

# TIME

## Product sheet

**With Artologik TIME the time reporting becomes a routine which everyone can learn how to use and appreciate. Time is registered directly on the web and the flexibility of the tool means it can easily be adjusted to suit the needs and demands of your organisation.**



TIME works just as good regardless of the size of the company or organisation, since the licensing of the tool can be increased or shrunk in an easy way in order to work with current needs. This means you never have to pay for more than you use.

The entire software is managed via the web browser. This allows you to register time wherever you are – whenever. If you have co-workers speaking different languages or offices in different parts of the world, you can easily use the software since it's multilingual.

TIME shows how the work time is divided over time and how the participants use their project time. Data for invoicing and salary calculation is created in a smooth and easy way and can be exported for further processing in other economy systems. When a project has been concluded the gathered information in TIME can be a great help when putting together new quotas for other similar projects.

## Seven advantages with TIME

- Time reporting on the web – at work, from home or wherever you are.
- Easy to maintain since it is installed on a central web server.
- An easy to use and user-friendly software.
- Extract invoice and salary details, create invoices, print as pdf or export to your business system.
- A flexible report generator for tailor made material.
- The possibility to control how the time registration of co-workers should be attested.
- Flexible authorisation levels allow you to control which user can do what.



## Registration of time, products and services

On the page where time is registered you select date, customer, project and activity, time and time code for the registration. Here it is also possible to write a comment. By clicking the cart purchase of material, travel expenses or other expenses can be registered.

All users are authorised to make registrations. A user can also be given the right to edit and add registrations for other users.

There you also set with which time interval time should be registered.



### Timekeeper

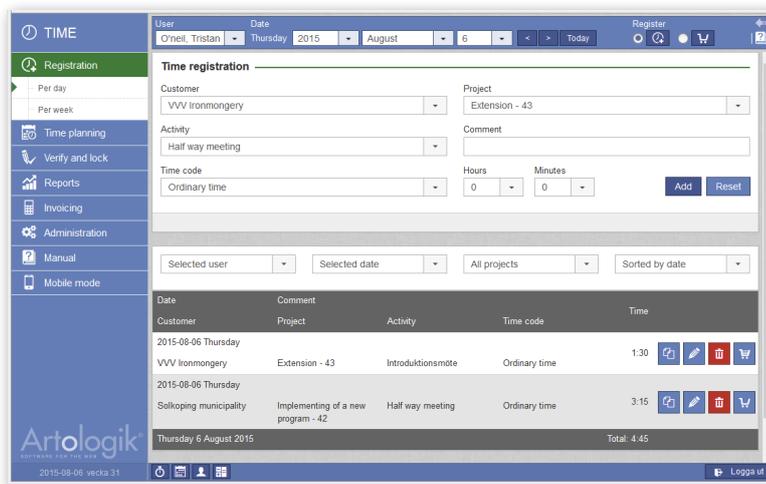
You can use the time keeper in order to see how much time is put on the different activities. The time keeper is found among the shortcuts. It is useful for those who often change work task and/or commissioning body during the work day.

### Attestation and Weekly schedule

If the attestation setting has been activated all time and material registrations have to be attested before they can be used in salary report or as invoice details. It is possible to choose between different verification methods at attestation of time registrations. Either manager/financial staff can attest, or project leaders can be allowed to do the attestation. It is possible to per result unit or user group control this. The person who is responsible for attestation can be it for either one or several users, activities or phases.

### Weekly schedule

An easy way for users to keep track of the projects they are scheduled to work with, is to show the weekly schedule. The weekly schedule is an overview of the planned work for the coming weeks and is a tool which can be used to visualise and clarify the scheduled time.



In order to be able to add customers and activities to the system, you need to have access to the project adminis-

### Mobile interface for time registration and registration of products and services

If you are using TIME from a tablet or a smart phone, you will automatically end up in the mobile interface of the software. The interface offer the possibility to in a smooth and easy way register time, as well as products and services.

It is easy to make registrations in the mobile interface of TIME, perfect for when you are on the road and do not want to wait with making your registration until you are back at the office.

## Invoice and basic data

TIME give you an overview of both invoices, invoice details and invoice journal. You can create invoice details for parts of a project or for the project as a whole. You can decide how detailed the invoice should be showed.

Invoices and invoice details can be printed in pdf format.

### Invoice journal

In the invoice journal you have access to the account details where accounting entries for each invoice has been summarised. You can extract lists containing invoices per customer or result unit, lists per account number and lists showing un-paid invoices, to mention a few of the selectable lists. It is possible to create SIE4 files for transmission of information to other accounting systems. The format is handled by most accounting systems.

### Organisation settings

Under Organisation settings information about the company is added. Here you can also set details for invoicing, as well as account number and result units for accounting invoices.

### Salary details and authorisation

Salary details can be created for a single user or for a group of users. In order to see one's own and/or other people's salary details, you have to have been given the authorisation in the user administration.

### Authorisation for invoices and data

A user can have the right to see their own salary details, as well as the details of others. The authorisation settings for users when it comes to seeing, creating and editing invoices and details are handled in the user administration. This can also be done in the central authorisation administration.

The screenshot displays the TIME software interface. The left sidebar contains navigation options: TIME, Registration, Time planning, Verify and lock, Reports, Invoicing (selected), Invoice details, Invoice journal, Administration, Manual, and Mobile mode. The main content area is titled 'Create new invoice details' and includes fields for Customer (BAA Systems Inc), Project (Sica - 44), Country group (Domestic sales), Print language (Swedish), Result unit (Software), and Price model (Fixed price). There are radio buttons for 'Invoice every worked hour' (selected) and 'Invoice max 8 hours per day and member'. Below this is a table titled 'Registrations to be invoiced or written off' with columns for Activity, Date, User, Comment, Hours, and Products / Services. The table shows a list of 'Ongoing work' entries for Fredrik, Fredriksson from 2015-01-05 to 2015-01-22. At the bottom, there are buttons for 'Back', 'Preview', 'Write off', and 'Create new invoice details'. The footer shows the Artologik logo, the date '2015-08-06', and the week 'vecka 31', along with a 'Logga ut' button.

Activity	Date	User	Comment	Hours	Products / Services
☑	2015-01-05	Fredrik, Fredriksson		7:15	
☑	2015-01-06	Fredrik, Fredriksson		8:00	
☑	2015-01-07	Fredrik, Fredriksson		7:45	
☑	2015-01-08	Fredrik, Fredriksson		8:00	
☑	2015-01-09	Fredrik, Fredriksson		9:00	
☑	2015-01-12	Fredrik, Fredriksson		8:15	
☑	2015-01-13	Fredrik, Fredriksson		7:00	
☑	2015-01-14	Fredrik, Fredriksson		7:45	
☑	2015-01-15	Fredrik, Fredriksson		7:30	
☑	2015-01-16	Fredrik, Fredriksson		9:00	
☑	2015-01-19	Fredrik, Fredriksson		5:00	
☑	2015-01-20	Fredrik, Fredriksson		7:45	
☑	2015-01-21	Fredrik, Fredriksson		8:00	
☑	2015-01-22	Fredrik, Fredriksson		7:15	

## Automatically generated and tailor made reports

A vast range of reports can be extracted in TIME. There are a number of preselected reports, but also the possibility to via the report generator create your own tailor made reports. It is possible to save settings made in order to easily re-create the same report type at a later stage. To ensure only authorised users have the possibility to create reports and see the information in already created reports, you can make different authorisation settings for the users.

It is possible to structure the work in TIME in different ways. One possibility is to register all time; including sick leave, vacation, parental leaves, etc. This is done by using different time codes which are defined by you. Another possibility is to only register debit able time. Depending on which method you choose, you get access to different kinds of data which of course affects the information in the reports. You select the option which suits you and your organisation the best.

### Salary reports

#### **Salary report**

In this report data used for salary payments are shown. It contains different posts affecting the salary, as for example time registrations and any other costs. Here you can also view scheduled absence.

Salary details can be extracted for all employees, or for a group of employees in the same report.

#### **Absence report**

The absence registered in the calendar can be extracted as, for example, a vacation list.

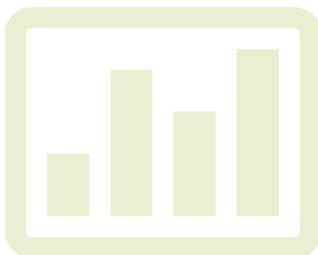
### Control information

#### **Result report**

This report generator lets you create reports showing the financial situation for one or several projects. You can compare the planned time with the actual time and the consequences this have on the result. The numbers in the report are founded on the selected price and cost models for each project.

#### **Excel time report**

Excel time report shows a preview of made time registrations. You can here show reported time for a certain project per person during a selected time period. The reports can be used to compare differences in the time reporting between different times and people which could be useful when planning future support needs.



## Monthly report

This report gives an overview of the total time worked in a month. Has time been registered for all days? How many hours have you worked with Project X during the month? The report provides an over viewable image of the debit degree and the debit able hours during the month.

For project leaders the report can be used to control that all users have registered time, as well as get a summation of the worked time during the month, both per project and in total.

It is also possible to control the debit degree in different levels, as users, project, customer or project group and control which people have registered time on a certain project during the month. It is possible to name and save the different report settings in order to easily extract a report with the same content at another time.

### Monthly report (Accounted/day)

A detailed list showing what you have done day by day. With the right authority you can also choose to view the time spent by others day by day.

### Monthly report (Accounted/project)

This report lists a single user's time sorted on the projects the person has worked with. Each registration is showed separately from the phases of a project. The report can be used for control of what you or someone else has worked with during the month.

### Project report

The project report is used in order to create detailed compilations of planned time and/or registered time, as well as material for a project during a specific time period. You can specify which users the report should concern and which criterions should be included. The report can, for example, be used as data when compiling status reports to customers, or when balancing invoice details.

The screenshot shows the 'Monthly report' interface in Artologik. The top navigation bar includes 'TIME', 'Registration', 'Time planning', 'Verify and lock', and 'Reports'. The 'Reports' section is expanded to show 'Monthly reports', 'Project reports', 'Time reports', 'Salary reports', and 'Control information'. The 'Monthly reports' sub-menu is open, showing options like 'Monthly report', 'Yearly report', 'Registered / day', 'Registered / project', and 'Grouped time registrations'. The main content area displays the report for 'own registered time' for user 'Green, Harry' in January 2015. The report is organized into five columns representing weeks (Week 53, Week 1, Week 2, Week 3, and Week 4). Each column shows the day of the week and the time registered. At the bottom of the report, it states 'Reg: Time registered' and 'Month total: 150:00'. The Artologik logo and version information '2015-08-06 vecka 31' are visible in the bottom left corner, and a 'Logga ut' button is in the bottom right corner.

Week 53		Week 1		Week 2		Week 3		Week 4	
Day	Time	Day	Time	Day	Time	Day	Time	Day	Time
28	S	4	S	11	S	18	S	25	S
29	M	5	M	12	M	19	M	26	M
30	T	6	T	13	T	20	T	27	T
31	W	7	W	14	W	21	W	28	W
1	T	8	T	15	T	22	T	29	T
2	F	9	F	16	F	23	F	30	F
3	S	10	S	17	S	24	S	31	S
Reg	0:00	Reg	40:00	Reg	39:30	Reg	28:00	Reg	42:30

Reg: Time registered Month total: 150:00

## Administration

In the administration you handle all information regarding users, customers, suppliers, projects, products/services and activities. Here the users can also administer their personal calendars.

What each respective user role or user should be able to do in TIME, is stipulated in the administrative part of the software where all authorisations are set. A standard can be set per user role and adjustments of the authorisation levels can then be made at user level. The needs and requirements within your organisation determine how the authorisations should be set.



### Organisation settings

Under Organisation settings the administrator can add information about the organisation, set details for invoicing, add account numbers and result units for invoice accounting. This is also where the administrator adds the result units and time codes the users should work with.

The administrator set the languages which are to be used in the software, as well as whether or not registrations should be attested or not before they can be used as data for salary and invoicing. Who should have the right to attest other people's registrations is, however, adjusted in the authorisation administration.

### Language

The administrator selects which languages should be active and available in the application.

## Users and customers

### Users

Information about users can be name and contact information, language, user role and user group. Which user role you have been given determines the rights you have within the software, but adjustments can be made at user level in case the authorisations need to be increased or limited. Users can make personal settings for how the projects should be sorted when using TIME.

The user registry can be exported to Excel, for example to be used when making mailings.

### User role and authority level

There are three user roles in the system: participant, project leader and administrator.

You can set individual rights per user and control which information they can see and edit. The standard settings for the rights of the different user roles you can control yourselves and these can also be adjusted afterwards.

### Customers, Suppliers and more

In the customer and supplier registry you can search and administer information about your customers and suppliers. The registries can be exported to Excel in order to be used for mailings and other.

## Working hours and project specific setting

### Normal working hours

By setting normal working hours the scheduling is simplified. It works as a basic planning and here it is also possible to register vacation.

The setting is made in the calendar administration, where you also set holidays as well as select calendar settings.

It is possible to adjust the normal working hours set for you, if you have the authorisation to do so. Users can also be given the right to edit the normal working hours for other users.

### Products/services, Projects and Activities

All users can see which products and services are available for registration of material usage in the different projects. Administrators and users who are authorised to administer products and services can easily add such in the administration.

Projects are created and updated in the project administration. Here registered (used) and planned time for the different projects is shown, as well as price and price model. Should it be a fixed price, or should you charge customers hour by hour? Here you also select/de-select project leader and contact person(s).

The screenshot displays the 'TIME' administration interface. On the left is a navigation menu with options like 'Registration', 'Time planning', 'Verify and lock', 'Reports', 'Invoicing', 'Administration', 'Register maintenance', 'Calendar maintenance', 'Organisation settings', 'Manual', and 'Mobile mode'. The main content area is divided into two sections: 'Normal working hours' and 'Planned absence'. The 'Normal working hours' section shows a table for user Camilla Adams with columns for 'Day' and 'Time'. The 'Planned absence' section shows tables for 'All users' and 'All users in the user group', both indicating no planned absences. A 'Specific for the user' table lists two absence entries with columns for 'From', 'To', 'Text', 'Time code', and 'Edit'.

Day	Time
Sunday:	0.00
Monday:	8.00
Tuesday:	8.00
Wednesday:	0.00
Thursday:	8.00
Friday:	8.00
Saturday:	0.00
Total	32.00

From	To	Text	Time code	Edit
2015-07-28	2015-07-28	preparatory training daycare	Ordinary time	[Edit] [Delete]
2015-06-08	2015-06-12	Sun Holiday	Ordinary time	[Edit] [Delete]

## Plug-in TIME-LDAP - Catalogue service

Many companies choose to keep their user information in an LDAP catalogue, as for instance Active Directory. By using our LDAP connection you can simplify administration, handling and validation of users and create a user environment with single-sign-on.

A connection to a catalogue service eliminates double administration and user information is automatically updated from a registry. By integrating an Artologik software with the existing catalogue service you can lessen the administrative work load and make the login process easier for the users.

### How it works

The same procedure for login is used in Artologik as in your other systems and the user has, for example, the same user name and password as to the network itself. Other user information, as name, e-mail address and telephone number, is imported from the LDAP catalogue where the information is also kept updated.

The update occurs every time the user logs in to the software, or when the administrator chooses to import user information. The update can also occur automatically, as for example each night.

### Advantages of LDAP

The advantages for the network administrator are many since user information is only required to fill out the information in one place: authorisations in the network, which applications the person should have access to, and so on. When the information needs changing this is done centrally which makes the work easy.

The advantages for the individual user is that an environment with single-sign-on can be created, hence allowing the users access to the software simply by logging in to the network.

## Plug-in TIME-Flex - Flextime handling

With TIME-Flex you do not have to keep all your flextime hours in your head or jot them down on post-it notes. All your hours, including flextime and overtime, are registered in TIME and you always have a perfect overview of your worked hours.

Since TIME calculates the time for you, you can easily see if you have plus or minus on the time account. Moreover, the administrator has well founded salary details and can see how the working hours are divided between the employees.

### How it works

The administrator starts by defining time codes for sorting the hours. There are two pre-defined time codes, flextime and overtime, where the hours exceeding regular work hours are added or withdrawn.

The administrator can set a limit to how many hours plus or minus users can be without having any time deleted or getting a salary reduction.

TIME-Flex makes it possible to extract a number of reports in order for you to quickly get a good overview of registrations made. You can also extract salary details with the registered flextime.



*"Our company uses TIME for registering time for all of our 100 employees. The software allows us to in real time see the number of worked hours, as well as the labour costs for all of our building sites. Furthermore, we export the data generated in TIME to our salary system, hence avoiding double work and error sources."*

*Christophe Fontaine  
Robert Paysagiste*

## Training in TIME

The more employees familiar with TIME, the better usage you get. We offer different types of training in order for you to get as much out of the software as possible and get a quick start using it.

### Getting started

From the specific needs within your organisation or company, we plan which users should take part in the different parts of the training session, but also the prioritised areas to work through. When our experienced teachers plan a course they start from the following training options.

### Full day

In our full day training session we have both a lecture part and a lab. We do a thorough walk-through of the software and carry out different exercises. The day can be divided so that people with different user roles receive separate trainings.

### Half day

The half day training give an introduction to the software and we get familiar with the basics of it, so that users on a less advanced level can get started with working in TIME.

### Training online

For those who wish we also offer training sessions online via Adobe Connect Pro where participants share screen with the teacher. Our online training is charged by the hour and you decide where focus should be - there might be a specific function which you would like to know more about?

### Prices: Training

See [www.artologik.com](http://www.artologik.com) for an updated price list.



## Technical requirements

If you have a rental licence a web browser is the only thing you need.

### Web browser

(Applies for both rental and purchase customers.)  
Windows Internet Explorer 9, 10, 11 or Mozilla Firefox

### Rental licence

It is easiest to rent the software and let us take care of the management. The software is then installed on Artisan's server and you do not need to take notice of any further technical demands.

### Purchase licence for own installation

#### Web server

The software is installed on a server which has to fulfill the following demands:  
Type: Windows Server 2008, 2008 R2 or 2012

Web server program: IIS6, IIS7, IIS 7.5  
Other: CGI, ISAPI and ASP.NET, .NET Framework 3.5 SP1, .NET Framework 4.0 must be installed.  
Space on hard drive: 10 GB  
RAM: 2 GB

#### Database

The software works towards any of the following database servers/databases:  
MS SQL Server 2005, 2008, 2008 R2, 2012, MS SQL-Express (limited SQL-server)  
MS SQL Management Studio has to be installed.  
Space on hard drive: 4 GB  
RAM: 4 GB

### Licence sizes

Which licence you need is dependent upon which kind of organisation you have. The different licence sizes regulates how many users can work in the software.

### Choose between the following sizes:

**Light:** Suits a smaller company, or a department within a larger organisation. The number of users is limited to 10.

**Standard:** For the smaller company, or a department within a larger organisation. The number of users is limited to a maximum of 20 users.

**Enterprise:** Suits larger companies. The number of users is limited to 50.

**ExtraPack:** It is possible to increase the Enterprise licence with +10 users at a time, if you need to add users.

### Prices

#### Rental licence TIME

The set up cost is 190 EUR. A rental licence includes free technical support and updates.

#### Rental

Light: 80 EUR/month  
Standard: 160 EUR/month  
Enterprise: 270 EUR/month  
ExtraPack: 40 EUR/month

#### Purchase

Light: 500 EUR  
Standard: 1500 EUR  
Enterprise: 3000 EUR  
ExtraPack: 500 EUR

#### Plug-ins

##### TIME-Flex

	Rent	Purchase
Light:	30 EUR/month	500 EUR
Standard:	60 EUR/month	1000 EUR
Enterprise:	90 EUR/month	1500 EUR

##### TIME-LDAP

	Rent	Purchase
Light:	15 EUR/month	230 EUR
Standard:	60 EUR/month	1000 EUR
Enterprise:	120 EUR/month	1500 EUR

*All prices are excluding VAT. All prices are subject to alteration. For an updated price list, please see [www.artologik.com](http://www.artologik.com).*

### Support and warranty

ArtologikProjectManager is easy to use, but questions might still arise. We recommend that you include a service agreement when purchasing our software, which give you access to free telephone support. (Read more below.)

When purchasing an Artologik software you always have a one year warranty, counted from the invoice date, regarding promised functions. You can also purchase a service agreement that runs on a yearly basis. There are service agreements for both the program and its plug-ins. See complete information on [www.artologik.com](http://www.artologik.com).

### Service agreement:

- Always access to the latest version
- Free access to telephone support
- Free access to online support
- Free help via our helpdesk within one working day
- Warranty for promised functions
- Upgrade warranty to bigger licence - only pay the price difference

### Prices for service agreement (yearly)

#### Rental licence TIME

Service agreement is included in the rental fee.

#### Purchase licence TIME

Light:	150 EUR/year
Standard:	300 EUR/year
Enterprise:	600 EUR/year
ExtraPack:	150 EUR/year

### Training

In order for you to get started with the software quickly we offer training sessions. Choose between half day or full day. Modern technology enables us to have training online.

See [www.artologik.com](http://www.artologik.com) for further information.

### Do you wish to learn more?

On our web site [www.artologik.com](http://www.artologik.com) you can find further information about the software. There you can also order a trial site. You are always welcome to call or e-mail us at Artisan.

## Simple is smart

Administrative software directly in your web browser



Try our software free of charge on [www.artologik.com](http://www.artologik.com)

**Artologik**<sup>®</sup>  
SOFTWARE FOR THE WEB

Artisan Global Media, Videum Science Park, S-351 96 Växjö, Sweden  
Tel: +44 20 34 55 03 89 (UK) / +46 470 53 85 50 (Sweden)  
Web site: [www.artologik.com](http://www.artologik.com)  
E-mail: [info@artologik.com](mailto:info@artologik.com)

### Sales contact:

France Tel: +33 183 79 00 08, Germany Tel: +49 69 12 00 67 30  
Spain Tel: +34 911 86 88 29