Artologik
SOFTWARE FOR THE WEB
We make IT easy

PRODUCT SHEET

ProjectManager – ALL THE WAY THROUGH

ProjectManager is the tool that brings order to all project-based working processes, as your colleagues receive a flexible and user-friendly tool for time registration.

ProjectManager is easy to manage and as it is web-based all users can work in it independent on time and space.

The integrated time registration automatically produces the information you need to maintain project plans and resource planning. If your colleagues keep up their time registrations you not only receive a project plan that is representative or reality but also full control over occupancy and resources.

The extensive report-generator gives you great possibilities to put together information as you wish, and when a project is carried out and completed you have the perfect foundation new for job estimates and projects.

Seven advantages of ProjectManager

- A unique and flexible method for efficient project, time and resource planning.
- Intuitive registrations of time, products, external services and expenses.
- Register time independent of time and place, also via tablet or smart phone.
- Clear overview of planned time compared to used time, income and expenses, source usage etc. aided by flexible reports.
- The possibility to export invoice and salary information directly from the software and print invoices in PDF-format.
- Gather project information in document archives with adjustable read and write access.
- Customisable user rights on role and individual levels to suit your operation.

Bring your projects to order

ProjectManager is the program for you who want to keep track of your projects without being stuck in hard-to-manoeuvre computer systems. You get an intuitive and flexible tool which is easy to use and is perfect for all project-based working processes. With ProjectManager you follow the work all the way, from job estimate to finished task. You never risk to fall between the cracks.

Resource planning

With ProjectManager you always get a quick overview of how the resources of the organisation are used and the planning part of the program makes it easy to open and maintain planned times. Project members register worked time per project with the possibility to also register travelling costs, purchase of material and other expenses. This information is easy to gather for invoicing and salary payment which saves the project leader many hours of administration. It is also possible to use the verification function to approve time and material registrations before they are made available for salary and invoice details.

Project type, a short-cut

Think through what projects you carry out in your operations and group them into various project types. By defining a project type in the program it works as a type of template. You save much administration and simplify creation of new projects. From the project type it is made clear what phases and activities normally involved as well as cost and price information for different levels. As such you need not recreate the same information each time a new project is entered into the system. When you create a new project you need just choose a project type to start from and you get a finished structure. After adjustments (if needed) the specific project is ready to be used in the system.

Phases and activities

The projects are divided into two levels, phases which in turn consists of different activities. You connect members at activity levels as well as begin and complete parts of the projects at phase or activity level. Cost and price can also be applied at activity level.

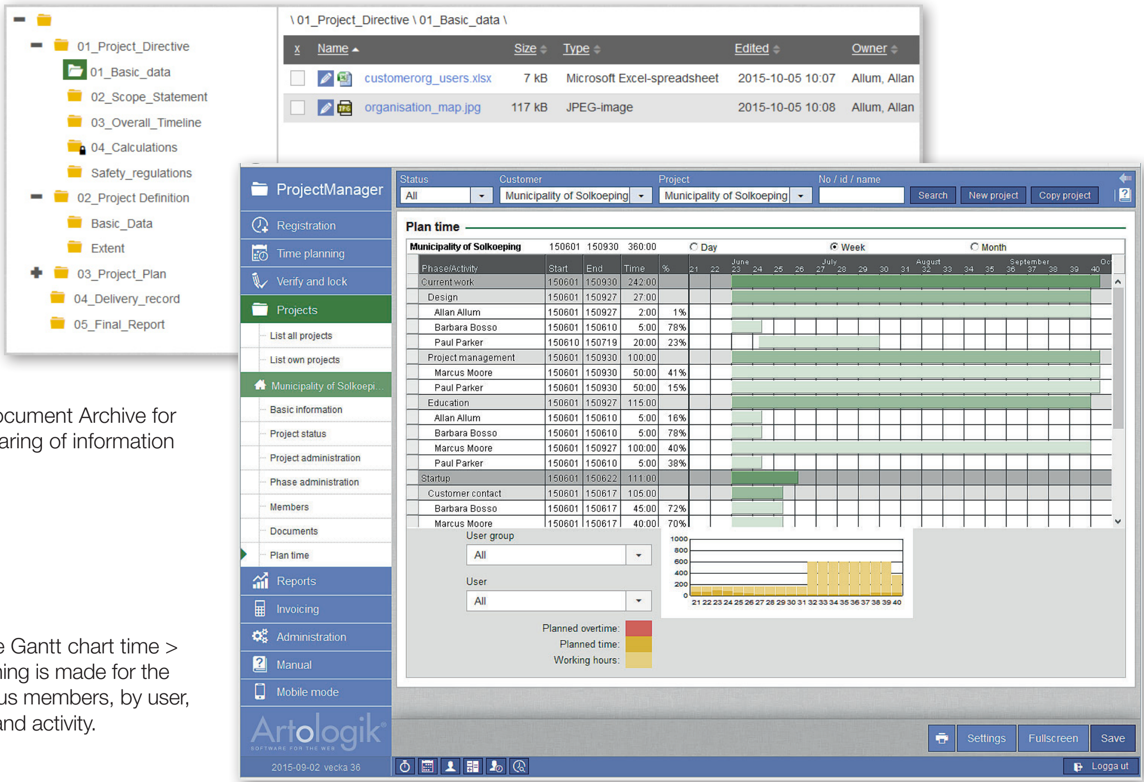
Two methods to plan time

The ordinary method of planning time for a project is to use the model *Per user, day and activity*. Planning is then done in a Gantt Chart. In a column, time is dispensed for each user and activity while you see the sum of the planned time and the resourse utilisation of the user. You decide start and finish of the member's activity through writing the date in columns or by using a graphic tool.

If the management does not want or cannot control time at activity level, the program can use a simplified planning model; *Per user, month and project*. With this setting the Gantt chart will only give a reflection of how the phases and activities of the projects are intended to go on. The planning itself is done in a yearly calendar where you assign time for each individual user, month and project. At registration the users will still specify phase and activity like normal. In this model it is possible to assign extra time to intensive months as well as to pause the project.

Document archive

A flexible way to share information to the members in a project is to use the document archive in the program. For each project you can build a structure of folders where the write and read rights are fully adjustable. The project leader and the members easily find the information they need during their work with the project.



^ Document Archive for sharing of information

In the Gantt chart time > planning is made for the various members, by user, day and activity.

Time registrations

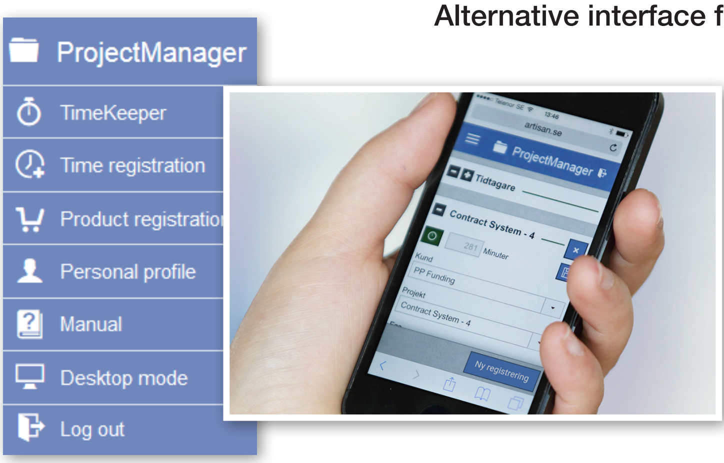
When you access the programs time registration part it will immediately take you to the current date. You can change the date if you so wish as well as choose which customer, project and activity the registration will be done for. You also need to choose the correct time and time code and (if applicable) write a comment for the time. By clicking on the trolley icon you can also register purchase of material, travelling expenses and other expenses connected to the project.

As an optional function users may even register expected or remaining time to complete a certain activity. Through this function the project and operations management may follow how well the project is following the planning. They may also see which consequences delays may have on the economic result.

The administrator may add different registration limits, e.g. how much time a user may register per day, how many days in advance or retroactively a user may register on a date and how long or short a registration may be. A user may also be given the right to register time for other users.

The time registration in ProjectManager will be as complex as you yourself structure it but the simplicity in using the program will remain.

Alternative interface for mobile devices



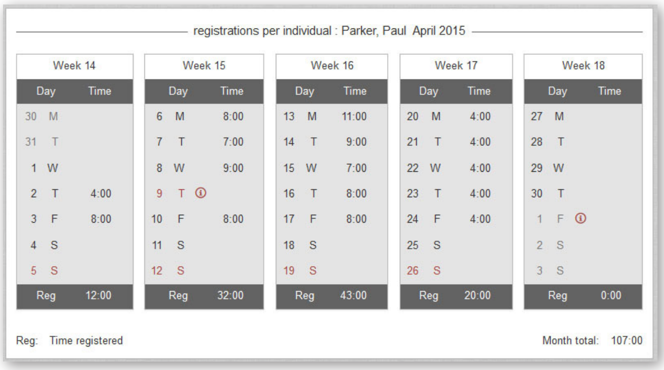
If you use ProjectManager from a tablet or smartphone you will automatically enter the mobile view. The interface simplifies registration of time, products and services when you cannot access your computer.

Reports

In ProjectManager you will find an advanced report generator to produce and compile the information you need. Reports come in different types, depending if you wish to study the your operations with a month or a project as your starting point. You can also generate different types of time reports, salary reports and control information. All reports are printable. Since it is possible to generate an almost infinite amount of reports you may also save your favourites in a tab of short-cuts.

Types of monthly reports

All monthly reports show one calendar month at a time with the exception of the yearly report. The content varies between different time information, planned time, registered time, billable time, invoiced time, verified time or combinations of these options. E.g. a report can show worked time minus registered time. Reports give separate various possibilities to sort and specify the content.



registrations per individual : Parker, Paul April 2015

Week 14			Week 15			Week 16			Week 17			Week 18		
Day		Time	Day		Time	Day		Time	Day		Time	Day		Time
30	M		6	M	8:00	13	M	11:00	20	M	4:00	27	M	
31	T		7	T	7:00	14	T	9:00	21	T	4:00	28	T	
1	W		8	W	9:00	15	W	7:00	22	W	4:00	29	W	
2	T	4:00	9	T		16	T	8:00	23	T	4:00	30	T	
3	F	8:00	10	F	8:00	17	F	8:00	24	F	4:00	1	F	
4	S		11	S		18	S		25	S		2	S	
5	S		12	S		19	S		26	S		3	S	
Reg		12:00	Reg		32:00	Reg		43:00	Reg		20:00	Reg		0:00

Reg: Time registered

Month total: 107:00

Monthly report and yearly report

Monthly and yearly reports show information on individual registered time for the chosen month/year in a calendar format. The report is editable and may as such be changed to show other time information with a different selection and summation.

You save the finalised report under its own report name to access it again. Exactly how much information a user can see in a report is controlled through the user rights settings. Administrators/project leaders can make a large variety of different selections and create reports on specific user groups, result units, project groups, customer programs, project types etc. and such gain a complete overview of the projects.

Three monthly reports in a list-format

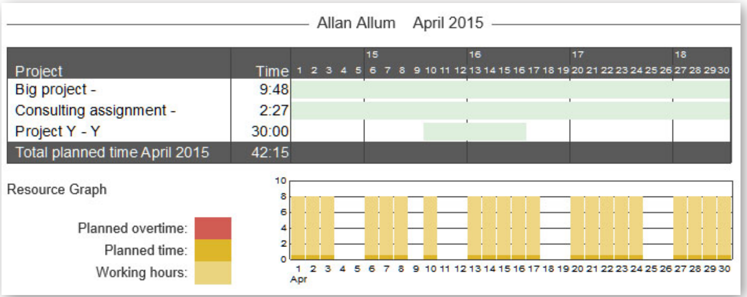
The list in these variants of monthly reports always show each separate registration for a specific user during a month of the viewer's choice. In the report *Registered/day* the registrations are sorted and summed up per day while the report *Registered/projects* sorts and sums up the registrations per project instead. In the latter version partial sums are also shown on activity level.

The report grouped registered time the time registrations are shown in a list which can be sorted in one or two levels; by customer program, customer, and project as well as time code.

Planned time

The last monthly report is *Planned* time, an image of what time is planned for a specific user during a month of the viewers choice. The image shows planned time per project/phase/activity. Simultaneously a diagram of occupancy over worked, planned and (if applicable) planned overtime the same month. This report of the planned time for themselves each individual member can access quickly by clicking an icon in the bottom part of the program window.

Get a quick overview with the aid
v of the monthly report *Planned* time.



Types of project reports

Project reports

Project report is used to create more or less detailed sums of time and material used in a project during a specific time period or from the start of a project. The report is advantageous when producing information at summation or presentation to a customer and as confirmation when checking invoicing details. Project leaders will normally only be able to access their own projects but may be given extended rights.

Project plan

The project plan shows a diagram over how a project's phases and activities are divided along the project period. The diagram may also show information at user level for members of the project and for a specific user.

The project plan is meant for presentation and printing. It may for example be attached to an e-mail to customers.

Project status

With the report Project status you get an overview of the project with its phases and activities. You clearly see what phases and activities that have begun and finished. You can also compare how much time is registered compared to the planned time as well as view registered sums for products/services.

Project results

The projects result is not shown to project members. It gives a clear connection between the projects various time information, cost and price levels and the economic result.

Various types of time reports

Aided by the time reports you may easily retrieve different types of time data. You can choose how the content will be presented and what time period it represents. It is also possible to make a selection based on user and/or project level the report may then be meant for a specific user, project, result unit or the entire company.

Time report

The time report is used to fetch working, planned, registered, billable, verified, and invoiced time and/or combinations these times.

Time graph

The time graph shows a bar diagram to compare two sets of time data, for example registered time in relation to worked time. See image to the right.

Gantt schedule

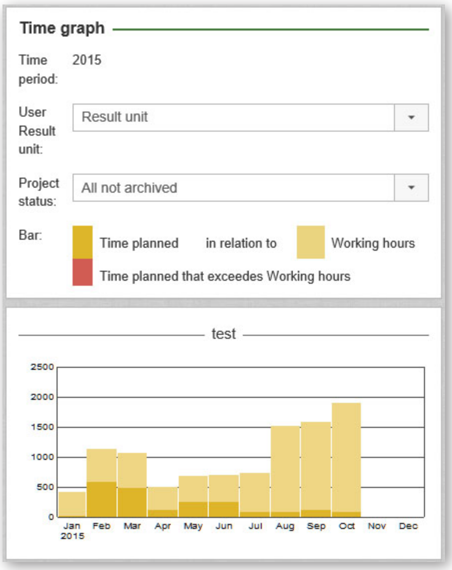
In the Gantt chart you can see when the planned time is scheduled for a specific time period. Detail level and sorting can be altered.

Registered time and planned time

In the reports registered and planned time you may see entries of registered alternatively planned time ordered in a list or table format. Content and level of detail can be altered. The entries can be sorted and added in four different ways.

Estimated time

The report estimated time is only available for project leader and administrator and can be accessed if users have the right to specify estimated time left at time registrations. At the end of the week each user must then estimate how much time is required for him to finish his part of the work on an activity. The amount is then added together in this report where the project can be followed week by week to see how well the work progresses according to the plan. Delays (if any) may then be avoided by redistributing resources.



Salary reports and control information

Absence report

In the absence report what planned absences have been inserted for a certain period of time. This allows you to for example see if there is enough staff during summer vacation.

Salary details

In this report you can see what information is being used as aid for payment of salary. It contains data that affects salaries, time registrations, expenses (if any), sick leave etc. Salary details can be retrieved for all employees or for a group of employees, in the same report. The information can also be exported as an SIE4-file.

Control information

These reports show you the economic situation for one or several projects. You compare the planned time with the registered time and see what consequences these will have for the result. Results are based on the chosen price and cost models for each project.

Invoicing

The invoicing module is in three parts, invoicing details, invoice, and invoice journals. You can choose to use all parts but it is also possible to export the information from different steps for further management in other ways.

Invoicing details

In the first step, the project leader sums up the registrations that is to make up the invoice. If the verification function in the program is activated it is only the verified registrations that can be included in the invoice details. A project does not have to be finished to be invoiced as it is possible to make invoices based on parts of a project. You can also make one invoice for several projects out for the same customer.

When the registrations are selected and put together on the invoice to be, the information can be presented in different ways. The project leader decides how detailed the data should be. When all the data is completed, the invoicing details are marked as *ready to invoice.*

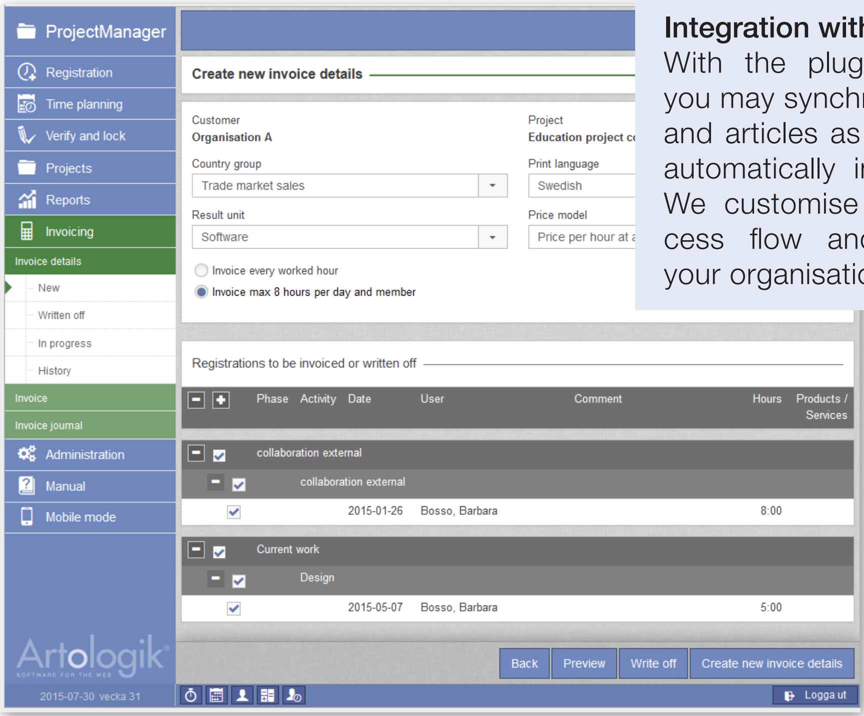
Invoice

In the second step the economy/administrative staff retrieves the invoicing details and create the invoice. During this step the staff may also create invoices that are not based on the programs invoicing details, but based on other facts.

The economy staff decides how the information will be presented. The finished invoice is printed on paper or in PDF format and marked *ready for accounting*. In *History* you can browse and search for invoices in the system.

Invoice journal

In the third step, invoices are completed, gathered and accounted for in invoice journals. Invoice journals can be shown as accounting details, lists with different selections and sorting, or be exported as an SIE4-file.



Integration with economy-systems

With the plug-in module PM-EcoSync you may synchronise customers, projects and articles as well as generate invoices automatically in your economy system. We customise the module to the process flow and economy software of your organisation.

Administration

In ProjectManager the users are divided into three roles; members, project leaders or administrators. For members and project leaders the administration part is mostly for reading specific information about other users, customers, suppliers and products/services. They may also view calendars of working hours and absences. Project leaders have access to administer phases and activities as well as previously mentioned rights. What exact editing rights these roles have in the administration section is controlled by group-wise and individual settings. For the program administrator the administration section consists of three parts; register maintenance, calendar maintenance and organisation settings.

Register maintenance

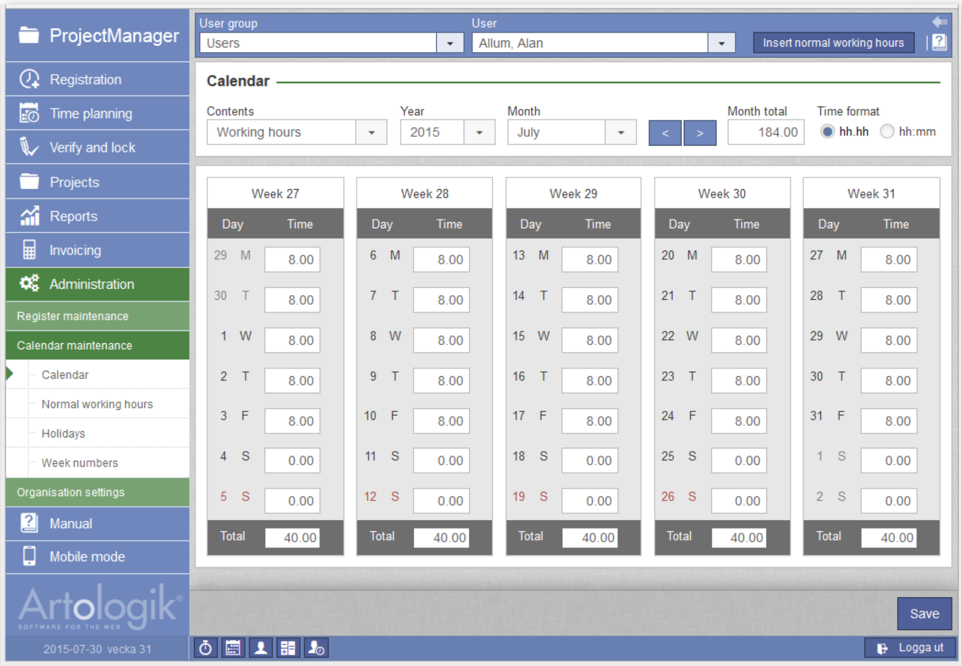
Individual information about users is saved under the tab “register maintenance”. Users are also organised into user groups. Users can be imported into the program via a tab-spaced text file. Customers and customer programs can be added into the register as well.

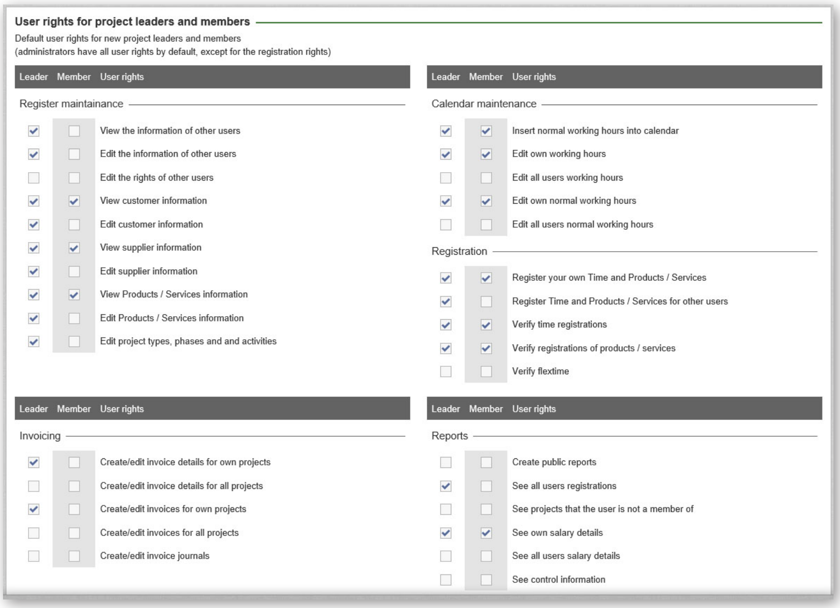
Another register keeps track of products/services and suppliers of these. User, customer and supplier registers can be exported as an Excel file should you e.g. wish to send it.

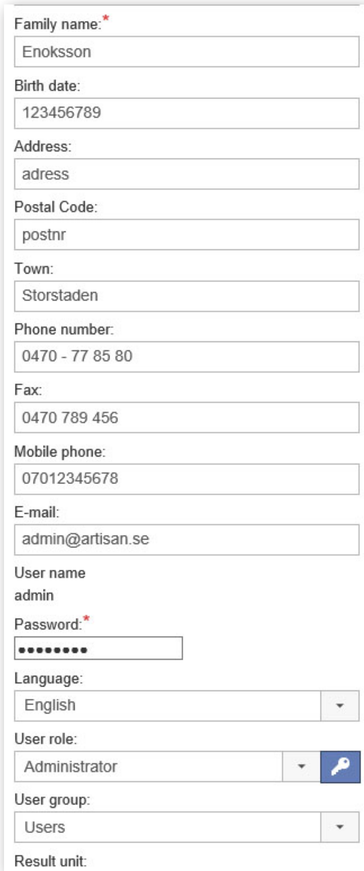
To ease the creation of new projects there is a register for project types, a form of project templates. Finally there is also a register for all phases and activities that can be included in the projects. This register includes all the phases and activities that the project leaders have access to, and those who project leaders have created themselves.

Calendar maintenance

The term *working hours* is defined for each individual user in this calendar, either by the user itself or by the administrator. Input is made easily with the aid of a personal template of *normal working hours*. Calculations and reports are then retrieved from this tab. The calendar also shows time data such as planned, registered, billable, verified or invoiced time as well as combinations of these. Vacation, holidays and week numbering is also managed under this tab.







∧ In the administration section you decide what rights members and project leaders should have to fit your organisation.

Via the user register you can supplement these group-wise settings by clicking the key icon and make individual adjustments. >

Organisation settings

The program can be adjusted to fit your organisation in the best way possible.

You can:

- divide your company into result units
- design a welcome page for each language you use in the system
- decide what information about your organisation is shown on your invoices to separate country groups
- customise invoicing, registration and verification to your preferences
- decide what languages can be chosen in the system
- grant access on both role- and individual level.

Time codes

You define yourselves the time codes that are to be selectable at time registrations in the system. Different time codes with different ways to calculate costs are needed for different tasks or different working hours outside of the normal costs. This is necessary to create complete salary and invoice details. Examples of time codes may be additions for inconvenient working hours or sick leave.

Functions with JAVA applets

The program uses JAVA applets for the planning of time in the Gantt chart. Users who use the Gantt chart may more freely choose their web-browser. During 2015 some web-browsers will no longer support JAVA applets which requires special demands on the systems project leaders and administrators regarding choice of web-browser.
Artisan Global Media is currently working on replacing the parts using JAVA applets. To start using JAVA applets, see our web page **http://www.artologik.com/en/ProjectManager/Support/Adjust-Java-settings.aspx**

Customise ProjectManager to your needs with following plug-in modules

PM-EcoSync
ProjectManager can be integrated with different economy software via the module PM-EcoSync. With the module you can synchronise customers, projects and articles as well as generate invoices automatically in the economy system. We customise the module to your organisations process and economy software. A completed integration pack currently exists for VISMA administration 1000/2000.

PM-Salary Export
From ProjectManager you can export details for salaries to salary systems. In the details travel expenses and other expenses may be included. The export is done in different formats depending on the salary systems. Finished packs exists today for VISMA and Hogia.

PM-LDAP
With the aid of our LDAP-connection you simplify administration, management and verification of users and makes it possible to create a user-environment with so called single-sign-on. Many companies today choose to manage user-info in an LDAP-catalogue such as Active Directory. A connection to your catalogue service eliminates double-administration and user information is updated automatically from one register. By integration ProjectManager with existing catalogue services you can minimize the administrative work and make the log-in process easier for the users.

How it works
The log-in to ProjectManager uses the same log-in and password as the usual network. Other user information, such as name, e-mail and telephone number is imported directly from the LDAP catalogue where it is continuously updated. The update occurs every time the user logs into the program, or whenever the administrator chooses to import user information. The update can also be done automatically, for example every night.

Advantages with LDAP
The advantages for the network administrator are many, since the user information only needs to be filled out in one place; rights in the network, what applications the person should have access to, etc. When information needs to be altered this is done in one central place, which makes the job simple.

The advantages for the individual user is that a user-environment with single-sign-on may be created, which means that the user only needs to log on to the network to access ProjectManager.

PM-Flex

With PM-Flex you may register flexitime and overtime and as such gain control over what goes into the time bank and what is taken out as salary.

How it works

The program is developed in such a way that it is not possible to register new time before the previous days are the same as the registered working hours.

The administrator makes the necessary adjustments for the user to be able to register their working hours, including flexitime and overtime. First the different time codes need to be defined.

There are two predefined flexitime groups: flexitime bank and overtime bank, where the hours beyond your working hours ends up and is retrieved from.

It is also possible to limit how many hours plus or minus the user can accumulate without having them written off or removed as money from the salary.

The administrator decides how the verification will be made, what users that have the right to verify time and what other users' time they can verify.

Register flexitime

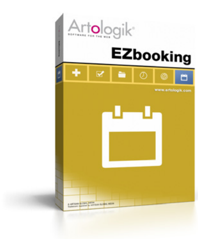
A user registers 9 hours on a day where the registered working time is 8 hours. For this registration, 8 hours end up in normal working hours while 1 hour is registered somewhere else. The tool may then suggest to add this hour to a flexitime time code. If the user on another day only works 7 hours, then these hours will be filled in as ordinary working hours and the redundant hour is retrieved from the flexitime bank.

Artologik – smart cloud services which saves time

We believe in intelligent simplicity and vast experience of Cloud Computing Services. Throughout the years we have developed a series of software in order to make your work easier and save time. The Artologik series consists of five programs. You can read more about them below.

HelpDesk is the support software that simplifies and streamline your internal and external support, service and ticket management – via the web.

TIME is a user-friendly for those who want to manage, evaluate and report time in a simple way. And for those who want to save time!



EZbooking is a web based booking system that gives a great overview. The program is perfect for all the internal bookings of your company.

Survey&Report is an advanced survey tool which makes it fun and easy to create evaluations, examinations and reports.

ProjectManager gives you control over your projects, from planning to accounting. It is also easy to generate reports for follow-up and evaluation.

General information about the program

Technical requirements

With a rental licence a web browser is the only think you need.

Web browser

(Applies to both rental and purchase customers.)

- Windows Internet Explorer 11
- Mozilla Firefox
- Google Chrome

Planning via the Gantt chart contains Java applet and require Windows Internet Explorer 11 or Mozilla Firefox with JAVA Runtime.

Rental licence

The easiest way to use the software is renting it and letting us take care of hosting. Since the software is installed in the Artisan data centre, you do not need to consider the technical requirements below. The modern Artisan data centre is situated in Växjö and we manage it and take care of the maintenance ourselves. We keep high security and guarantee 99,9%

Purchase licence for own installation

Web server

The software is installed on a web server which has to fulfil the following requirements:

Operating system:

- Windows Server 2008 (32- eller 64-bit operating system), 2008 R2, 2012 eller 2012 R2
- Web server program: IIS7 or later

Installations:

- CGI, ISAPI och ASP.NET
- NET Framework 3.5 SP1
- NET Framework 4.5 or later

Hardware:

- Hard drive space: 10 GB
- RAM: 2 GB

The web server must be able to connect the SQL-server using OLE DB och ODBC.

Database

The software works towards any of the following database servers/databases:

- MS SQL Server 2008 or later
- MS SQL-Express (limited SQL-server)

MS SQL Management Studio has to be installed to handle the database.

Hardware:

- Hard drive space: 4 GB
- RAM: 4 GB

Licence sizes

The licence size regulates the maximum amount of active users. There are no other limitaions and the different editions have identical functionality.

Choose between the following sizes:

Light: Suits a smaller company, or a deparmtment 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 40.

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

Prices

Rental licence ProjectManager

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

Rental

Light:	90 €/month
Standard:	160 €/month
Enterprise:	270 €/month
ExtraPack:	70 €/month

Purchase

Light:	900 €
Standard:	2 250 €
Enterprise:	4 500 €
ExtraPack:	900 €

Plug-ins

PM-Flex	**Rent**	**Purchase**
Light:	30 €/month	500 €
Standard:	60 €/month	1 000 €
Enterprise:	90 €/month	1 500 €
PM-LDAP	**Rent**	**Purchase**
Light:	15 €/month	230 €
Standard:	60 €/month	1 000 €
Enterprise:	90 €/month	1 500 €

Integration

PM-EcoSync	350 €/year
PM-Salary Export	350 €/year

All prices are excluding VAT. All prices are subject to change. For an updated price list, please see www.artologik.com

Support och garanti

Artologik ProjectManager is easy to use, but questions might still arise. If you come across technical questions concering the software itself, you can search for solutions in our Helpdesk FAQ on *https://helpdesk.artologik.net*

When purchasing Artologik software you always hae a one year warranty, counted from the invoice date, regarding promised functions. To you who purchase a licence for our own installation, we give an installation warranty meaning that we will redeem the software should it not work in your environment.

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 servide agreement (yearly)

Rental licence ProjectManager

Service agreement is included in the rental fee.

Purchase licence ProjectManager

Light:	150 €/year
Standard:	450 €/year
Enterprise:	900 €/year
ExtraPack:	150 €/year

Training

In order for you to get started with the software quickly, we offer training sessions. Choose between half day or full day, distance or face-to-face, either at our place or yours. Read more on www.artologik.com.

Do you wish to learn more?

On our web site www.artologik.com you can find further information about the software.There you can also order a free 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 programs free of charge on www.artologik.com

Artologik®
SOFTWARE FOR THE WEB

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