

Artologik TIME

New features, Version 5.1

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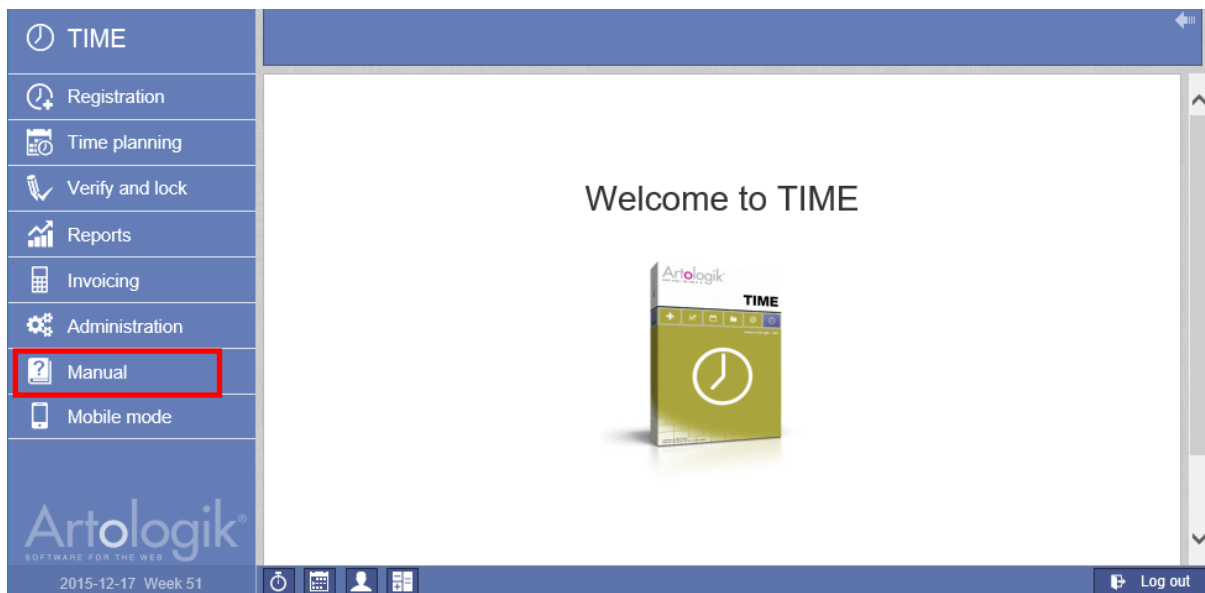
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General information

Improved interface

TIME has a completely new interface! Apart from the new colours we have also changed the placement of the menu and made the program more user-friendly with an improved overview and simpler buttons.

Additionally, there is a customised interface for use on your tablet or smartphone. You can easily change between mobile mode and desktop mode via a button in the main menu.





TIME can handle costs

In earlier versions, the program could manage only the amount to be invoiced. The new version also takes internal costs for projects into account.

Registration

Holidays have been made visible

Public holidays are marked on pages for registration, no matter whether you choose to register per day or week.

Time registration										
Customer:			<input type="text"/>							
Programme:			Organisation program - 1							
Project:			<input type="text"/>							
Phase:			<input type="text"/>							
Activity:			<input type="text"/>							
Project	Phase	Activity	Mon 21 Sep	Tue 22 Sep	Wed  23 Sep	Thu  24 Sep	Fri 25 Sep	Sat 26 Sep	Sun 27 Sep	Total
Pro ...	Sta ...	Custo...	5:00							5:00
		Meeting	3:00							3:00
	Cur ...	Design		8:00			7:00			15:00
	coll ...	collab...					1:00			1:00
		Other projects:	1:00	1:00	0:00	0:00	0:00	0:00	0:00	2:00
		Total:	9:00	9:00	0:00	0:00	8:00	0:00	0:00	26:00

Reports


New report: Yearly report

Under the new report *Yearly report* the total registered time for the users is shown. You can find it on the tab *Reports > Monthly report > Yearly report*.

New report name

The report previously named *Activity report* is now named *Registered time in TIME 5.0*.

Export reports to Excel format

By clicking the Excel icon  on the upper right hand corner you may now extract following reports as Excel files: *Project report*, *Project results*, *Time Report*, *Registered time*, *Planned time*, *Project list* and *Result report*.

Individual registrations in the time report *Registered time*

In the report's editing view, you can find the option *Individual registrations*. Specify what information to view. See red rectangle below.

Contents

Time period: From: To:

Show as: List
 Table
 Table where the last sort order values form separate columns

Contents: Time
 Cost
 Price

Individual registrations
 Only totals

Date
 User
 User group
 Customer
 Project type
 Project ID

Project
 Activity
 Time code
 Comment
 Cost per hour
 Price per hour

Sort order: Total per sort order

More filtering options in the time report *Registered time*

It is now possible to make a filtration on four levels in the time reports *Registered time*. In the reports' editing view you choose how registration and planning is ordered and filtered. It is also possible to show sums for a data field, see blue square in above image. Decide what format the report should be presented in; either as a list (as in the previous version), as a table, or as a table where the last filtering value is shown in its own columns, see green square in the image above.

Result report calculation of earnings

Result income: earnings can be managed in four different ways; it can be measured from either registered time or billable time, or it can be collected from invoice details. If you are using an added module to synchronize the invoice details to an economics' program, the reports must originate from the invoice details instead. The invoices are no longer created in TIME.

Invoicing

Easier to produce invoice details

When you want to view projects containing registrations which may be invoiced, you can limit the list by three new filtering options; from-date, the user's result unit and responsible sales person. By clicking the relevant title the list is sorted by either customer, project name or responsible sales person.

Customer	Project	Responsible sales person	Hours	Products / Services	Payment
Fverket	Fiber -	Bosso, Barbara	0.00	0.00	X
Organisation A	Program development BOOT - 201502	Bengtsson, Bertil	5.00	0.00	

Choose individual registrations when you create invoicing details or write off time

When creating invoicing details there is now the option of doing so for *individual registrations*.

Recover written off registrations

You may now recover registrations that have been written off. Do so under the tab *Reports > Invoicing details > Written off*.

Possible to insert text after invoicing sum

If you wish to add a text after the sum to be invoiced, it is now possible to write on the row closest under the invoicing sum. An example of such a text could be *"Remarks with respect to an invoice must be made within 8 days, after 8 days the invoice will be considered approved by the recipient"*. The text cannot exceed 250 characters.

Control what information of your own organisation is visible on the invoice

Under *Administration > Organisation settings > Basic information*, you can control what information of your own organisation is visible on the invoice. It is possible to make one version for each country group (within the country, within the region and other countries).

Information field	Domestic sales	Trade market sales	International sales	Enter information about your own organisation.
Organisation name:				CC Companions
Address:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	45 Highstreet
Postal code:				SL6 2RA
Town:				Meidenhead
Country:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United Kingdom
Visiting address:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	45 Highstreet
Phone:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	00 44 20 3349 2059
Fax:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	00 44 20 3349 2060

More possibilities for invoicing

Under *Administration > Organisation settings > Invoicing* the administrator decides how the invoice is presented with respect to certain information. If the hourly rate varies on the invoice, you may choose to show the average price in the summation. This might be more comfortable in case you don't wish to disclose the hourly rates you apply for each user, see image on the right hand side. To add average price, see green-marked area on the image below.

It is possible to edit selectable choices on the invoice. The administrator may choose to allow customer editing number and customer name on an individual invoice, without affecting the customer register. See red-marked area in the image below.

Another option is to insert the amount of hours that have been invoiced in earlier invoices on the project. See blue square below.

Edit invoice details

Invoice details
A.00076

Customer
Municipality of Solkoepping

Description	Quantity	Price/unit	Amount
Concerns the period up to and inclusive 2015-12-15			
24 Municipality of Solkoepping customisation			
Ordinary time	11.00		8 500.00
Total	11.00	772.73	8 500.00
Net total			8 500.00

Default settings for invoice

- Show project number together with project name
- Show contact persons beneath project name
- Show only total amount if the setting 'Show only totals' is selected
- Show average price on the lines displaying the sum
- Add Product / Service and Time registrations (this disables the total per time code and Product / Service)
- Use editable invoice numbers
- Use editable customer names and numbers
- Add a row with information about previously invoiced amount of hours
- Add line with expense rate to invoices
- Add line allowing to round the total on invoices

Initial settings for new invoice details

Sum

- Per project
- Per phase
- Per activity
- Per time code
- Per product

Content

- Show only totals
- Show all registrations

Administration

Extended possibilities to inactivate registrations in registers

When maintaining registers, you may find that you wish to remove customers that are no longer relevant. If there are old registrations for these customers, they need to remain in the register. However, you may choose to inactivate them so that they are not included in the selection-list of customers. This may also be done for suppliers and time codes.

Extended customer administration

It is now possible to set the terms of payment per customer, unlike the earlier general setting for all customers. The setting can be found at *Administration > Register Maintenance > Customers > Terms of payment*.

Double verification roles on project level

You may make the program require verification of registrations before they can be showed on salary- and invoicing details. In earlier version of TIME, the project leader was the only possible choice as verifier at project

level. In the new version you may select a dedicated project verifier instead, if you wish. You may also allow both roles to verify registrations belonging to a certain project.

Integration with other software

With TIME's web service, you may import/update projects from another system. It is also possible to export time registrations. Contact us for further information on how the program's web service may be used.

Project

At *Administration > Register maintenance > Project > Order & price information* the cost model is selected; per hour or fixed, depending on how the project will be invoiced.

If you choose the model *Fixed cost* or *Cost per hour at project level*, select cost with the button *Set cost*.

If you choose the model *Cost per hour at user level*, set the cost at *Administration > Register maintenance > User*. Accordingly, set the cost under *Administration > Register maintenance > Activities* when you wish to use the model *Cost per hour at activity level* for the project.

Regardless of price model you can change model and (hourly-) cost from the invoice module.

Project cost can be chosen from four options; fixed cost, cost per hour at project level, cost per hour at user level and cost per hour at activity level. You can manage the cost in the same way as the prices.

Order & price information

Your order number Estimated end date Estimated end value

Default time code Time planned Time registered

Cost model Price model

Invoicing

Hours for invoicing

Invoice every worked hour

Invoice max 8 hours per day and member

Expense rate %

Locking/unlocking of registrations

Locking registrations at system or project level disables adding, editing or removal of registrations for a date earlier than the locking date. By the setting *Administration > Organisation settings > Registration* it is determined if the system allows locking registrations at the project level. If this is the case, locking is administrated at the tab *Verify and lock > Lock projects*.

It is now also possible to set two locking dates for each project; one temporary and one permanent.

In TIME 5.0 it is hereby easier to lock/unlock several projects at the same time. Locking can also be made for one project at a time through the project administration.

If a project has two registration limitations, the *systems* locking date and another *program specific* date, the date closest in time takes precedent.