TimeSheet Reporter®

Microsoft Partner
Silver Independent Software Vendor (ISV)

TimeSheet Reporter® - Report time via Your Microsoft Outlook Calendar

Timesheet Reporting made simple – It IS possible to have a more efficient and less time consuming timesheet reporting solution for your organization.
TimeSheet Reporter® makes it possible to use your Microsoft Outlook® calendar for timesheet reporting.

If you would like your organization to finally simplify timesheet reporting, save time and resources, and be more competitive, efficient and stronger, without having to spend tons of energy, resources and time on reporting time, then this might be some of the most important information you'll ever read…

Read on and you will discover how this proven software product can transform your business and organization, how you can be a company hero, and how you can make the world an even better place.

TimeSheet Reporter® is a company focused on creating the best and most efficient timesheet reporting options for you today. Our management team has many years of experience in the IT business (up to 40 years) and we've created timesheet reporting software for the business market for several years.
We needed the software ourselves, originally being an IT consultant business, and having had customers from different industries with various needs regarding timesheet reporting for their employees, we have created a product that will not only make your timesheet reporting much more efficient, but at the same time build on your existing infrastructure.

No need for any extra applications to register time in. You got Microsoft Outlook®? Good. That is what this is based on. Please read on…

Testimonials

What some of our customers are saying:

elixir HEALTHCARE EDUCATION

TSR is a versatile and straightforward timesheet recording product. Its easy to use outlook interface meant that staff can get onto it sooner with minimal training. Ever since we implemented TSR it has increased our productivity and the accuracy of our time recording.
Throughout the implementation of this software, the TSR team has been of great assistance to us, and has consistently been fast and efficient in their communications.
A great product and a great team over all, highly recommended
- Amo, Elixir Healthcare Education, Australia

EGMONT
We bring stories to life

Egmont has benefited greatly by implementing TimeSheet Reporter. First of all we have saved significant amounts of time in extraction of time for invoicing. Second, we have chosen to incorporate TimeSheet Reporter in our processes for project work. This has resulted in that our overview of internal resources has improved significantly. Due to that TimeSheet Reporter lies as an add-in in Outlook, it's incredibly easy to "sell" time reporting into our organization. Our employees finds totally natural to work with time reporting in Outlook.
In short, we are very satisfied with the product and the accompanying service.
- Stefan, Egmont Administration A/S, Denmark

EJERFORENINGEN 7FE

TSR has made it much easier & faster for me to get an overview over how time has been spent during the year. The good thing about TSR is that it is where you create your appointmens anyway, that is, in Outlook.
I would actually say that you can shorten the above to TSR = simple and easy to use.
The service before and after purchase has been excellent! Good instructions before purchase and good follow-up after and during purchase of TSR.
- Henrik, 7FE, Denmark

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The Challenge
– Getting Timesheet Reporting Done Hassle-Free, Correct and On Time

Timesheet reporting can be a daunting, time consuming and challenging task. Most employees don't enjoy doing it, since it involves a lot of effort, and most managers don't enjoy reminding their staff to do the reporting.
All this takes a lot of resources, and also moves your focus away from what's important, simply getting the time spent on customer projects or internal projects registered.

You're probably familiar with the scenario of staff complaining about that they have to spend a huge amount of time getting into different systems, find the right projects and register time on them. That is, if they can remember how much time they spend on them.

- How much money would you organization save if your staff didn't have to spend all the time they do today on reporting time?
- How much money is your organization loosing from not getting all customer related hours reported?
- Would you like more control and overview on how your staff spends their time, without them feeling that you're breathing down their necks?
- Would you like to integrate this information with your other systems, such as ERP, CRM, Accounting, etc.?
- Would you like your staff to be able to report time while they're on the road, even offline?
- Could you spend your organization's resources better if your employees didn't have to spend tons of energy, resources and time on reporting time?
- Would you like to do all this directly from Microsoft Outlook®?

Missing registered hours on payable customer assignments means that your organization loses money.
Missing registered hours on internal projects means that your organization loses control over what's going on, and who's doing what.
It would also be great if you could integrate this information with your other systems, such as ERP, CRM, etc., and even get some predefined reports to show how you spent your time, right?

Coming from a consultancy background, we know this! That is why we decided to create TimeSheet Reporter®.

The Math – ROI

Let's say that currently your organization is missing reporting on 5-10 hours per month, per employee (in a lot of organizations this number will be significantly higher). If you have 10 employees, that's 50-100 hours per month, 100 employees – 500-1,000 hours, 1,000 employees – 5,000-10,000 hours. Well, you get the picture.
Let's then assume that one hour equals $125 in revenue for your organization.
That equals $625 to $1,250 per employee, PER MONTH. Or $7,500 to $15,000 per year (per employee).

Getting these hours reported, which TSR can do for you, can mean thousands and thousands of dollars in extra revenue for your organization, every single month.
In this way your investment in TimeSheet Reporter® will be back within a few days.

Not 'selling hours'? TSR can help you and your employees gain control and overview over how your employees spend their time, on which projects and activities, and thus enable you to be proactive and spend your resources more efficiently.

And again:

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- How much money would your organization save if your staff didn't have to spend all the time they do today on reporting time?
- How much money is your organization loosing from not getting all customer related hours reported?
- Could you spend your organization's resources better if your employees didn't have to spend tons of energy, resources and time on reporting time?

The Solution – Where Everybody Wins

We decided to create a product that would make it easier on everybody, management and staff alike.

The employees at most companies today use Microsoft Outlook® as their calendar system. TimeSheet Reporter® builds on that, and makes it possible to use your Microsoft Outlook® calendar for timesheet reporting tasks.

When creating an appointment in Microsoft Outlook® you can now also choose a proper organization, project and activity, defined by you, and have this in your appointment. Click submit when you have finished your day or week or appointment and the time spent on various projects or activities is registered, and then approved or rejected by a supervisor chosen for that project.
You can then also integrate this information with your other systems such as ERP, CRM, etc., and use that information in your project management, billing, etc.
You can also integrate information from these systems into TimeSheet Reporter ® so that you can keep using your existing projects and activities, without having to create them all over again.

WHO SAID THAT TIMESHEET REPORTING SHOULD BE DIFFICULT, TIME CONSUMING AND HARD?

It doesn't have to be, with TimeSheet Reporter®, using your Microsoft Outlook® calendar.

Please read on…

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Features At a Glance

Which of the following features will be helpful in your organization?

Make your organization more agile and competitive

It's more important than ever to have your organization top tuned and competitive. That means that you have to use whatever gives your organization a competitive advantage. Freeing resources and making sure that hours spent on all customer related projects are reported, and that having a more clear overview on how your employees spend their time, is a huge competitive advantage that your organization can get by using TimeSheet Reporter®.

Report your time from Microsoft Outlook®

TSR leverages on your existing infrastructure. No need for your users to use a separate application to enter their time, and no training needed for them to get started. They simply use their existing MS Outlook calendar, add the extra information that you want to your appointment (project, organization and activity), and voila! That's it. Your appointment now works as a timesheet. Then when the appointment is done, the user can submit it and a supervisor can approve it. The submission can also be done in bulk, so that the user will get an overview of all un-submitted appointments within a timeframe, and can submit them all at once. It's that easy.

Attach the information you need, to each appointment

Besides information about the project and organization that each appointment is about, you can also attach comments from the user to the approver, and the other way. This might be relevant if you need to explain why an appointment has been done in a specific way or why an approver has rejected the appointment.

Automatically or manually integrate and share data with your ERP, CRM, Accounting, and other systems

With the TSR DataBridge module (included) you can also share data to and from TimeSheet Reporter® and your other systems, for example ERP, CRM and Accounting. That means that submitted and approved time entries can be easily imported in your ERP, CRM and Accounting systems making invoicing your customers a lot easier and a lot more accurate.

This also means that you can import your current projects and customers from your other systems to TSR, which makes using TSR even easier.

The two-way data sharing can be done on a manual or automatic basis, using files.

There's also support for command line operations.

Easy overviews of time spent

Both users and administrators can easily get an overview over time entries. Users can easily get an overview over their time entries, both approved and not-approved. Administrators and supervisors can also easily get an overview of this using the administration module.

Get standard reports

Administrators can also easily generate standard reports, to get all sorts of information. For example time spent on a specific project, compare time entries for different users, compare time spent on different projects, time spent on a specific organization, etc. It's easy

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to use and will empower you to make more informed and stronger decisions.
These reports can be presented as tables as well as graphically in the form of pie and bar graphs.
You can also give some users privileges to generate reports regarding their own time only.

Hosted and on-premise solution
TimeSheet Reporter comes in two versions: Hosted and On-Premise.
The hosted version means that we host the server part for you, so you only need to install the Outlook user agent. If you don't have a Microsoft Server environment or just want to keep things simple, this is the solution for you.
The on-premise solution means that you host the server part yourself. If you have a Microsoft Server environment, have minimum five users, and want to handle the server part yourself, then this is the solution for you.
For more information about the technical requirements, please see further down this document.

Secure and safe login – Control user access
Secure and safe login for your users is important. In the hosted version of TSR (where we host the server part, so you only need to install the Outlook user agent), your administrator of TSR will create the user credentials for each user, which makes you in command of security. When the TSR user agent is communicating (for example user credentials and time registrations) with the TSR server hosted with us, it will be done via Secure Socket Layer (SSL) encryption, meaning that your data traffic is secure and safe.
If you wish to host the TSR server yourself, you will import your TSR users from your Windows Active Directory (AD) and let them have access that way too. Users don't need to remember login credentials, passwords, etc. When they are logged in using AD authentication and are in the TSR user database, they will automatically have access to TSR. That means that your administrators will not have to spend time creating TSR users from scratch, they can simply import them from your AD. Also, you will not have to make any changes to your AD, saving you a lot of time and resources, and keeping your system setups as you like them.

Role based permissions
You want to control who has access to what information and what they can do. With TSR you can setup different user roles and attach these with the proper users. In this way you can define who has just access to report time, who has privileges to approve time, who can render reports, etc.

Work online and offline and on the road
Leveraging cached profiles, your users can even report time and use TSR when not online. Next time they're online, the synchronization will take care of the updating. This is a really nice feature for your staff who spends a lot of their time on the road.

Work easier and faster with a favorite
Many employees have a specific organization and project that they work on (a 'favorite'), including your own. They can simply and easily have their favorite chosen as default when creating appointments. No need to browse through all the organizations or projects that might be in your systems. This means that the TSR fields in your appointment (regarding project, organization, etc.) is automatically filled out, saving even more time. This is really useful for employees that mostly work on one specific organization or project (for example your own).

Notifications for missing timesheet entries
TimeSheet Reporter® also comes with a function that makes it possible to send reminders to staff that have not reported the number of hours they're supposed to. You can setup one or more calendars, and define each day of the week regarding how many hours should be reported there, and also include exceptions for example for holidays, etc. You then attach users to this calendar. Then when it suits you, you can use the notification function and users that have not reported enough hours (defined by their attached calendar) will get a notification and

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you will get a collected report with all missing entries. You can create different calendars for different user groups, for example full-time employees, part-time, interns, etc.

Supervisor approval of time entries
When users have submitted their time entries, assigned approvers can then approve or reject these. They can either do this in bulk or for specific entries. When an appointment is approved it will then be saved in the system as approved. If an entry is rejected, it will be returned to the user.
Supervisors can also add and respond to comments on the entries.

Manual time entry and editing for yourself and others via user-friendly web interface
TSR also includes the option of editing and entering time entries manually as known from traditional systems. This can be handy if you for example for some reason don't have access to your Outlook.
Users with the right privileges can even report time for other users, which can be valuable when employees are on sick leave or have simply forgotten to do their time entries for example before going on vacation. It could also be that there are errors in their time reporting and a supervisor would like to change it. A colleague or supervisor with the right privileges can then enter or edit their time entries for them, which saves a lot of hassle with logging on to other peoples accounts, etc. Users with the right privileges can of course also edit and enter their own time entries.
All this is done via a user friendly web interface, called TSR WebAdmin.
You might say that we have taken the 'traditional' manual time entry handling and have perfected it.

SmartPhone Access (iPhone, Android, Windows Phone, etc.)
Use your mobile devices such as smartphones to report time via the TSR WebAdmin.
TSR includes a web interface that is optimized for smartphones, so that if you don't have access to your Microsoft Outlook calendar, and only have your smartphone with you (iPhone, Android, Windows Phone, etc.) you can still report time and list your time entries.
Just access TSR WebAdmin via your smartphone and you will be presented with a menu that lets you report time, create new time entries, submit them, etc.

Have TSR in the language of your choice
TSR currently comes with different language packs. The languages now include English, Spanish, German, French, Dutch and Danish, and more are added continually.

Integrate TSR in your own applications
It is also possible to have your other applications communicate with TSR using web services. This means that you can really integrate TSR in your existing infrastructure, and leverage TSR with your existing applications. For the possibilities here and a documentation over web service calls, please contact us or your TSR Authorized Reseller.

Create or edit language files
With TSR you can also create new or edit the current language files. With a user friendly interface you can easily edit current language files and create your own. TSR comes with different languages but you may have special needs which this will help you to achieve.

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Screenshots

TSR Outlook User Agent – Creating an appointment with TSR info

TSR Outlook User Agent – Submit a single time entry

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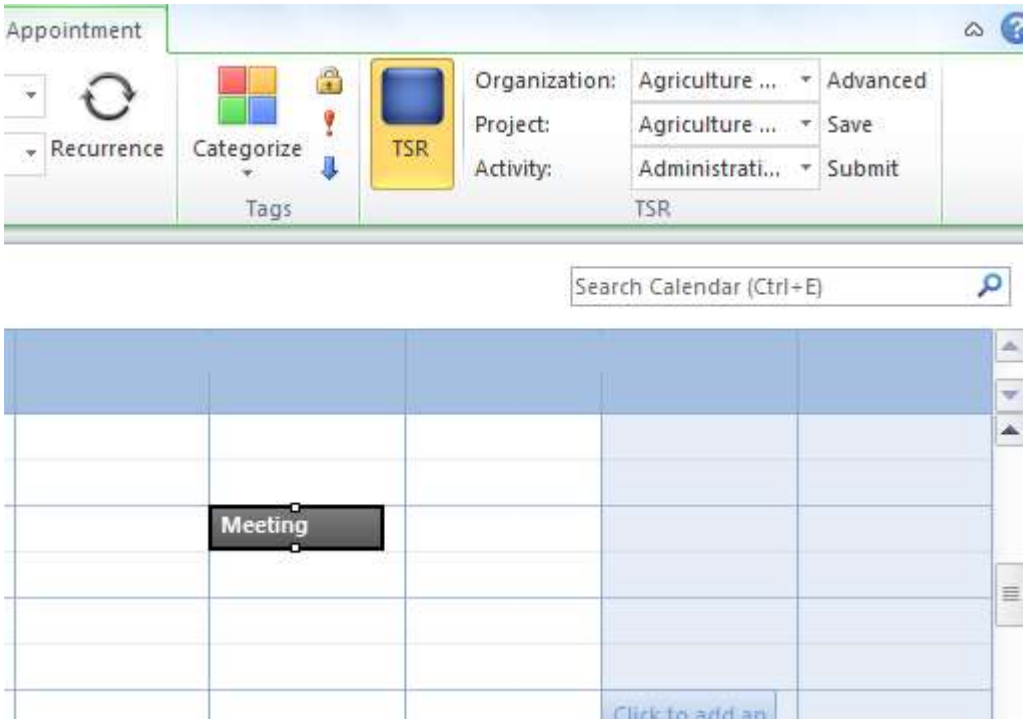
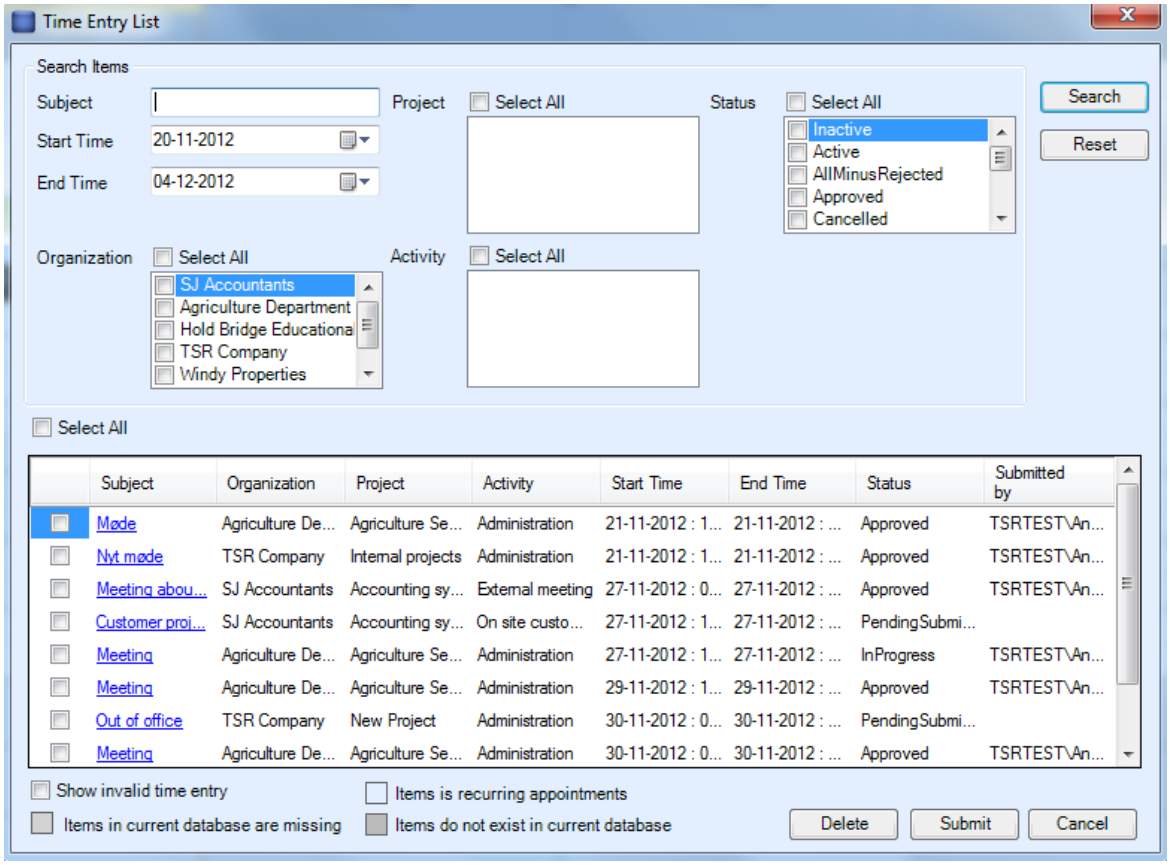
Using TSR via the calendar tools bar



TSR Outlook User Agent – Getting an overview of time entries and submit them in bulk



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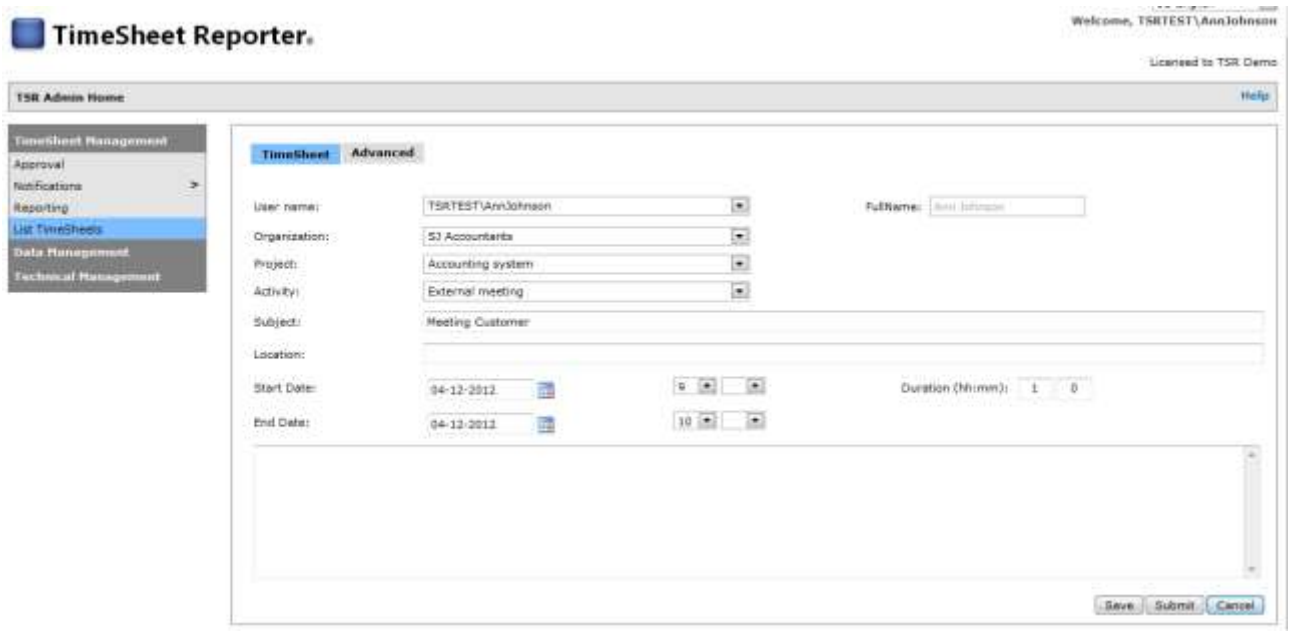
TSR Web – Manual time entry (quick time entry)

TSR Web – Manual time entry (Detailed)



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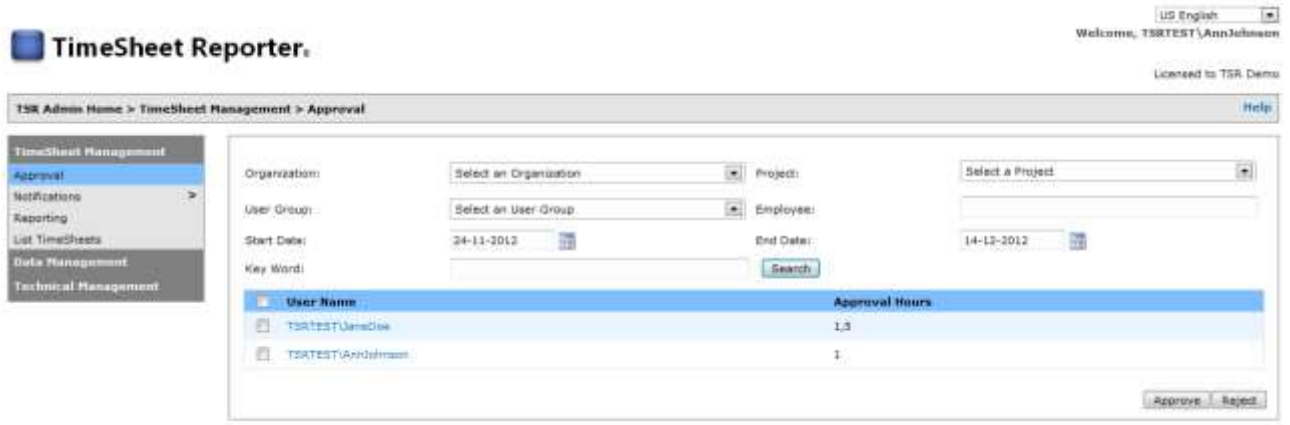
TSR Admin – Overview of users' entries



TSR Admin – Detailed information about each time entry

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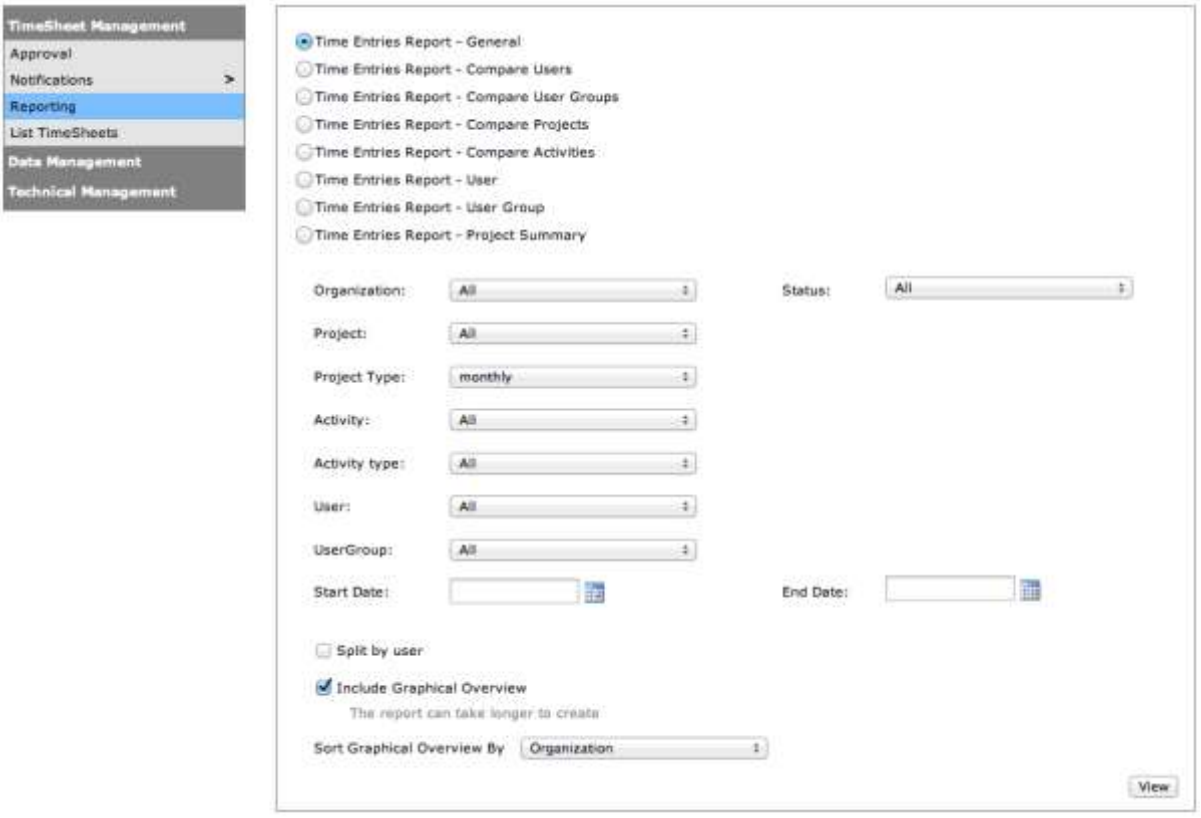
TSR Admin – Creating Standard Reports



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Results of Report

Graphic Overview

Organization	Number Of Hours
SJ Accountants	120,25
Fiduxia Finance	0,5
Agriculture Department	1

Print

Date	Organization	Entry	User/User Group	Project	Activity	Status	Hours	Sum Hours/Day
10-09-2012	SJ Accountants	dsfsd	et	Accounting system	On site customer task	PendingSubmission	49	
10-09-2012	SJ Accountants	Testmode	et	Accounting system	External meeting	PendingSubmission	49	98
11-09-2012	SJ Accountants	Meeting	et	Accounting system	External meeting	PendingSubmission	1	1
29-10-2012	SJ Accountants	Customer meeting	tt	Accounting system	External meeting	InProgress	1	1
Total	**100,00 Hours**							
Average/Day	**33,33 Hours**							

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Reporting time via your smartphone

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Technical Structure

Outlook User Agent (OUA)

From the end user side, the User Agent runs as a ribbon-plugin to Microsoft Outlook and offers online as well as offline usage.
When online, the OUA communicates with the server using Microsoft Web Services and customizable synchronization is done on the fly.
When offline, OUA uses the local database which is based on XML-files and when online again synchronization can be done automatically or manual depending on the policies set by the system administrator or by the user depending on the user's rights to the system.

DataBridge

Databridge makes it possible to exchange data to and from other systems such as ERP, Project Management, CRM etc. using CSV-files as an intermediate data carrier (import and export). The format is fully customizable.
Databridge can be run either via the administration web or via a command line interface using predefined and customizable profiles.

Web-interface

The web-interface is based on Microsoft IIS using ASP.net. The web-interface controls both the services and the administrative interface.
Security is done via a role based model and user access is done either via web login, using SSL (hosted TSR) or via using Microsoft Active Directory (on-premise TSR). Thus login to both services and the administrative interface can be done automatically or manually.

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Technical Requirements

Outlook User Agent

Operating system
Microsoft Windows XP SP3 or higher

Outlook
Microsoft Outlook 2007
Microsoft Outlook 2010
Microsoft Outlook 2013

Other
.NET-framework 3.5 or higher

Server (only needed for the on-premise solution, not the hosted version)

TSR has been tested on the following platforms:

Operating System
Microsoft Server 2003
Microsoft Small Business Server 2003
Microsoft Server 2008
Microsoft Server 2008 R2
Microsoft Server 2008 Small Business Server
Microsoft Server 2008 Small Business Server R2

Internet server
Microsoft Internet Information Server 6
Microsoft Internet Information Server 7

SQL
Microsoft SQL Server 2005 (all types)
Microsoft SQL Server 2008 (all types)

Infrastructure
Microsoft Exchange 2003 and higher (recommended, not required)

Other
.NET Framework 3.5 or higher on the IIS-server
Microsoft Active Directory

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Make the World an Even Better Place – Buy TSR and Donate to Charities

Having a successful business also obligates to give something back. We don't do this because we have to but because we like to. We've also done this before terms like CSR became popular.
For each new TSR license that you buy we donate $1 to a charity. For an overview of the charities that are currently on our list, please see www.timesheetreporter.com.
In this way you can not only improve your organization when buying TSR, you can also help making the world an even better place.

How to Continue From Here – What You Should Do Now

Of course all this sounds great, but is this possible you may ask?
You may, and it very much is.

You can check it out for yourself, using our FREE FULL FUNCTIONAL TRIAL.
Want some more info (including technical)? Check out the product sheet, screenshots, video and manual for this proven software.
You can get all this at **www.TimeSheetReporter.com**.

Try It For Free More Information

Are you ready to get started, improving your organization with TimeSheet Reporter? Visit us today at **www.TimeSheetReporter.com**, and get started on this journey.

We wish you all the best and are looking forward to working with you.

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