-related or billable time and makes it easy to prepare estimates on projects.

This valuable asset to on-the-job productivity is also easy to use. With the click of a mouse, this innovative product eliminates the labor and takes the guesswork out of time keeping.

In a typical multi-user installation, **everyone** uses timesheet entry tools on a daily basis for time and expense entry while **managers** or empowered employees use the administrative functions for project monitoring and reporting.



DOVICO TIMESHEET COMPONENTS:

DOVICO Timesheet includes two major categories of functions; administrative functions used by managers for setup, monitoring and reporting, and time and expense entry views used by everyone to enter time and expenses.

DOVICO Timesheet includes other useful tools:

- Patent pending **Offline Timesheet** used by those not always connected to the database.
- **Database Manager** used for maintenance functions on any database.
- **Job Scheduler** used to automate some reporting and database functions.
- **Import-Export Tool** (XML, HTML, and character separated formats e.g. CSV, TAB)
- **Microsoft® Project & Microsoft® Project Server Synchronization**
- **QuickBooks® Synchronization**
- **Active Directory**: An integrated link to Microsoft's® Active Directory service allows employees to be imported from Active Directory and also authenticates DOVICO Timesheet logon user IDs and passwords against Active Directory.

2 Installation

INSTALLING DOVICO TIMESHEET

Important things to note:

- DOVICO Timesheet is delivered with a demo database to help you review and familiarize yourself with the software. A blank database can easily be created using the Database Manager.
- DOVICO Timesheet's Database Manager, Job Automation and Data linking tools (Import/Export, QuickBooks®) are only available from the Installed trial.
- Free technical support is available for your 30-Day trial period.
- Before using DOVICO Timesheet, popup blockers should either be disabled or have the site where DOVICO Timesheet is installed flagged as a safe site for your popup blocker.

Try It Free - Web based 30-Day trial

No installation is required if evaluating DOVICO Timesheet using our 30-Day "Try It Free" trial. Simply click on the *DOVICO Timesheet* link provided in the e-mail received following your completion of the sign up form and then go to the next page of this guide to get on your way.

A personalized database is created when using "Try It Free". This personalized database is available anytime during your 30 day evaluation.

Download - Installed 30-Day trial

Contact DOVICO Software to receive a link where you can download DOVICO Timesheet to evaluate on your own server.

3 Administrative Functions

DOVICO Timesheet's administrative functions are used to create the projects and tasks all employees track their time against, and to monitor and report on time, costs, progress, etc. for one or more projects.

Administrative functions are only available to those with suitable software access rights and security level.

LOGIN IN

If evaluating DOVICO Timesheet using our 30-Day "**Try It Free**" trial, click on the *DOVICO Timesheet* link provided in the e-mail received following your completion of the sign up form. The first time you login, you will be brought to the Time Entry screen. To access Administrative functions, click the **Administration** button located in the upper left corner of the toolbar.

Before using DOVICO Timesheet, popup blockers should either be disabled or have the site where DOVICO Timesheet is installed flagged as a safe site for your popup blocker.

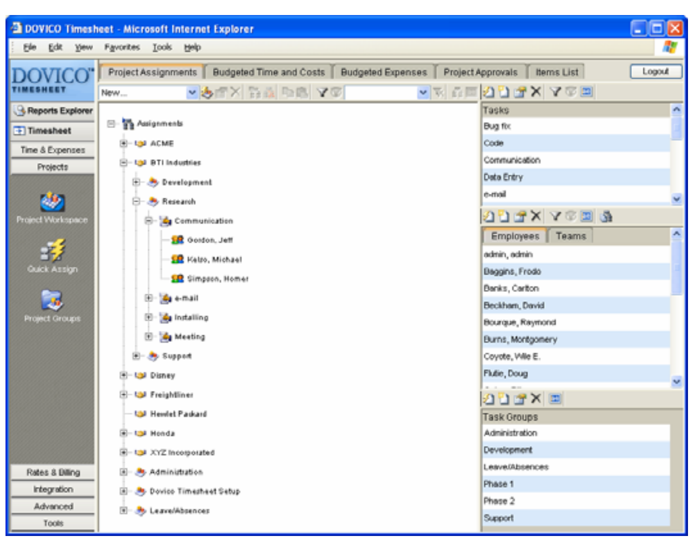
If evaluating after **downloading** and installing the software, locate and click on **DOVICO Timesheet** (located under Start/All Programs/DOVICO Timesheet). When you start DOVICO Timesheet for the first time, the software will prompt you to create an Administrator Account for your personalized demo database. Your personalized database will be accessible for 30 days. If attempting to logon to the Demo database (TSDemoDataV8) and you've forgotten your User ID and Password, try using User ID=**rb**, and Password= **rb**.

NAVIGATING WITHIN DOVICO TIMESHEET™:

DOVICO Timesheet offers one-step access to all administrative views and tools through buttons on the side navigation bar. The navigation bar appears on the side of each view. Click the button once to go to that view.

To access the time and expense entry views, click the **Timesheet** button near the top of the side navigation bar. Click the **Administration** button to return to the administrative views.

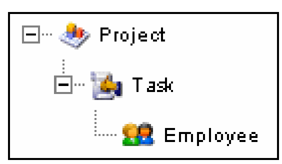
This Quick Start Guide does not detail how to setup and use the software, but instead directs you to several key views based on general and specific requirements for time and project management. For detailed instructions on how to setup and use DOVICO Timesheet, please refer to the Help files or the User's Guide.



Project Workspace

General Requirements

Before employees can begin tracking their time and expenses, these general requirements must be completed.

Employees	**Employees** are those individuals who track time and expenses. Employees are also those who setup, manage, monitor or report on project activities. The Employees list pane (in the Project Assignments tab of the Project Workspace view) is the location where employees using DOVICO Timesheet are listed and can be added or edited. For each employee, a profile stores their user id, password, security level, their pay/charge out rates and many more useful details.
Projects	**Projects** are the combined endeavors undertaken to create a unique product, service or result. A project is a fundamental component required for time tracking. Project information can include details such as a project manager, project start/end dates and project status. Projects are added and edited from the Assignment tree in the Project Assignments tab of the Project Workspace view.
Tasks	**Tasks** are activities or work efforts against which employees track their time. Tasks are fundamental components required for time tracking. The Tasks list pane (in the Project Assignments tab of the Project Workspace view) is the location where tasks are listed and can be added or edited.
Assignments	**Assignments** are the unique links between projects, tasks, and employees that define how a project is organized for time entry. Assignments must be created before employees can begin tracking their time.  *Simplified assignment structure* The Project Assignments tab (in the Project Workspace view) is where assignments are created and managed. Assignments made in this view appear in DOVICO Timesheet's time entry view with each employee only seeing the specific projects and tasks that have been assigned to them.

Specific Requirements

Are projects on time and on budget?

Budgeted Time & Costs	The **Budgeted Time & Costs** tab (in the Project Workspace view) is used to establish detailed company and client cost budgets (estimates) and for those tracking actual time and costs against estimates.
Rates	The **Rates** view (in the Rates & Billing section) is used to create hourly pay and billing rates which are applied to employee time entries to determine your company and client costs.
Reports Explorer	The **Reports Explorer** view is used to display a wide variety of time and cost reports. For example; locate and double click on the **Project Time & Costs** report (located in the Time and Costs / Client and Company Costs folder) to view one of the many available reports.

Collect time for payroll purposes, review and approve employee timesheets and expenses?

Time & Expense Approval	The **Time and Expense Approval** view (located in the Time & Expenses section) is used to review, approve or reject time and expenses submitted by employees.
Workflow	The **Workflow** view (located in the Advanced section) is used to establish which manager(s) must approve an employee's timesheet and/or expense submissions before those submissions can be processed for project costs, billing, reports, etc.
Leave/Absences Rules	The **Leave / Absences Rules** view (located in the Advanced section) allows a manager to create the policies that automatically calculate how much vacation, sick leave, and other leave that an employee accumulates.
Reports Explorer	The **Reports Explorer** view is used to display a wide variety of leave/absences reports. Locate and double click the **Time entries by Employee** report (located in the Time / Time folder) to see actual hours worked for each employee by date, project, and task.

Track time and expenses to accurately bill clients?

 Clients	**Clients** are companies, business units, or individuals for whom work is performed. Clients can be linked to specific projects if time or expenses associated with projects are billable. Clients are added and edited from the Assignment tree in the Project Assignments tab of the Project Workspace view.
 Actual Expenses	The **Actual Expenses** view (in the Time & Expenses section) is used to add or edit expense information.
 Rates	The **Rates** view (in the Rates & Billing section) is used to create hourly pay and billing rates which are applied to employee time entries to determine client costs.
 Reports Explorer	The **Reports Explorer** view is used to display a wide variety of costing and billing reports. The **Client Time and Costs** report (located in the Time and Costs / Client and Company Costs folder) provides a summary of actual hours worked, and the client and company costs.

4 Time and Expense entry

Only once projects and tasks have been created and assigned to employees (Section 3) are users able to start tracking time and expenses using DOVICO Timesheet. Projects and tasks are used to identify what you are tracking. Projects and tasks are created and assigned by managers or empowered employees using DOVICO Timesheet's administrative functions and views.

This section introduces you to only the **very basic concepts** and commands required to track time. To fully benefit from all the features, please review DOVICO Timesheet's help system or the User's Guide.

Time and Expense entry views are available to all employees tracking their time and expenses. To quickly learn how to enter time, access DOVICO Timesheet's free e-Learning lessons by clicking on the **Interactive Training** button from the Login screen.

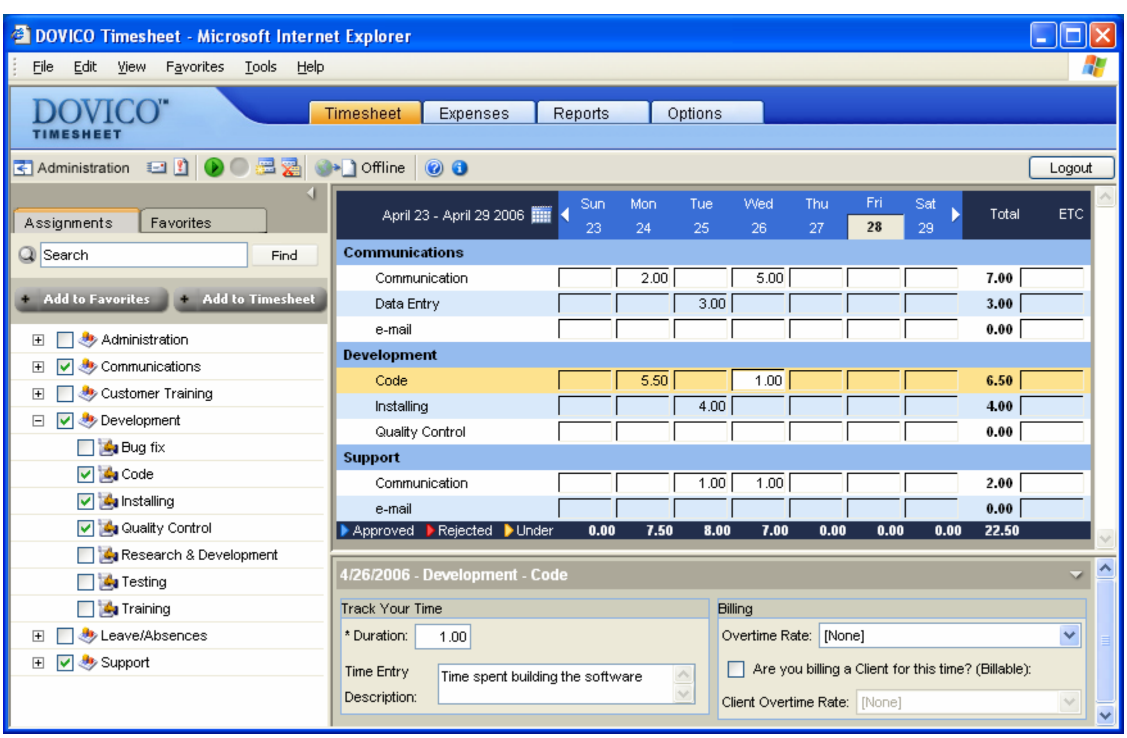
HOW EMPLOYEES ENTER TIME AND EXPENSES

Each employee is assigned a unique User ID and Password from the administrative tools. These should be communicated to each employee along with the URL required to launch DOVICO Timesheet.

To enter time against a task:

The time entry screen is accessed by clicking the Timesheet tab near the top of the screen.

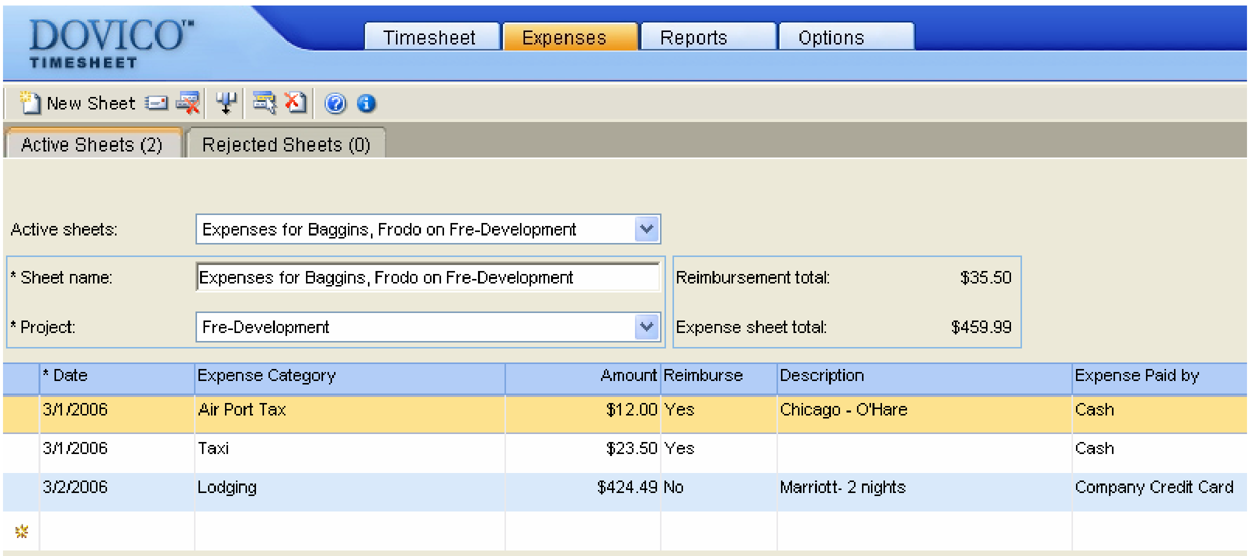
1. Check off the **task assignments** you wish track time against (from the assignment tree on the left)
2. Add these to the weekly grid by clicking the **Add to Timesheet** button.
3. In the timesheet grid, click in the **cell intersecting** the appropriate **task** and **day of the week**.
4. Enter the **number of hours** worked against that task.
5. Optionally enter **details** for the time entry using the lower part of the screen.
6. Enter time on other task assignments as required.



To enter an expense:

The expense entry screen is accessed by clicking the Expenses tab near the top of the screen.

1. Click the **New sheet** button on the toolbar to create the new sheet.
2. Select a **project** for this sheet from the Project drop-down list.
3. Enter **information** in the applicable expense view columns.
4. Click in an empty row to save the entry and create a new row.



5 Contact Information

SALES SUPPORT

Please contact our helpful sales personnel who will gladly assist you with your order or discuss your corporate requirements:

By Telephone:
Sales - North American toll free number: 1-800-618-8463
Sales - International toll free number: +800 4618 8463

Through the Internet:
http://www.dovico.com or by e-mail at sales@dovico.com

By Fax:
Sales Fax North America: 1-506-384-0727
Sales Fax United Kingdom: +44 (0) 1625 429888

TECHNICAL SUPPORT

Through the Internet:
Support email: support@dovico.com
Online Knowledge base: http://www.dovico.com/techtips.html
Online Support form: http://www.dovico.com/support.html

Detailed Installation Guide: http://www.dovico.com/client.html

By Telephone:
Toll Free North America: 1-800-618-8463
Toll Free International: +800 4618 8463
Direct: 1-506-855-4477
Fax: 1-506-384-0727

DOVICO Timesheet Manuals, Instruction Guides, and other information: http://www.dovico.com/client.html

Document no. QuickStartGuideDTV8-01