

What is a eTime?

- **eTime** is an uncomplicated and easy-to-use Windows based software application aimed at organisations wanting to help empower staff to track their time, productivity and expenses in an effective and visual manner.
- **eTime** is designed to be used as a standalone or networked system, it can be integrated with an organisation's existing time costing system or can be used independently.
- **eTime** makes preparing timesheets, time and expense logs etc., and manually keeping track of project costs now a thing of the past.
- **eTime** provides real-time visual graphs and meters, users have instant access to important time and productivity data.
- **eTime** has a range of pre-defined and adhoc queries, managers and supervisors have more effective and timely control over productivity and other issues.

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Other software development services also available. Moore Stephens Technology Australia also develops and supports many products including:

- **BCPKickstart** - Create & Maintain Business Continuity Plans
- **Compliance Monitor** - Simplifying The Compliance Management Process
- **ITPolicies Toolkit** - Implement & Maintain IT Policies & Procedures

web: www.moorestephens.com.au/progress

eTime

Visual Time, Expense & Productivity Management

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Business Process Enhancement

Benefits of eTime

- Users are empowered to manage their own time, productivity and expenses more effectively through visual and real-time access to time, expense and productivity variables.
- Automatic calculation of recorded time increases the accuracy and efficiency of time reporting.
- Accurate and up-to-date project time-sheets and time logs can be easily generated for further administration and analysis.
- Descriptive fields enable users to provide important details about their projects or tasks for more effective analysis.
- Managers can spend more time improving productivity within their team or organisation and less time checking the accuracy of charge codes, client codes, etc.
- Costly administration time in compiling productivity reports is greatly reduced as a variety of useful reports are available any time.
- Validation controls ensure accurate information is entered.
- An online system of approval ensures an efficient and streamlined workflow for the approval process.
- Options are available to enable the customisation of eTime to integrate with other systems and to meet any specific needs.

Project: IS AUDIT: PRODUCT MARKETING
 Project Code: 851
 Details: Matter Time Log
 Date Range: From 10/6/2008 to 15/06/2008

Date	Staff Code	Task Description	Time	Rate	Extension
2/06/2008	STOKI	Organising folders for all products	4.9	200.00	980.00
3/06/2008	STOKI	Re-doing product materials	2.0	200.00	400.00
3/06/2008	VAIDA	Coffee	1.0	170.00	170.00

Time Log Summary For IS AUDIT: PRODUCT MARKETING
 TOTAL TIME: 7.90 \$1,550.00

Timer

Working...

Start Stop Use Cancel

Office General
 Start Time: 10:55:50 AM
 Duration: 4 seconds
 Units: 1

eTime PMA - [Timesheet Data Entry - sultj (Jonathan Sulte) ::Supervisor Access:: MS Company on ETIME: MSHFSQL]

October 2003						
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Find Matter: Golden Casket Lottery Corporation Limited - TEC - GOI
 Matter Name: Golden Casket Lottery Corporation Limited - TEC
 Matter Code: GOLD001-001
 Billing Client: Golden Casket Lotter
 Activity: IS AUDIT - INSTANT LOTTERY REVIEW - 352

Charge Rate: 155
 Units: 10
 Narration: Finalised BIG BUCKS game audit

Cur Period: 16/10/2003 to 31/10/2003
 Current Period Productivity:

Total: 72
 Remainder: 0
 Day Prod: 69%
 Day N/Prod: 31%

Monthly Productivity % (Selected month): 74%
 Budgeted Productivity % (Static): 77%
 Yearly Productivity % (To date): 74%

Timesheet Status: Active, Submitted, Rejected, Approved, Transferred

eTime PMA - [Disbursement / Mileage - stokn (Nicolette Jane Stokes) ::Supervisor Access:: MS Company on ETIME: MSHFSQL]

November 2003						
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Description: A.M.H Pty Ltd-BCD - HENS001-004-001
 Amount: 50.00
 Disbursement Status: Active, Submitted, Rejected, Approved, Transferred

Set Range: From To Today Total: \$56.00
 Find Matter: A.M.H Pty Ltd-BCD - HENS001-004-001
 Matter Code: HENS001-004-001
 Matter Name: A.M.H Pty Ltd-BCD
 Client: Henselle (Australia) Pty Ltd
 Category: Mileage Reimbursement - D05
 Disb/Mileage: Mileage
 Kilometres: 10
 Engine Size: 1601cc to 2600cc (Non-R)
 Narration: Travel to client

eTime PMA - [Timesheet Report]

Staff Name: Nicolette Jane Stokes
 Staff Code: stokn
 Timesheet From 1/12/2003 to 15/12/2003

SECCode	MatterName	Activity	Rate	Total	2003 02 Dec	TdH
EMS354	Employment Toolbit - TEC - EMP1003-001	IS AUDIT - CONSULTING - 353	97	25	25	25
	ADMINISTRATION - 515 *	Overhead - 999	97	40	40	40
Totals:				65	65	65