

DOVICO SOFTWARE

Quick Start Guide

For DOVICO Track-IT® Suite 2005



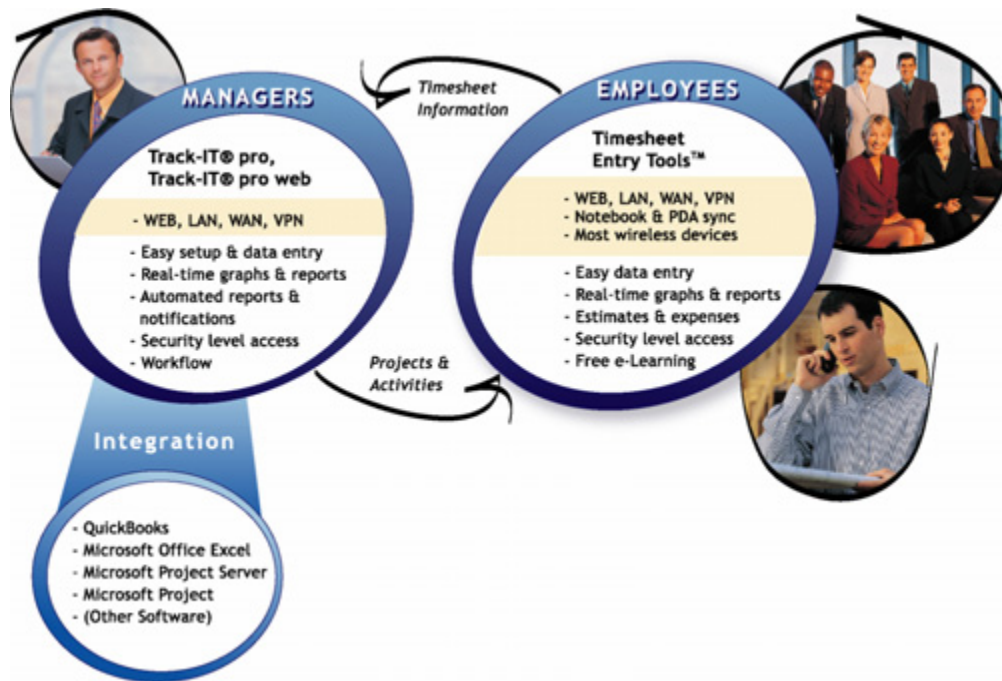
1

What is Track-IT® Suite?

“Best Business Software, Editors Choice” ZDNet highest rating...

In today's highly competitive marketplace, you need every advantage to manage your employee time. Track-IT® Suite 2005 software eliminates the time wasted, and inaccuracies of, manually recording data, enables you to keep track of all work-related or billable time and makes it easy to prepare estimates on projects.

In a typical multi-user installation, everyone uses one or more Track-IT® timesheet entry tools on a daily basis for time and expense entry while managers or empowered employees use Track-IT pro™ (and/or Track-IT pro web™) for project monitoring and reporting.



TRACK-IT® SUITE 2005 COMPONENTS:

Track-IT® Suite includes two major categories of tools; management tools used by managers for setup, monitoring and reporting, and timesheet entry tools used by everyone to enter time and expenses.

There are two, interchangeable, management tools available within Track-IT® Suite: a Windows based software called **Track-IT pro™** and a Web-based software called **Track-IT pro web™**.

Track-IT® Suite includes many state-of-the-art timesheet entry tools. A Windows based tool called **Track-IT light™**, a web-based tool called **Track-IT web edition™** as well as tools for wireless devices and PDAs.

Track-IT® Suite includes other useful tools:

- **Track-IT pro Database Manager** used for maintenance functions on any Track-IT® Suite database:
- **Track-IT pro Assistant™** 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**

2 Installation

INSTALLING TRACK-IT® SUITE

Important things to note:

- Track-IT® Suite's Windows and Web-based tools are fully interchangeable therefore permitting Managers and Employees to use any combination of tools.
- Track-IT® Suite 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.
- Free technical support is available for your 30-Day trial period.
- Pop-up blockers must be disabled when using the Web-based tools.

Download - Windows 30-Day trial

If installing Track-IT® Suite on your computer or server, then Review the **Detailed Installation Guide:** <http://www.dovico.com/client.html> for system requirements and detailed instructions on the numerous ways Track-IT® Suite can be installed. Then go to next page of this guide.

For instructions on using Track-IT® Suite's Web-based components, refer to the installation guide described above as well as Track-IT® Suite's manuals and guides. Track-IT® Suite's Web-based component do not provide all the functionality available from Track-IT® Suite's Windows components. Complete functionality for a web-based product is available through a different product (**DOVICO Timesheet**) <http://www.dovico.com>

3

Using Windows-based tools Track-IT pro™ and Track-IT light™

Track-IT pro™ is the Windows-based **management tool** 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.

LOGIN IN

If evaluating Track-IT® Suite's Windows based components, locate and click on **Track-IT pro™** (located under Start/All Programs/Track-IT Suite).





When you start Track-IT pro™ for the first time, the software will prompt you to create an Administrator Account for the demo database. The User ID and Password created are required to login to Track-IT pro™. If you forget, you may logon to the demo database using User ID= **RB**, and Password= **RB**.

NAVIGATING WITHIN TRACK-IT PRO™:




Most of Track-IT pro's™ views are accessible using the navigation pane on the left. The navigation pane is divided into multiple groups of views (Advanced, Employees, Time & Expenses, etc.)

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 Track-IT® Suite, please refer to the Help Files, Manuals or My Setup Assistant. (<http://www.dovico.com/client.html>)





GENERAL REQUIREMENTS

 Employees	Click the Employees icon (in the Employees section of the navigation pane) to view, edit or add profiles for employees using the software.
 Projects	The Projects view (in the Projects section) is used to create categories of tasks or activities required to produce a unique product, service or result.
 Tasks	The Tasks view (in the Projects section) is used to create work activities.
 Assignments	The Assignments view (in the Projects section) is used specifically to assign which projects and tasks each employee can track their time against and to display a graphical representation of the existing assignments by client and project.





SPECIFIC REQUIREMENTS**Are projects on time and on budget?**

 <p>Project Budgets</p>	<p>The Project Budgets view (in the Advanced section) is used to compare up-to-date costs against estimates. It is also used to establish time estimates, scheduled start/end dates, etc. for each assignment on a given project.</p>
 <p>Rates</p>	<p>The Rates view (in the Employees section) is used to create hourly pay and billing rates which are applied to employee time entries to determine your company and client costs.</p>
 <p>Reports Explorer</p>	<p>The Reports Explorer view (from the drop-down menus at the top, click on Reports, Reports Explorer) is used to display a wide variety of time and cost reports. For example; locate and double click on the Project Costs report or the Project Costs by Employee and Task (with Budget and Estimate to Complete) report (both located in the Project Reports/Time and Costs Reports folder) to view a few of the available reports.</p>

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

 <p>Approval</p>	<p>The Approval view (located in the Time & Attendance section) is used to review, approve or reject time and expenses submitted by employees.</p>
 <p>Workflow</p>	<p>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.</p>
 <p>Time and Attendance</p>	<p>The Time and Attendance 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.</p>
 <p>Reports Explorer</p>	<p>The Reports Explorer view (from the drop-down menus at the top, click on Reports, Reports Explorer) is used to display a wide variety of time and attendance reports. Locate and double click the Timesheet by Employee report (located in the Employee Reports/Time Reports folder) to see actual hours worked for each employee by date, project, and task.</p>

Track time and expenses to accurately bill clients?

 <p>Clients</p>	<p>The Clients view (in the Clients section) is used to establish the list of companies, business units, or individuals for whom work is performed.</p>
 <p>Actual Expenses</p>	<p>The Actual Expenses view (in the Time & Expenses section) is used to add or edit expense information.</p>
 <p>Rates</p>	<p>The Rates view (in the Employees section) is used to create hourly pay and billing rates which are applied to employee time entries to determine your company and client costs.</p>
 <p>Reports Explorer</p>	<p>The Reports Explorer view (from the drop-down menus at the top, click on Reports, Reports Explorer) is used to display a wide variety of costing and billing reports. The Client Time and Costs report (located in the Client Reports folder) provides a summary of actual hours worked, and the client and company costs.</p>

HOW EMPLOYEES ENTER TIME AND EXPENSES

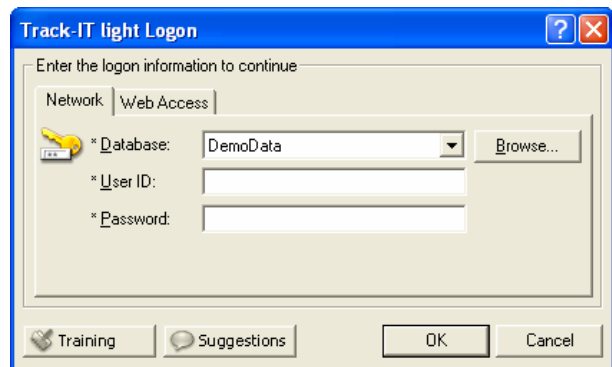
Track-IT light™ is one of the timesheet entry tools available to all employees tracking their time and expenses.

Login in

Locate and click on **Track-IT light™** (located under Start/All Programs/Track-IT Suite).

To quickly learn how to enter time, access Track-IT light's™ free e-Learning module by clicking on the [Training](#) button from the Logon screen.

Each employee is assigned a unique User ID and Password from the management tool. If you forget, logon using User ID= **RB**, and Password= **RB**.



4 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 e-mail: 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

Track-IT® Suite Manuals, Instruction Guides, and other information: <http://www.dovico.com/client.html>