

Upgrading to DOVICO Timesheet™ from Track-IT® Suite 2005

DOVICO™
SOFTWARE
Get Time on Your Side

For those familiar with DOVICO Software's previous releases, the following highlights the major differences between Track-IT Suite 2005 and DOVICO Timesheet version 9.

What's New



One application; one login

With DOVICO Timesheet, all functions, views and tools (excluding Database Manager) are accessed through one browser-based application. Everything is accessed via a single logon page with employee security settings establishing what views and tools are available for each user.

For those employees only entering time and expenses, only those screens are available. For managers and empowered employees, the single login gives them access to administrative functions permitting them to create, manage and report on projects, invoice clients, link to Microsoft® Project, QuickBooks®, etc., enter their own time and expenses, and any other function available for their security level.

Project Workspace

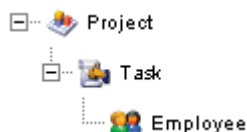
The **Project Workspace** section contains all the necessary views and functions to setup and manage your projects and project budgets. In one easy-to-use area, you have the ability to create clients, projects, tasks, employees, etc and to create project assignments. From Project Workspace, you can also create, monitor or adjust project time and expense budgets.

New Time Entry screen

DOVICO Timesheet's single time entry screen combines the best of our previous time entry views plus many new features to help simplify the time entry experience. Bulk Time and Timer functionality is now combined into a single, weekly timesheet grid. The addition of Favorites allows a user to populate the time entry grids with recurring task assignments. The hierarchical representation of clients, projects and task makes it easy to quickly locate any single assignment, and time entry users can also customize the level of details displayed for each time entry.

Project Assignment Hierarchy

With DOVICO Timesheet, the project assignment hierarchy has been modified so that it is now Project / Task / Employee. This now permits project structures to be organized before assigning employees.



Project Alerts

Project Alerts allow managers, executives and empowered employees to receive notices via e-mail when established targets for time or costs have been reached.

Mileage

Any 'rate based' expense can now be entered by simply selecting the appropriate expense category, entering the total number of units with the resulting total value automatically calculated based on the 'cost per unit' established by management.

Bulk Time Move

The new Bulk Time Move utility gives system administrators the power to move an employee's time entries from project to project, task to task or in combination.

Copy employee assignments

The Copy Employee's Assignments function is a powerful feature permitting all assignments for a given employee to be copied onto one or more other employees. The feature is particularly useful when assignments are based on teams and a new employee joins the team or switches teams. It is also useful when assignments are primarily based on job descriptions and a new employee joins the company.

Active Directory

Simplify your Network identity management by using DOVICO Timesheet's integrated link to Microsoft's® Active Directory service. The Active Directory link allows employees to be imported from Active Directory and also authenticates DOVICO Timesheet user IDs and passwords against the information synchronized with Active Directory.

DOVICO Software
Get Time on Your Side
Tel: 1-800-618-8463
Intl. +800 4618 8463
<http://www.dovico.com>

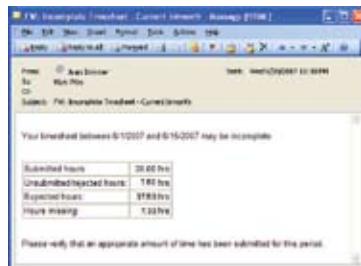
Hosted Solution

DOVICO Software offers DOVICO Timesheet as a hosted (online, ASP) solution for those wanting to outsource the technical aspects of installing and maintaining the application. Note that some functionality is not available on the Hosted solution. Contact your DOVICO Sales representative for more information.

What's Improved

More E-mail Notifications

Now e-mails can be automatically sent to managers when they have time/expenses to approve, to employees when they have had time/expenses rejected and to managers when employees have not completed their timesheets.



Security On Costs


Restrictions on what information users can and cannot see has been further enhanced with the ability to hide cost and rate information in Administrative views and reports.

Reporting

The Reports Explorer structure has been completely re-organized to better group available reports. Many reports have also been renamed. See the help file's Report Changes topic for a comprehensive list of report modifications. While some reports have been removed, they are still available for downloading.

From the new Reports Explorer, you can now make additional reports available to the time entry users and you can directly schedule reports to be e-mailed to employees and clients (in PDF, Word, Excel, etc).

Other improvements

- Now when a task is moved to a new or different task group, you have the option to update existing assignments.
- From each view, clicking the Help button  will launch the help file for that specific view (context help).
- Login passwords are now case sensitive.
- Microsoft Project Link: Optionally send ETCs or Status date from DOVICO Timesheet to Microsoft Project/Project Server.
- Time Entry: The time entry description field length is now 4000 characters.

New Names, New Locations

While designing DOVICO Timesheet, we took the opportunity to include some of your suggestions about view names and their locations in the side navigation bar.

- The Employees, Tasks, Projects, Task Groups, Teams and Client views have now been merged into the Project Assignments view. These are also available from the Items List tab in the Project Workspace area.
- Receivables is now Billing.
- Track-IT link is now QuickBooks link.
- Estimated Expenses is now Budgeted Expenses.
- Matrix Approval is now Project Approvals.
- Timesheets is now Time Calendar.
- Time and Attendance Rules is now Leave/Absences Rules.
- Track-IT pro Assistant is now Job Scheduler.
- Approve view is now Time & Expense Approvals.
- The Project Budgets view has been split into 2 views: Budgeted Time & Costs and Actual Time & Costs.
- Add Time Entry is now Holiday Time Entry.

What's Gone

To keep up with market demands and technology changes, some Track-IT Suite functionality and views are not available in DOVICO Timesheet. The following lists those features which are not included in DOVICO Timesheet.

- Track-IT Punchclock™
- Track-IT wireless™
- Track-IT PDA
- Project Timesheet view
- Approve by exception for expenses
- Gantt view
- Print preview within views
- Reports using Crystal parameters

Therefore, you should NOT upgrade if:

- If you currently use or require any of the above functionality. It is suggested you discuss with DOVICO staff if you are concerned.
- You are currently using Windows 95, NT or XP Home Edition as a server for Track-IT Suite. The DOVICO Timesheet application requires IIS and this is not included or limited with the above operating systems.
- You are running or need to run custom-built reports using Crystal parameters.
- Some database views have been removed from the database schema. If clients upgrading are using any views for reports, Excel or Access links, etc, then these links will require some additional maintenance. Please discuss with our DOVICO staff.

Other changes to know about

- System Requirements. Some upgrades to your Server or Server application and tools (SQL Server, .NET, etc) may be required. See our System Requirements page at http://www.dovico.com/dovico_timesheet/timesheet_requirements.html
- Those currently using Track-IT Suite with SQL 2000 will need to upgrade to SQL 2005 to be compatible with DOVICO Timesheet version 9. If you are using MSDE then we'll automatically update it to SQL Express for you during the upgrade.
- Many reports have been removed but are available for downloading.
- Employees: There is no longer a Manager Uses and Employee Uses drop-down list for software access. There is now only 1 field (Software Access) with the following options: None, Time & Expense Entry only, All.
- Microsoft Project Server: Removed the option to select Windows Authentication or Microsoft Project Server Authentication. It is now MS Project Server Authentication only.
- Job Scheduler (Track-IT pro Assistant) can't publish to a directory folder anymore.

What happens during your upgrade

- Un-submitted Expenses: A new expense sheet will be created for expenses not submitted (1 per project).
- All existing User IDs and Passwords will be set to lower case.

For more information please call us Toll Free at:
Tel: 1-800-618-8463
Intl. +800 4618 8463