

# Overview of Tempus Pro

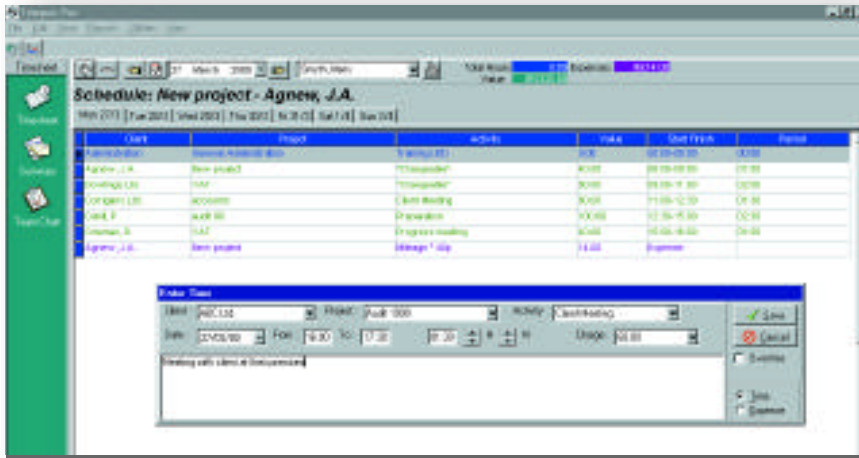


Figure | Entering Time within Tempus Pro

**Tempus Pro™ is a fully networked real-time Business Management tool. It is specifically targeted at professionals who need to record time and expenses.**

It provides organizations with the ability to ensure that all staff members comply with time reporting standards. With all time recorded, the system empowers management with the tools to maximize the recovery of this time thus leading to a more profitable practice.

Paper timesheets and other replication scenarios become redundant as users record their own time on a PC. As a result, hours spent by administration staff inputting details, can now be freed up for more important tasks.

Through accurate recording and monitoring of staff time, management can focus on staff productivity and efficiencies.

Within the simple interface, users are encouraged to enter short free-text notes against entries. These notes are particularly useful when it comes to billing later.

How many times have you lost revenue due to changes in

specification on a fixed price project? In the past, poorly designed systems have meant that such changes are not reflected in increased revenue from the project.

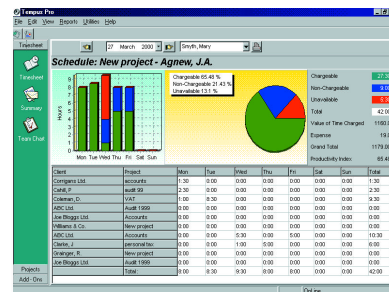


Figure | Graphical Staff Review

Tempus Pro applies graphical analysis to work done, highlighting their own performance to staff. Often, the very fact that staff are more focussed on productivity will lead to greater returns.

Other paper and computer based systems treat the recording of time as paramount; with Tempus Pro it is chargeable time that is of supreme importance. Users are constantly reminded of the value of productive time.

Expenses and Outlay too are easily attributed to specific projects.

With real-time data entry, projects are always up-to-date, Managers are better informed and clients get a better service.

The valuable work-in-progress within your firm no longer resides within the administration department; it is on the desk of the person best placed to achieve maximum profitability from it.

Those with appropriate security access may, at the click of a mouse, review Work-In-Progress, Debtors Ledger, Budget Details, Project and Client Details and Financial Summary for a project.

There are also over one hundred management reports showing aged work in progress, time spent, productivity, recovery etc. Every conceivable report is contained within this comprehensive software product.

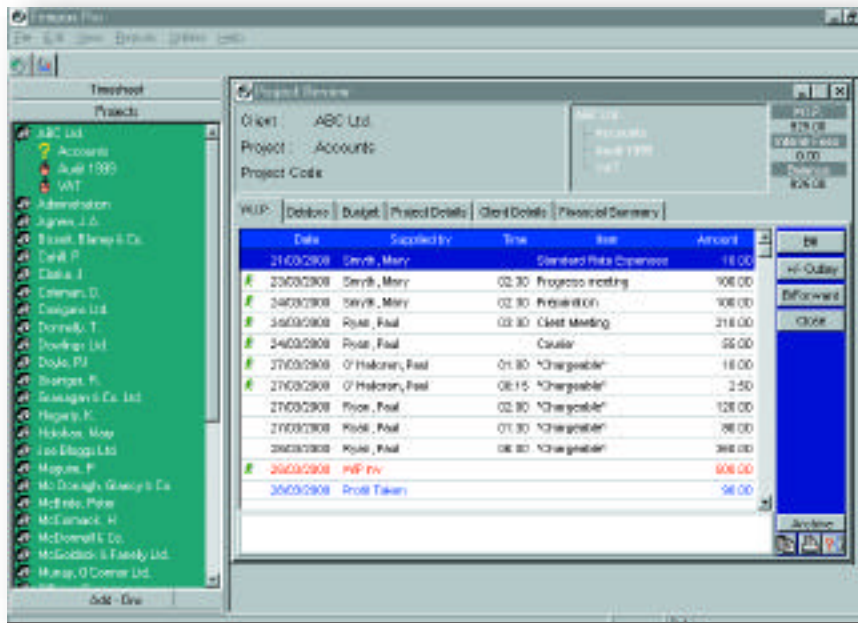


Figure | Reviewing a project within Tempus Pro

### Improves Productivity

- Staff members record their time as it happens, rather than trying to recall details weeks/months later
- Ensures that reports and analysis performed are complete and accurate
- Partners and Managers can identify incomplete timesheets.
- Paper timesheets or cumbersome data entry no longer required
- Staff can review own productivity simply and clearly in graphical format
- Staff performance can be measured against budgets prepared within the program.
- Comprehensive Staff Productivity Reports provide management with clear, concise information on Staff performance.
- With the Optional Task Manager, senior management can assign and monitor tasks for individual personnel.

### Improves Recovery

- By decentralising the time recording function, staff are encouraged to record notes against time spent on tasks.
- Comprehensive reporting suite provides detailed backup for client billing
- Highlights changes in specification.

### Improves Profitability

- With fully integrated Debtors Ledger, Invoices and Statements can be sent out on a timely basis.
- Invoicing can be done centrally or by individual Partners or Managers from their desktops.
- Administration staff can now focus on progressing the business rather than data entry and reconciliation.

### Planning

- Each assignment or project can be planned on a staff by staff basis.
- With optional Staff Planner, Management can control staff allocation simply and clearly using a wall chart style interface.
- Budgets can be stored against each project and reviewed against actual performance.
- Budgets can be created automatically based on historical data
- Warning screens and reports advise management when an assignment or project is over budget.

### Security

- Incorporates fully customizable security profile for each user.
- Staff range from low access time recorders to power users.

### Additional Features

- Direct Link to Microsoft Outlook and Word
- WYSIWYG Invoice and Statement layouts
- Multiple Charge-out rates
- Proforma Billing
- On screen expense claim forms
- Euro Compliant
- Dual Currency Invoicing / Statement option
- Archive/Un-archive data
- Industry specific features for Accountants, Architects, Engineers, Software Developers.
- Optional Staff Planner
- Optional Task Manager
- Optional Remote Pack
- Web Timesheet option