# eTrack System

employee timesheet & expense tracking software

## User Guide

# Table of Contents

1 INTRODUCING THE ETRACK SYSTEM ........ 3

1.1 WHO SHOULD USE THIS APPLICATION ........ 3
1.2 WHO SHOULD USE THIS GUIDE ........ 4

2 KEY FEATURES ........ 5

2.1 FEATURES FOR ADMINISTRATIVE USERS ........ 5
2.2 FEATURES FOR CONSULTANT USERS ........ 6

3 ADMINISTRATIVE USERS – A GUIDED TOUR ........ 7

3.1 LOGIN ........ 7
3.2 MANAGE EMPLOYEES ........ 10
3.3 MANAGE TIMECARDS ........ 16
3.4 MANAGE PROJECTS ........ 18
3.5 MANAGE EXPENSES ........ 22
3.6 MANAGE CLIENTS ........ 26
3.7 LOG OUT ........ 29

4 CONSULTANT USERS – A GUIDED TOUR ........ 30

4.1 LOGIN ........ 30
4.2 TIMECARDS ........ 30
4.3 SUBMITTING TIMECARDS ........ 32
4.4 EXPENSES ........ 32
4.5 MILEAGE ........ 34
4.6 TRACKING ........ 36
4.7 LOGOUT ........ 36

# 1 Introducing the eTrack System

## 1.1 Who Should Use This Application

Consultancies sell hours rather than products. Consequently, tracking the activities of its employees at a high level can be extremely important to the management of a consultancy, both from a planning perspective as well as in determining current profitability.

Where retailers have inventory systems, consultancies have time tracking systems. Both serve the same purpose in giving company administrators a high-level view of company wide information in aid of long-term planning.

The eTrack system provides an interface to this system from both users' perspectives. Consultants have the ability to provide long-term historic activity data, including vacation tracking. Administrators, in turn, have a company-wide view of consultant chargability and resource utilization to aid future staffing decisions.

## 1.2 Who Should Use This Guide

This guide is intended for beginning users of the eTrack system:

- Company administrators: Administrative users can learn how to log in to their accounts and manage employee timecards and expenses. They can additionally learn how to view and modify information about employees, as well as company clients and projects.

- Consultants: Consultants can learn how to log in to their accounts, submit their timecards and expenses as well as review and track their past and current performance.

For more detailed information on executing functions, users should consult the Use Cases booklet provided with the application.

# 2 Key Features

## 2.1 Features for Administrative Users

The following are key system functions available to users who are administrators in the company:

- Log in to the system / log out of the system
- Add a consultant to the system
- Edit a consultant: this function allows the administrator to set all consultant quotas, as well as edit personal and contact information.
- Show total billable hours by consultant, for this pay-period, year, or for all time.
- View all consultants and their remaining vacation balances
- Show reimbursable expenses by consultant for this pay-period or year.
- Add projects to the system
- View project information, including the current staffing level and total chargability on a project by project basis.
- Add and remove project participants: this function determines which projects a consultant can log an activity to on his/her timecard. Before a user can log an activity to a client project, he must be added to that project via this function.
- Add a client to the system
- Show billable expenses by client for this pay-period or year.
- Show total hours by client, for this pay-period, year, or for all time.
- Show consultants and their timecard status for the current pay period.

## 2.2 Features for Consultant Users

The following are key system functions available to employees who are consultants:

- Log in to the system / log out from the system
- Edit personal and contact information
- Enter activities on timecard
- Enter expenses on timecard
- Save changes to timecard
- Submit timecard: This function will save changes and change the state of the timecard from “Open” to “Submitted.” Submitted timecards are available for export.
- View billable hours logged in the system so far for the year
- View billable hours still needed to meet the billable hours quota
- For full-time consultants, see how many vacation days, sick days, floating holidays and rollover vacation days remaining for the year as well as well-care hours remaining in the month

# 3 Administrative Users – A Guided Tour

This section teaches administrative users how to use the features of the eTrack System.

## 3.1 Login

Upon launching the application, users will see a login window (Figure 1) with input fields for username and password. In order to log in and access the eTrack System, users must enter a username and password and then click the “Log In” button.

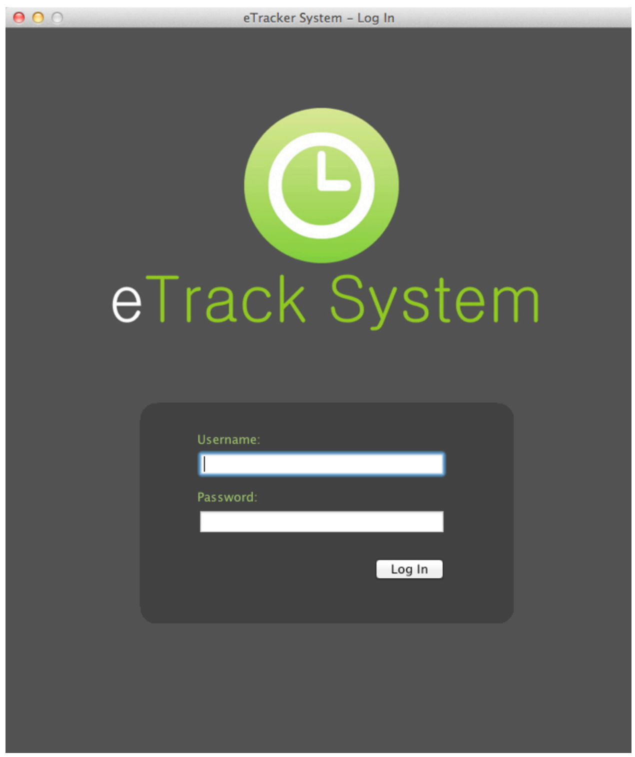


**Figure 1**

If the correct username and password combination is not entered, the system notifies the user by displaying an error message below the input fields (Figure 2). The screenshot below shows the result of an unsuccessful attempt to log into the system. Different error messages are provided for different scenarios (e.g. if a user attempts to submit the form without completing one or more of the required fields).

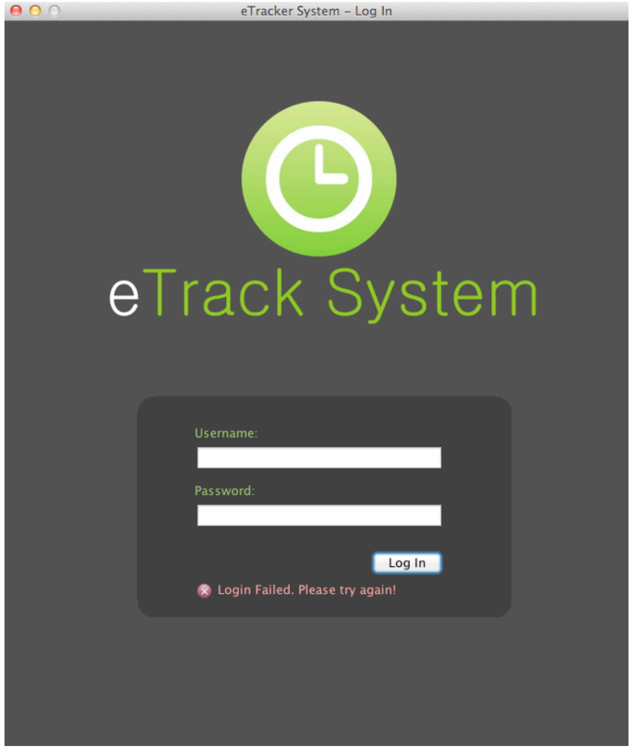


**Figure 2**

If the user enters a valid username and password, the administrative interface appears on the screen (Figure 3).

The administrative interface is divided into four main sections:

1. The top navigational bar allows the user to access different sections (Employees, Time-cards, Projects, Expenses and Clients) of the application.

2. The left sidebar serves as a navigational bar for each section of the application. As such, each separate section of the application will have different buttons in the sidebar.

3. The main display area, which is the largest section of the interface, is where the majority of user input/output takes place.

4. The footer area is a narrow strip along the bottom of the application window that contains the "Logout" button in the bottom right-hand corner.

Upon launching, the administrative interface always displays the employee selection screen (Figure 3) first since accessing employee information is one of the most common uses of an administrator.

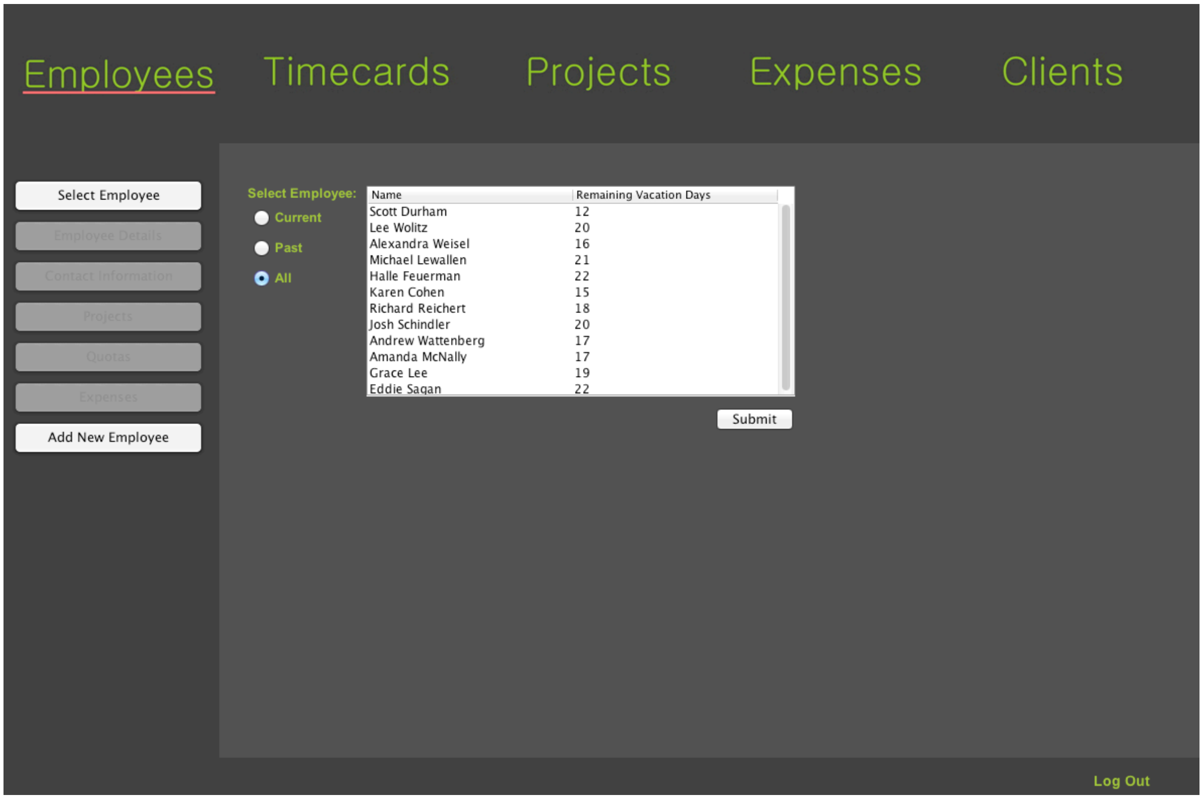


**Figure 3**

The selection screen also displays the remaining vacation days of all the employees, so that administrators can quickly see which employees are nearing the limits of their allotted vacation time. From this application homepage, the user can change sections by clicking on the desired button in the top navigational bar.

## 3.2 Manage Employees

To access the Employee section, users must first select an employee from the table. To select an employee, highlight the target employee's name in the table and click on the "Submit" button. The radio button controls allow the user to filter the employees in the table. The button labeled "Current" displays only those employees still working at the company, while the button labeled "Past" displays those employees who are no longer employed at the company. Once the user has selected an employee, the remaining buttons in the sidebar are enabled and the user is directed to the Employee Details screen (Figure 4).

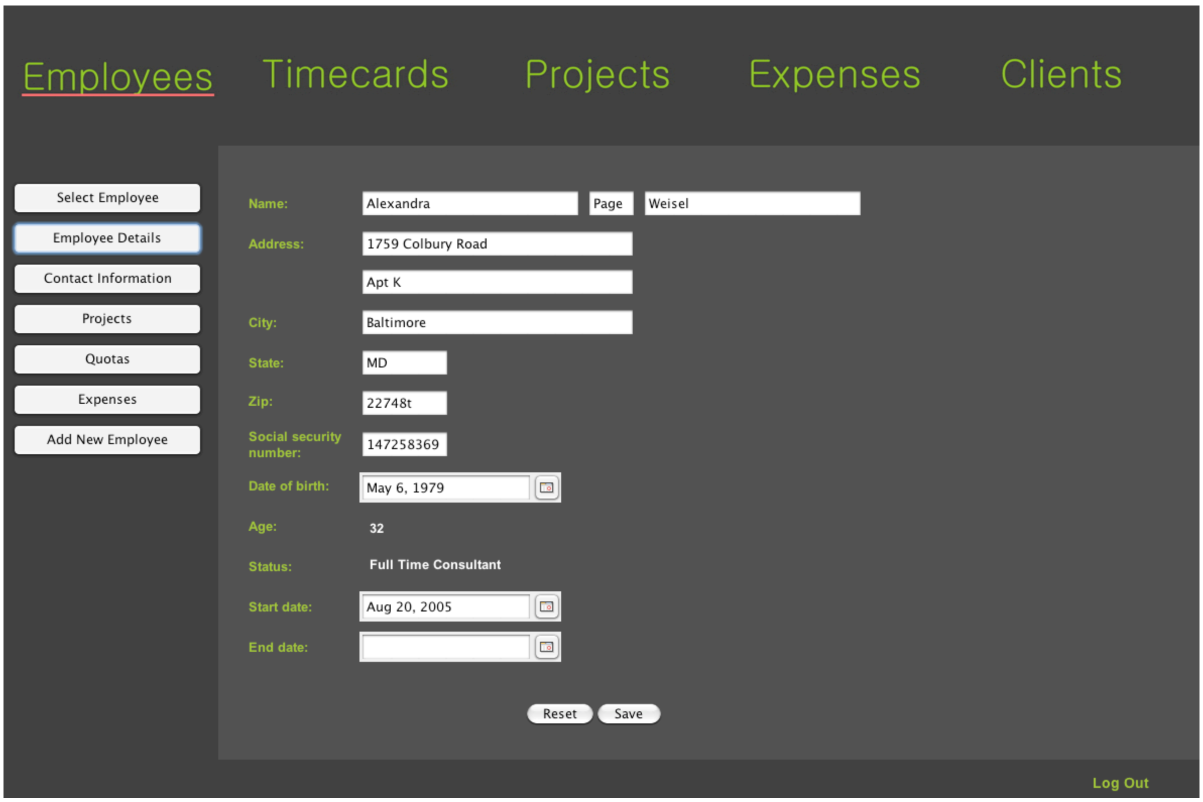


**Figure 4**

The Employee Details screen not only allows the administrative user to view personal information about the user, such as Social Security Number, birthdate and work status (i.e. whether they are employed part-time or full-time) at the company, but it also allows the user to edit these fields by entering new values and clicking on the "Save" button. The "Reset" button allows the user to revert to the original values as long as no changes have been saved.

If the user clicks on the “Contact Information” button in the sidebar, he/she is shown detailed contact information for the selected employee (Figure 5), including phone numbers, email addresses as well as that employee’s emergency contact information. Preferred contact fields are denoted with a red checkmark. Similar to the previous Employee Details screen, the user may edit these fields by entering new values and clicking on the “Save” button.

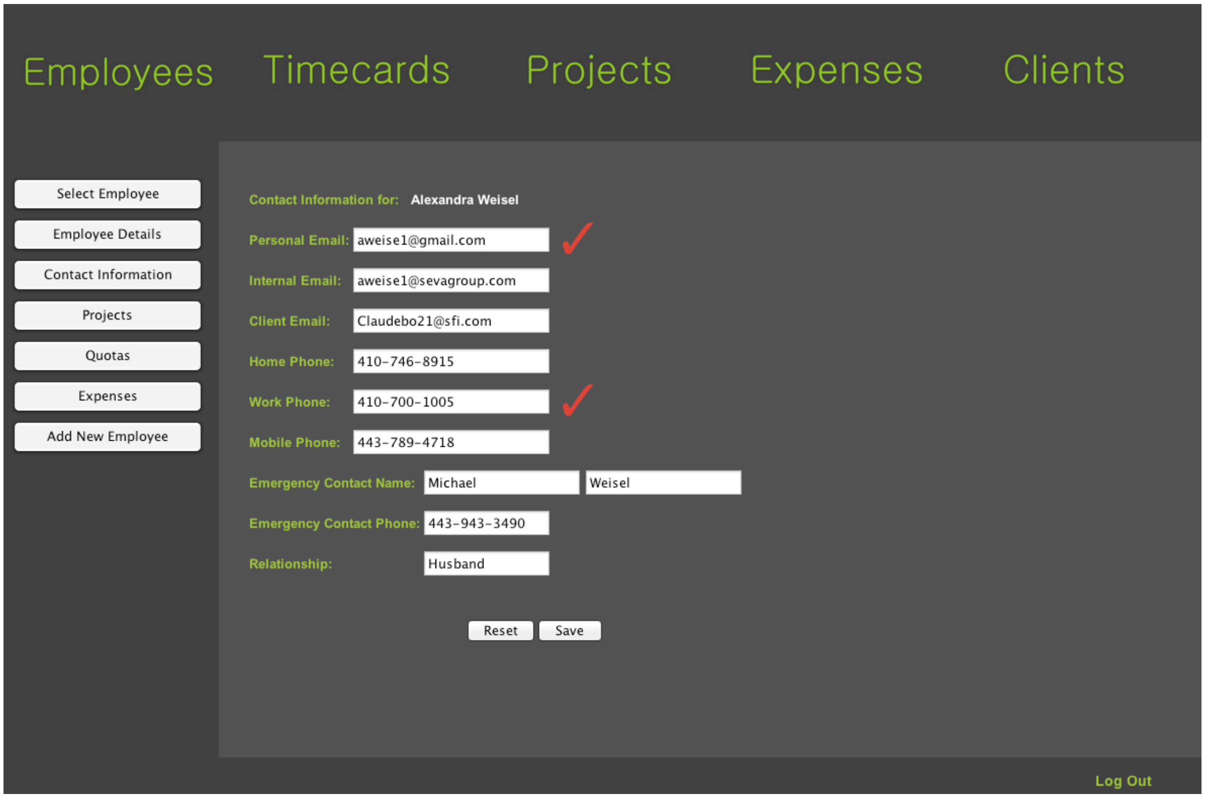


**Figure 5**

If the user clicks on the “Projects” button in the sidebar, he/she is shown a listing of all of the projects the selected employee is currently working on as well as the employee’s start date on those projects (Figure 6). The user may remove an employee from a project by highlighting the project name and clicking on the “Remove from Project” button. To add the employee to a new project, the user can click the “Add New Project” button and choose a project from the dialog box. In addition to the employee’s current projects, the user can view the employee’s past projects in the table below, including the employee’s start and end dates on those projects.

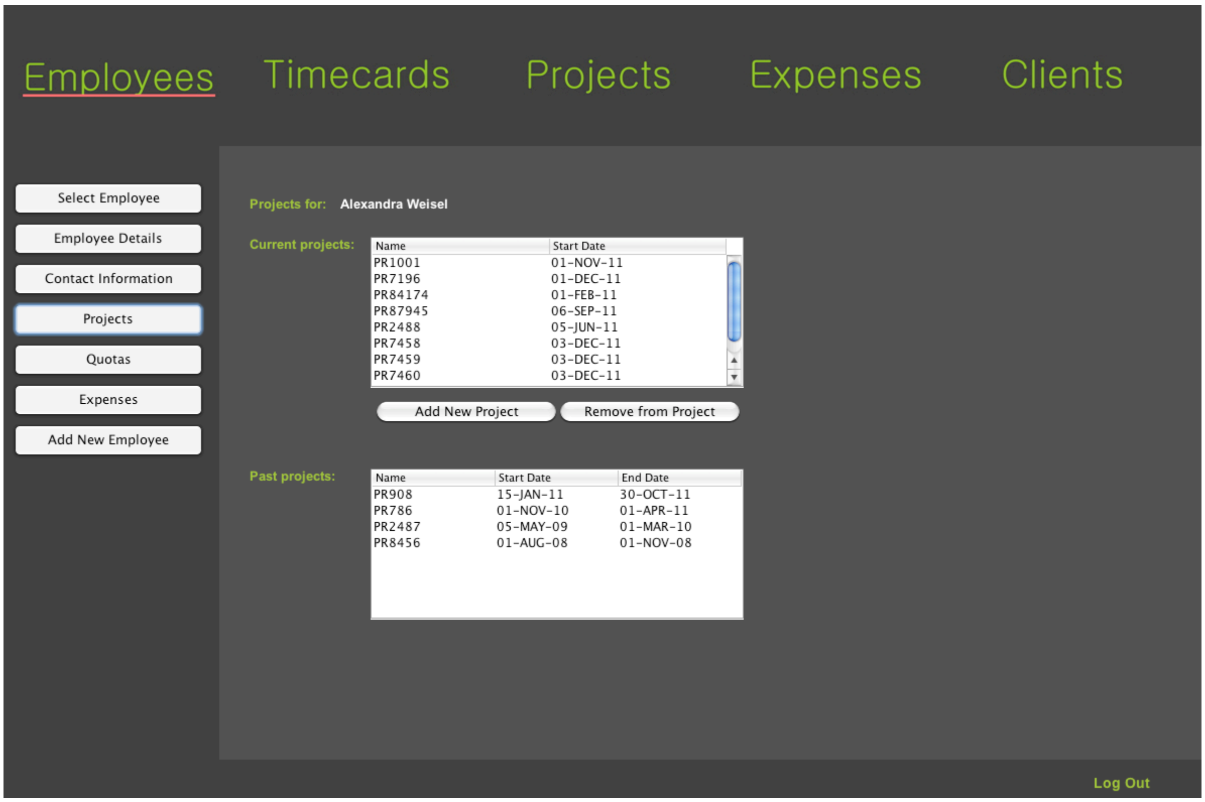


**Figure 6**

If the user clicks on the Quotas button in the sidebar, the main display area will show information pertaining to allotted time for vacation, illness, holidays and medical care as well as performance quotas, such as the minimum weekly hours the consultant must work as well as the number of billable hours the consultant must log in a year (Figure 7). These fields may be edited by changing the displayed values and clicking the "Save" button. Below the editable fields are tabulated values, such as the total hours the consultant has billed for the current pay period, for the year and for all time. These values will help the administrative user gauge the consultant's performance.

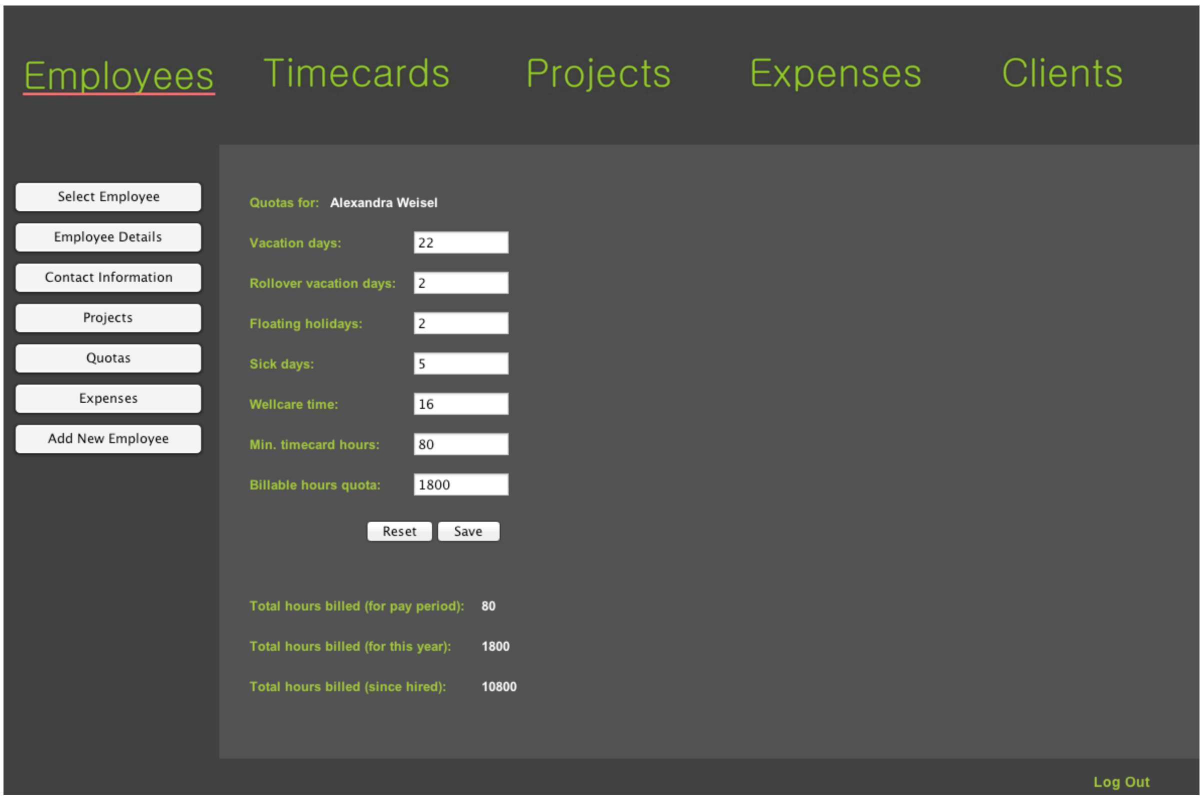


**Figure 7**

Clicking on the Expense button in the sidebar will display all of the reimbursable expenses and billable expenses logged by the selected employee (Figure 8). Each category of expense (reimbursable vs. billable) is displayed in its own table. For each expense, the table also displays the “type” (e.g. mileage or non-mileage), the project with which it is associated and the amount that was reimbursed or billed. Each of the tables can be filtered on date using the radio button controls appearing above the tables.

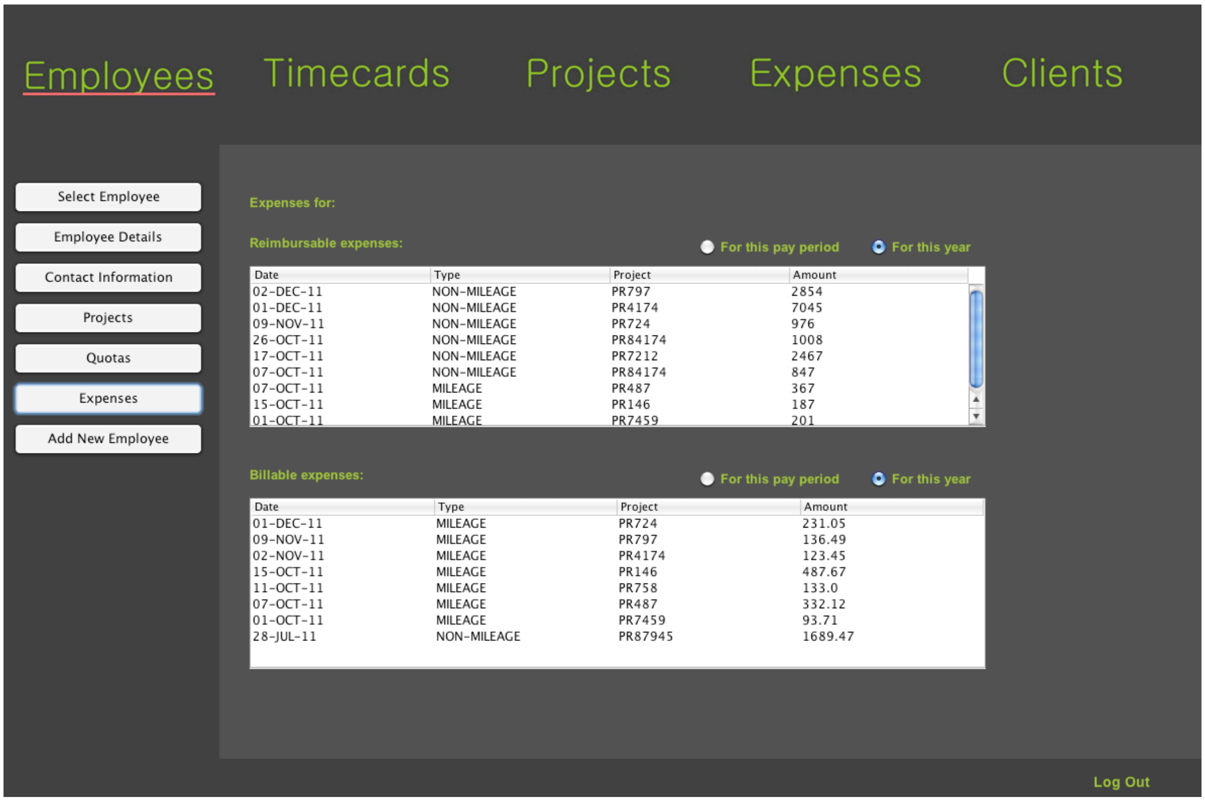


**Figure 8**

Finally, the user may click on the Add New Employee button in the sidebar to add a new employee to the company (Figure 9). The user must complete the form (and the form must pass validation) in order for the employee to be added to the company.

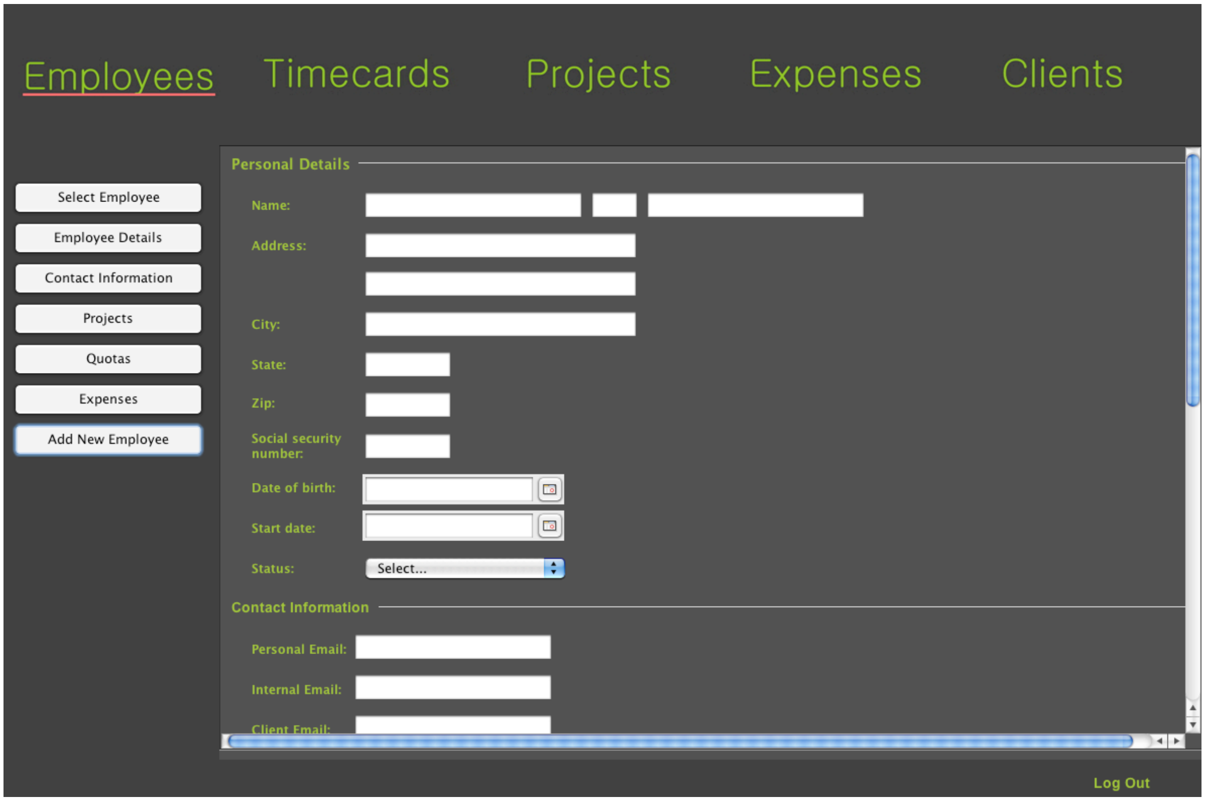


**Figure 9**

## 3.3 Manage Timecards

To switch sections to manage timecards, the user must click the Timecards button in the top navigational bar. When the user clicks on Timecards, the main display area contains a table of timecards for the current pay period (Figure 10). For each timecard in the table, the name of the employee is shown as well as the associated pay period, the timecard state (such as if it is open, submitted or exported) and, if the timecard has been approved, the name of the administrative user that has approved it. Being able to view the timecard states allows the administrative user to know which timecards are in need of approval ("submitted" state) as well as which employees have yet to submit their timecards ("open" state). The user can choose to view a listing of timecards for a different date or pay period by selecting a date from the calendar widget above the table. Once an employee timecard is selected, the user must highlight the timecard in the table and click the "View" button.

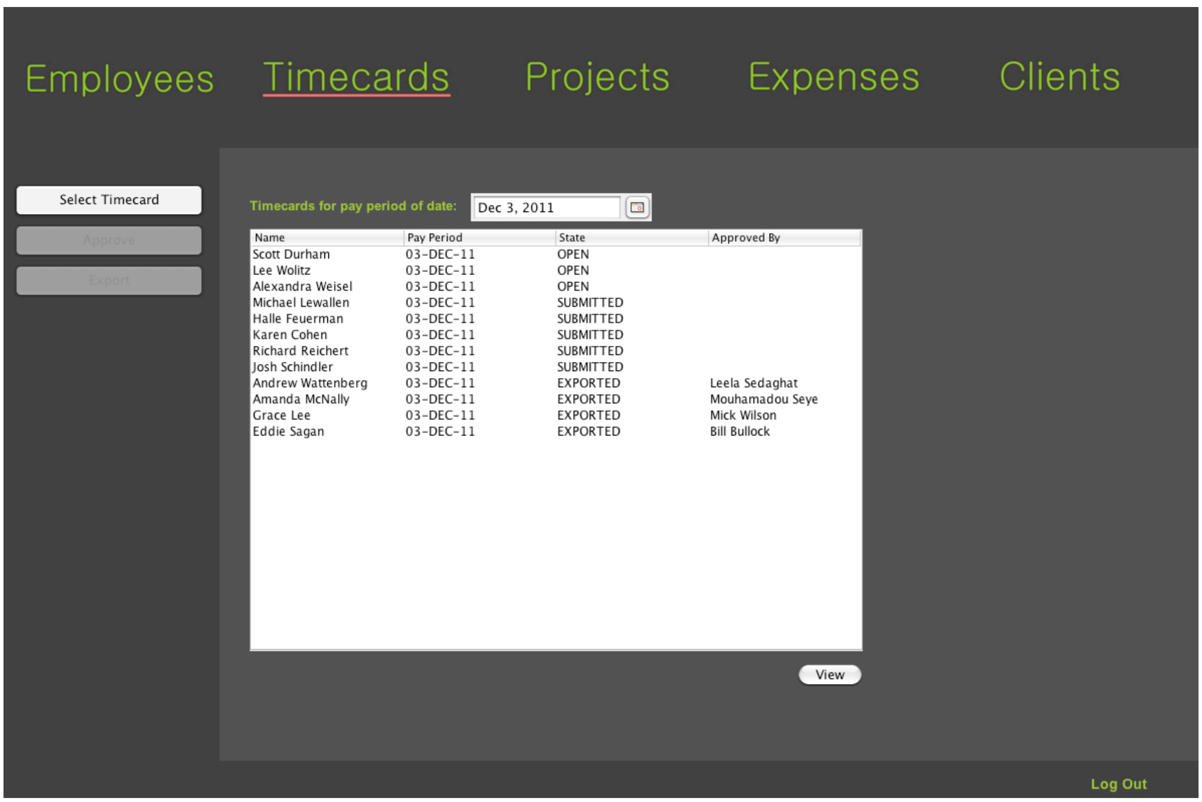


**Figure 10**

Once the "View" button is clicked, the other buttons ("Approve" and "Export") in the sidebar are enabled and the user is able to view details of the timecard in a table format, where each row is an activity logged to the timecard (Figure 11). For each row (or activity), the administrative user can see the date of the activity, the project with which it is associated, its duration, and whether or not the employee has provided a comment for the entry. If a comment was provided, it will appear in a popup tooltip if the user hovers on the row. To approve the timecard, the user must click the "Approve" button in the sidebar. Similarly, to export the timecard to QuickBooks, the user must click the "Export" button.

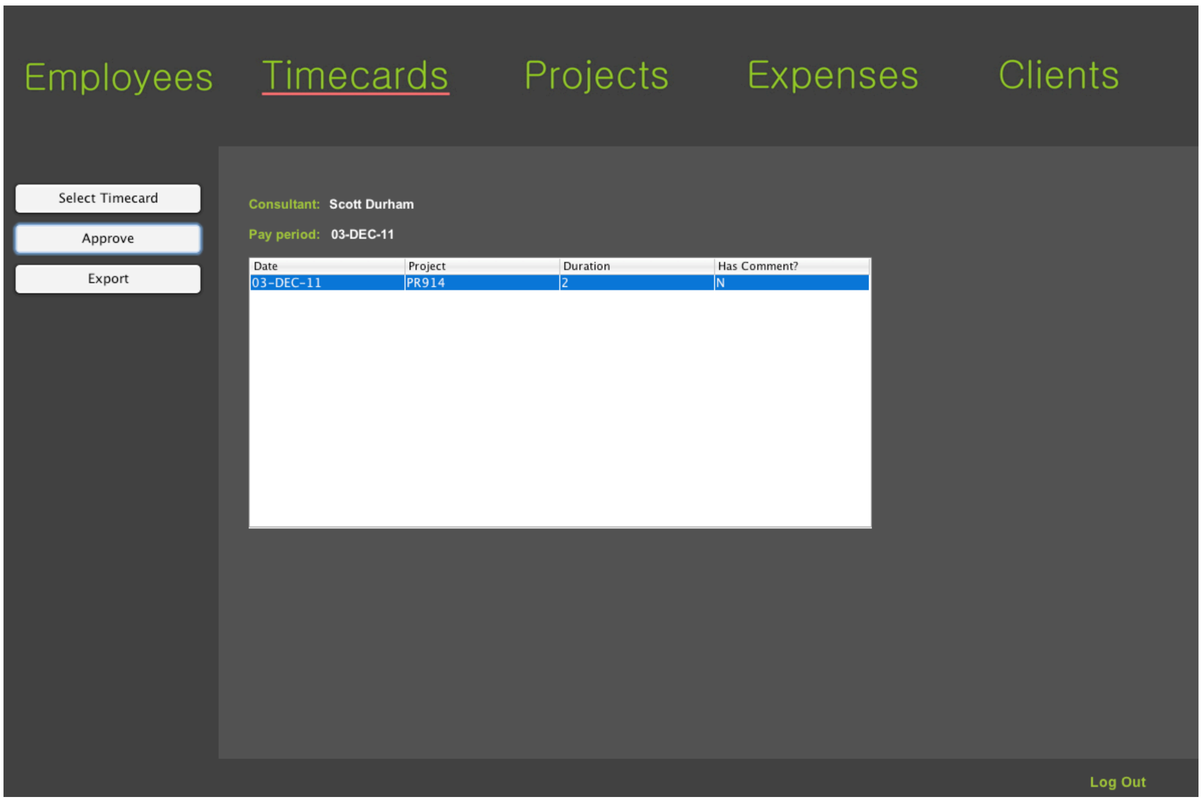


**Figure 11**

## 3.4 Manage Projects

In order to manage individual projects, the user must click on the Projects button in the top navigational bar.  After doing so, the user must select a project in the main display area and click the "Submit" button (Figure 12).  Radio button controls allow the user to filter the project listings based on whether the project is ongoing or has ended.  A drop down menu also allows the user to filter the listings based on the type of project (i.e. whether it is a billable or non-billable project).

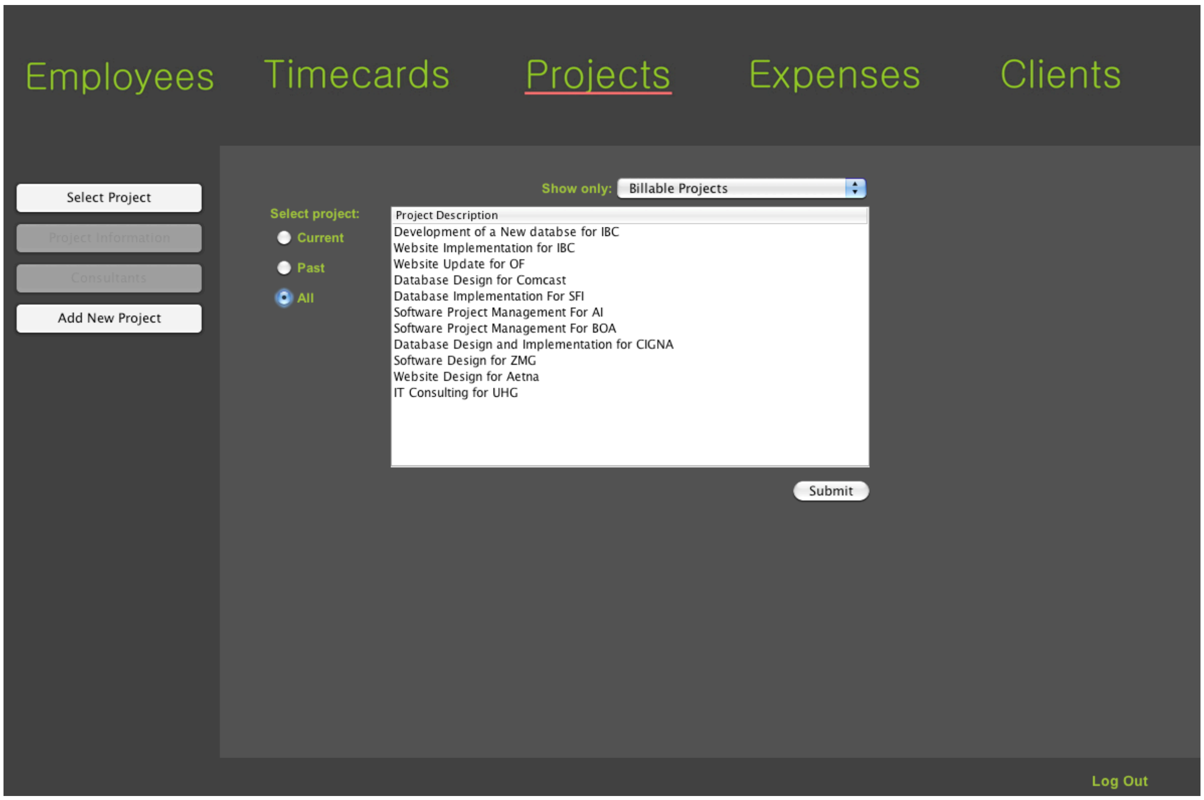


**Figure 12**

Upon selecting a project and clicking submit, all the other buttons in the sidebar are enabled and the project information screen for the selected project appears in the main display area (Figure 13).  This screen provides all information in the system regarding the project, such as its QuickBooks id, the client who has commissioned the project, the project start date (and end date, if applicable) and other relevant information. The administrative user is also able to view the total hours billed for this project over the course of the current pay period, the current year and since it was commissioned. Total billed expenses and reimbursed expenses associated with the project are also displayed.

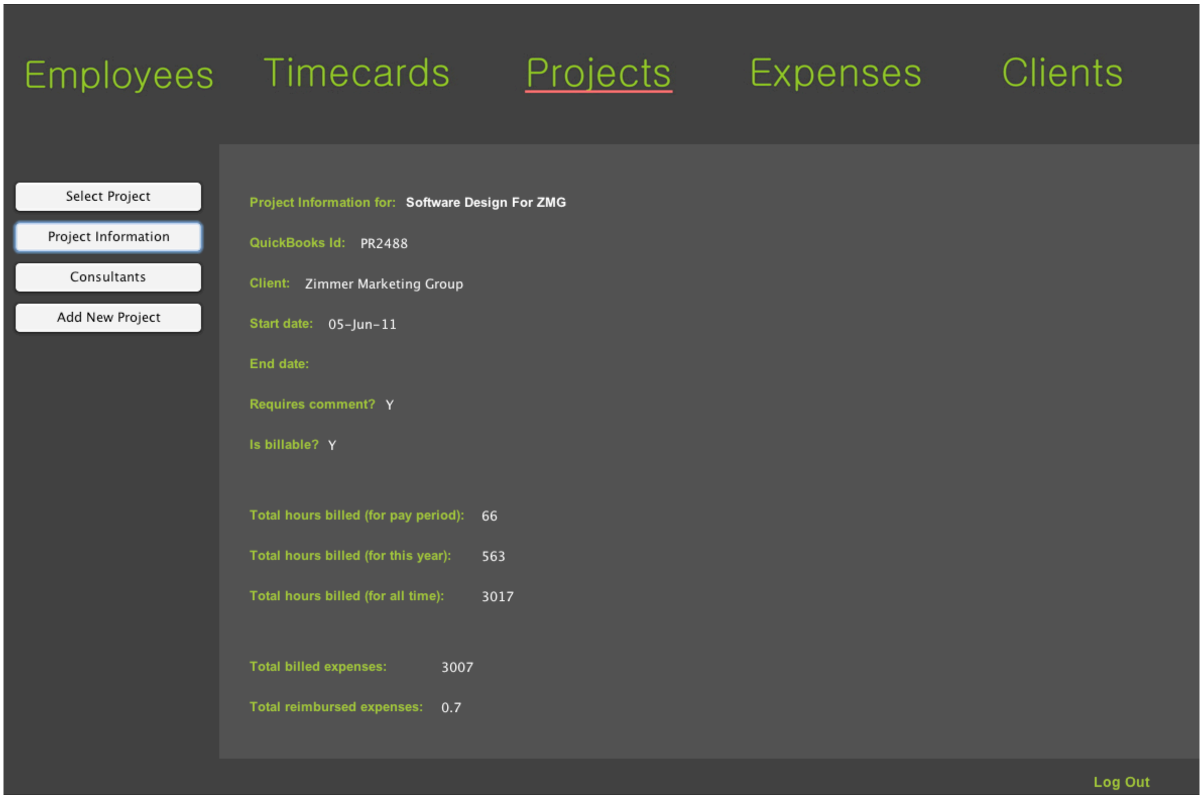


**Figure 13**

To view all the consultants working on the project, the user can click on the “Consultants” button in the sidebar. The main display area will display a table containing the names of all the consultants on the project, the number of hours they have worked on the project as well as their start and end dates, if applicable (Figure 14). Radio button controls allow the user to filter the consultant list. Clicking on the button labeled “Current” will show consultants who are currently working on the project, while clicking on the button labeled “Past” will show consultants who are no longer working on the project. On the same screen, the administrative user can add a consultant to the project. The bottom table contains a list of currently employed consultants not yet assigned to the project. To add a consultant to the project, the user must highlight the consultant's name and click the "Submit" button.

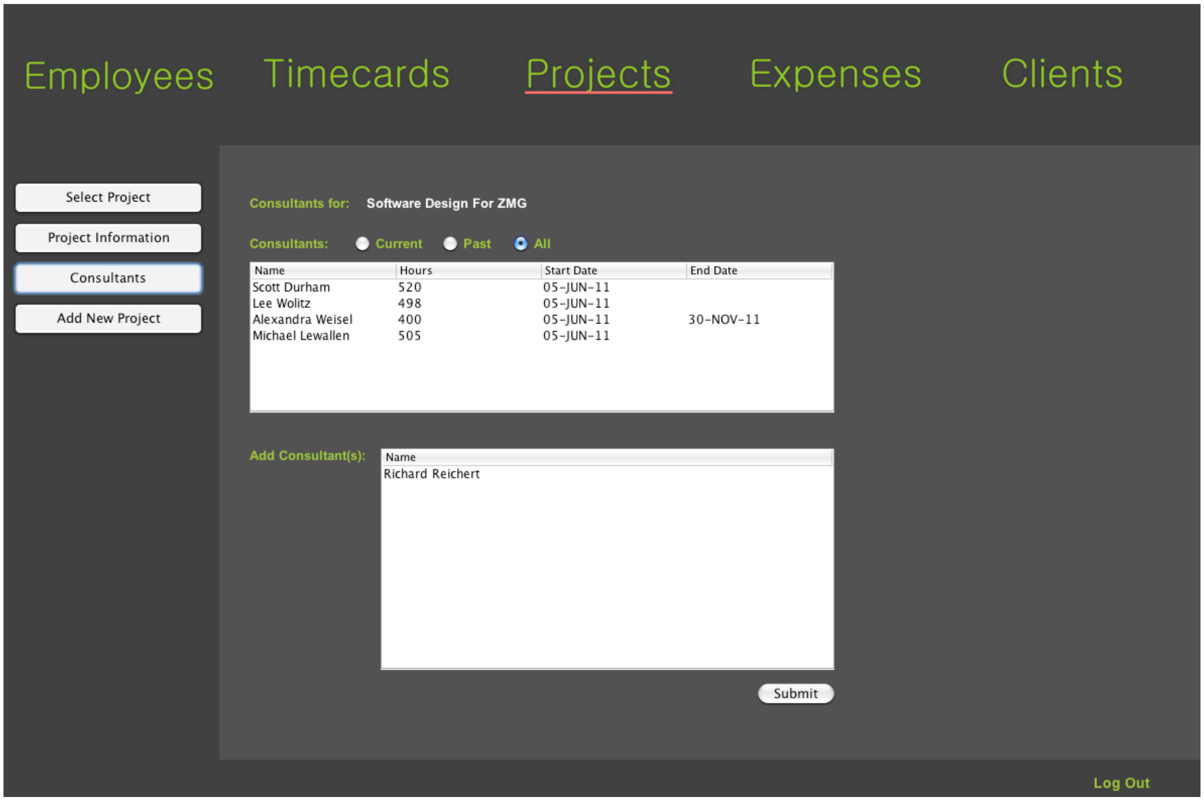


**Figure 14**

To add a new project to the system, click on the “Add New Project” button in the sidebar and complete the empty fields (Figure 15).

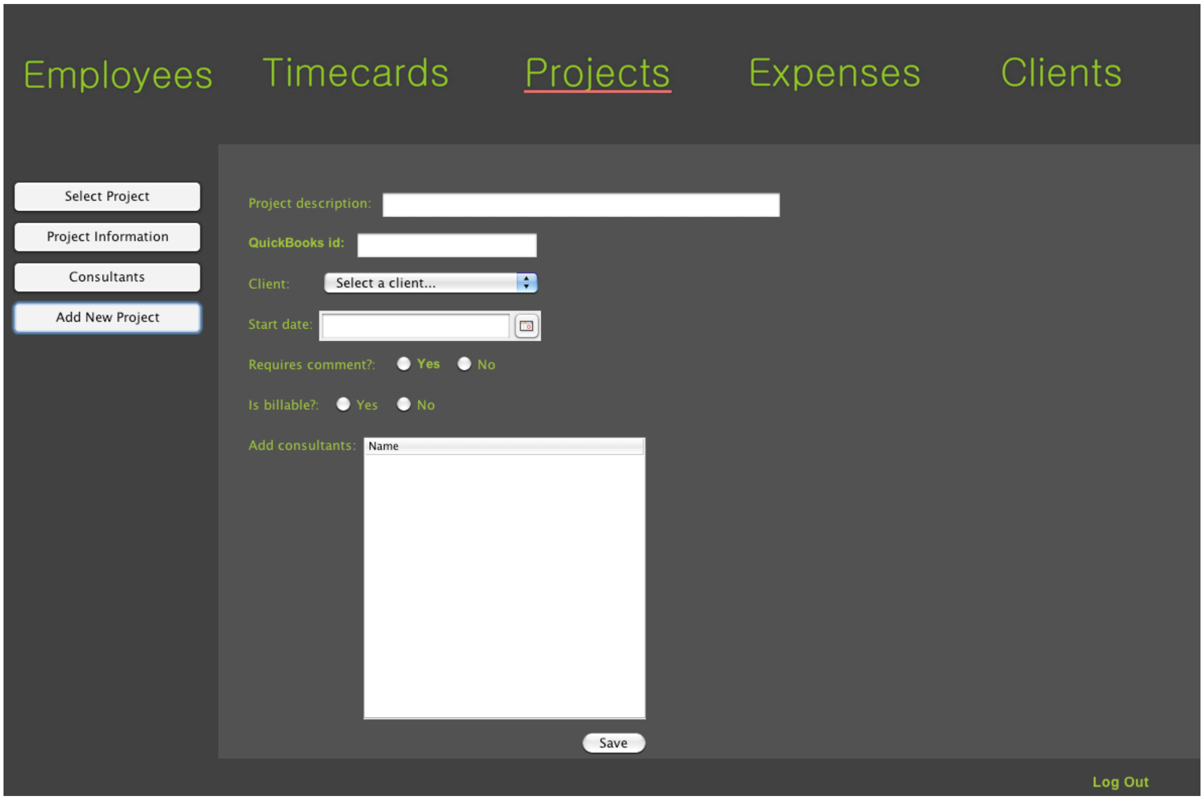


**Figure 15**

## 3.5 Manage Expenses

To access information on employee expenses, click on the “Expenses” button in the top navigational bar. The default screen of the “Expenses” section is a listing of reimbursable expenses (Figure 16). However, a look at the sidebar reveals that the user can also access information pertaining to billable expenses and expense categories as well. On the current “Reimbursable Expenses” screen, the user must select a consultant from the drop down menu above the table before the table can be populated with all reimbursable expenses logged by the selected consultant as shown in Figure 17. For each expense, the date it was incurred and the associated project is displayed as well as the type and amount of the expense. In order to view another consultant’s reimbursable expense record, the user should simply select a new consultant from the drop down menu.

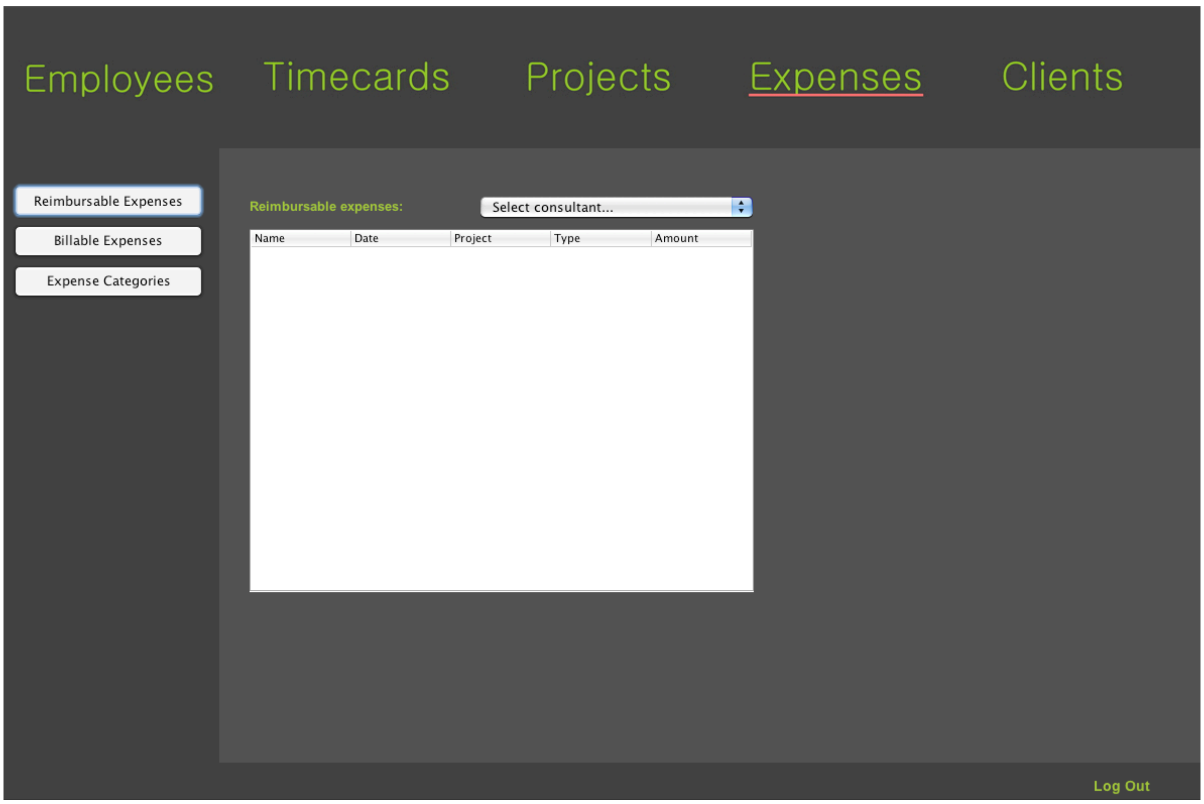


**Figure 16**

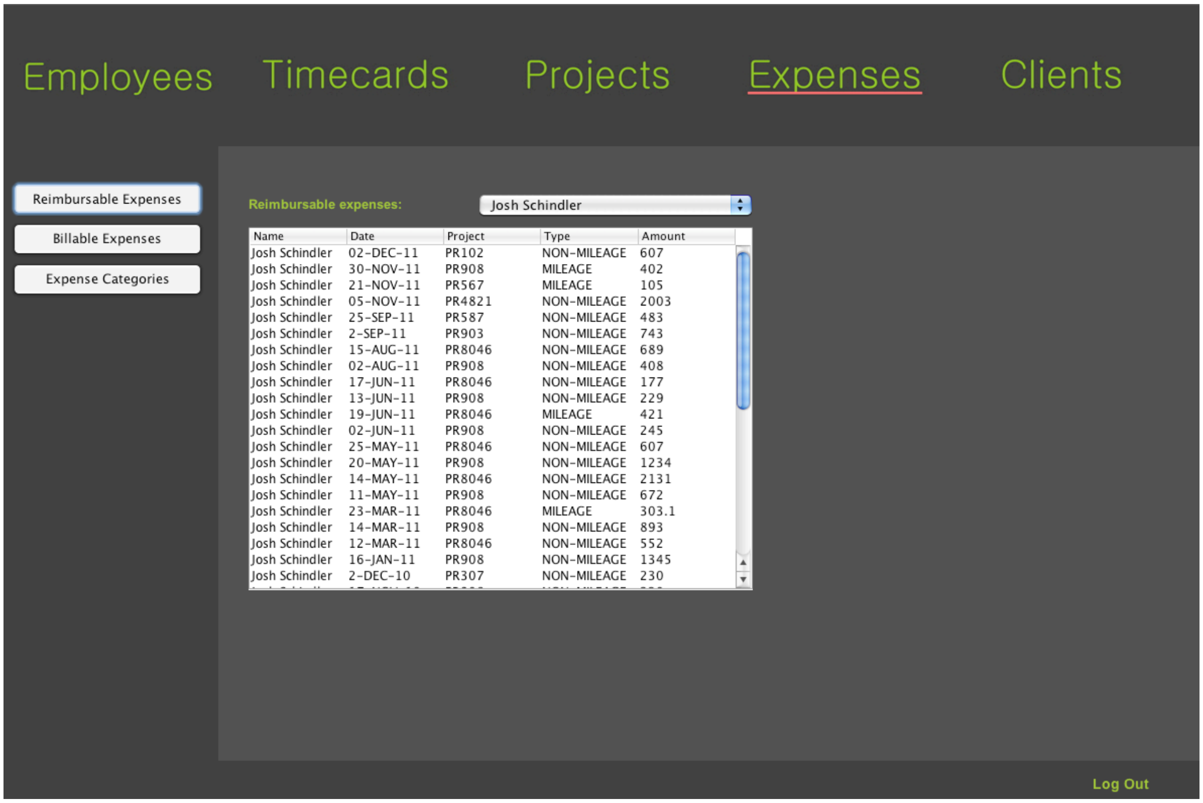


**Figure 17**

To view billable expenses for any consultant, the user should click on the “Billable Expenses” button in the left sidebar. Doing so reveals a screen similar in layout and function as the one for “Reimbursable Expenses” (Figure 18). Again, the user must select a consultant’s name from the drop down menu in order to view all billable expenses in the system for that consultant (Figure 19).

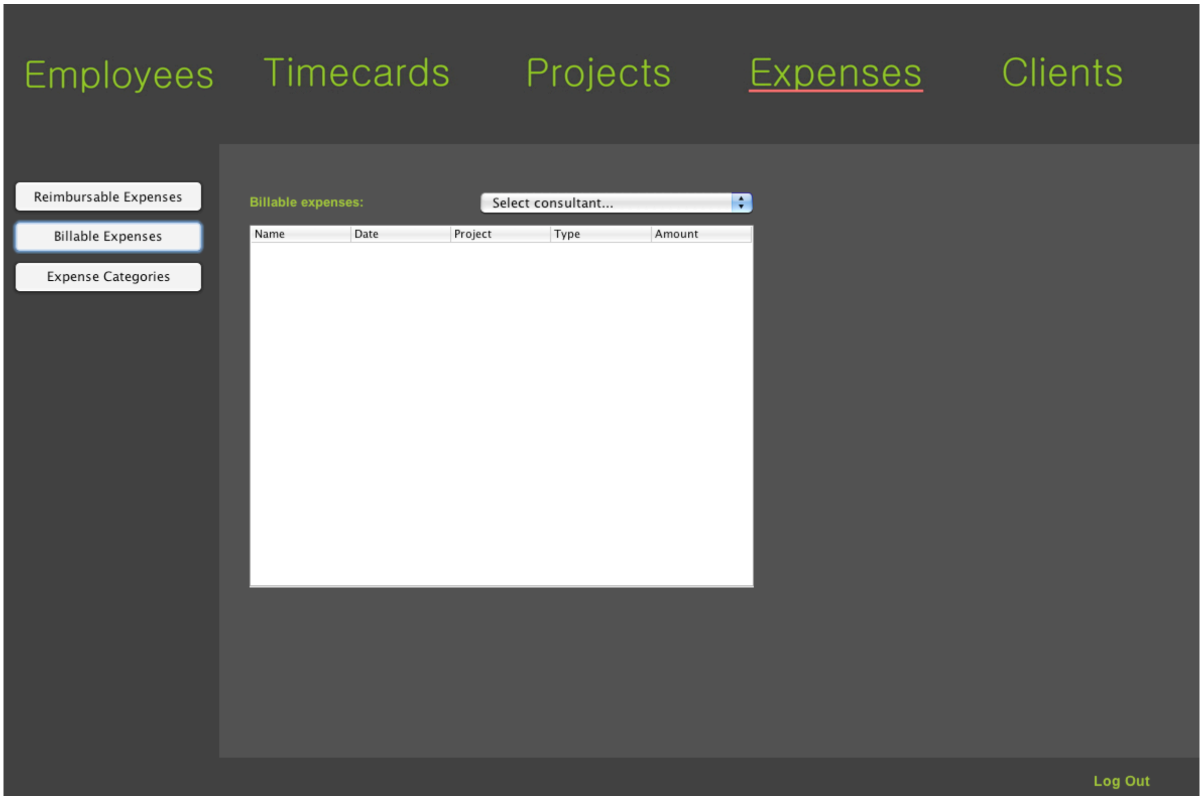


**Figure 18**

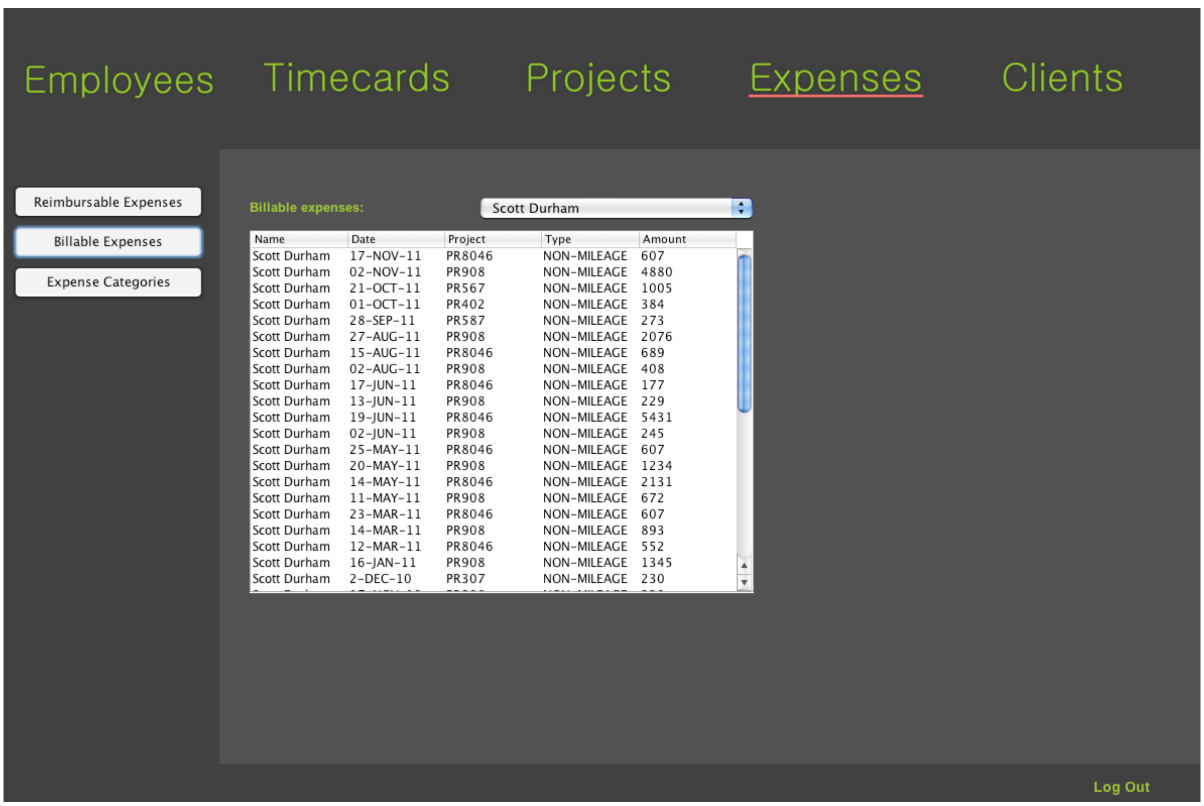


**Figure 19**

The “Expense Categories” button in the sidebar allows the administrative user to view and update those categories to which employees can classify any reimbursable expenses. All of the available categories are listed in the “Expense Categories” table in the main display panel (Figure 20). To remove a category from the system, the user should highlight the category in the table and then click on the “Remove Category” button. On the other hand, to add a new category to the system, the user should click the “Add New Category” button and type a description for the new category in the dialog box.

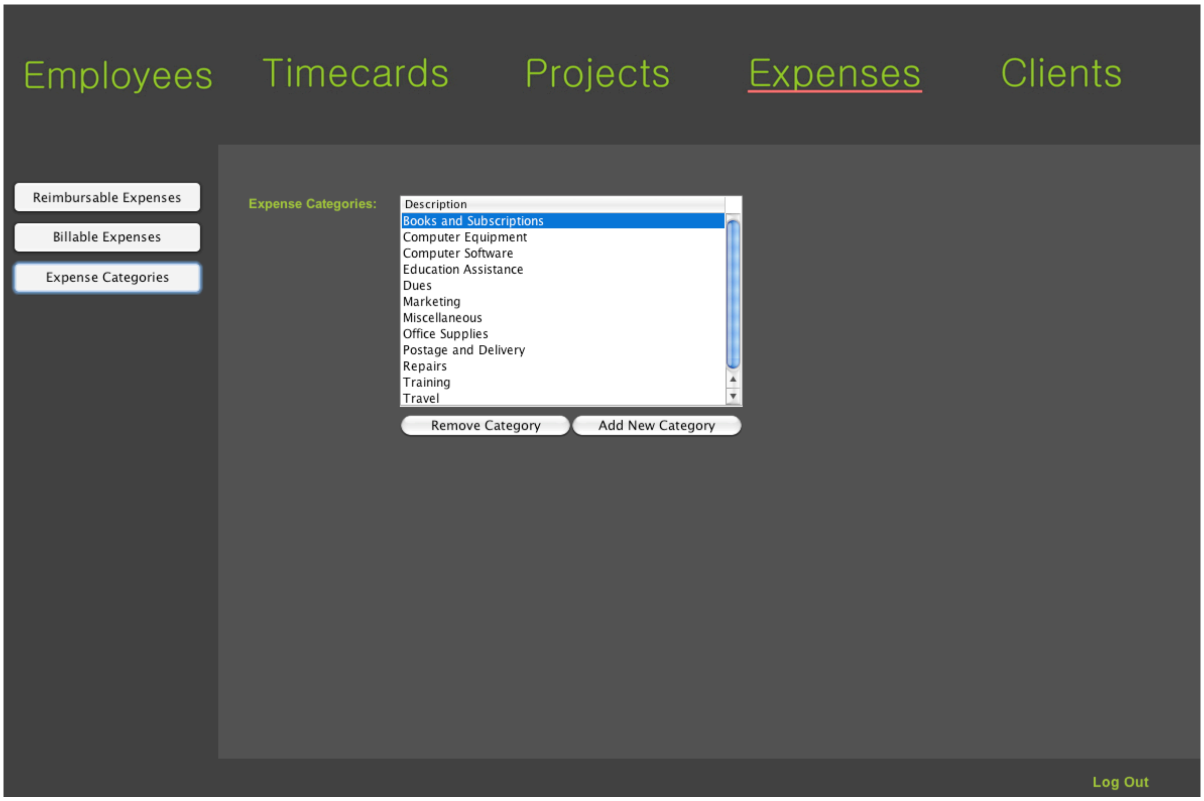


**Figure 20**

## 3.6 Manage Clients

In order to manage individual client information, the user must click on the Clients button in the top navigational bar and then proceed to select a client from the Select Client screen that appears in the main display panel (Figure 21). To select a client, the user must highlight a client's name in the table and click the "Submit" button. Radio button controls allow the user to filter the displayed clients based on whether they are current or past clients. After selecting a client and clicking on the "Submit" button, the remaining buttons in the sidebar are enabled and the Summary Information screen appears in the main display area.

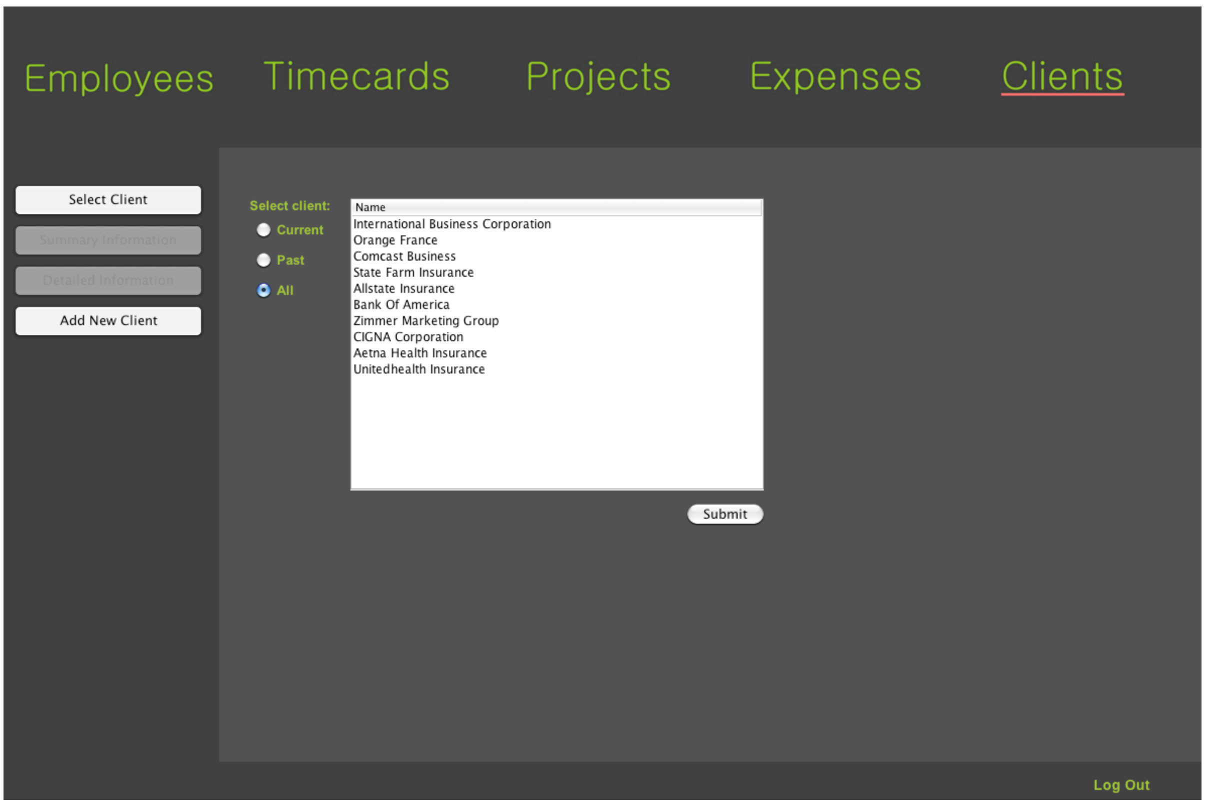


**Figure 21**

The Summary Information screen (Figure 22) displays the total hours billed to the selected client for the current pay period, for the current year and for all time.  To view more detailed information on the selected client, the user should click on the "Detailed Information" button in the sidebar.

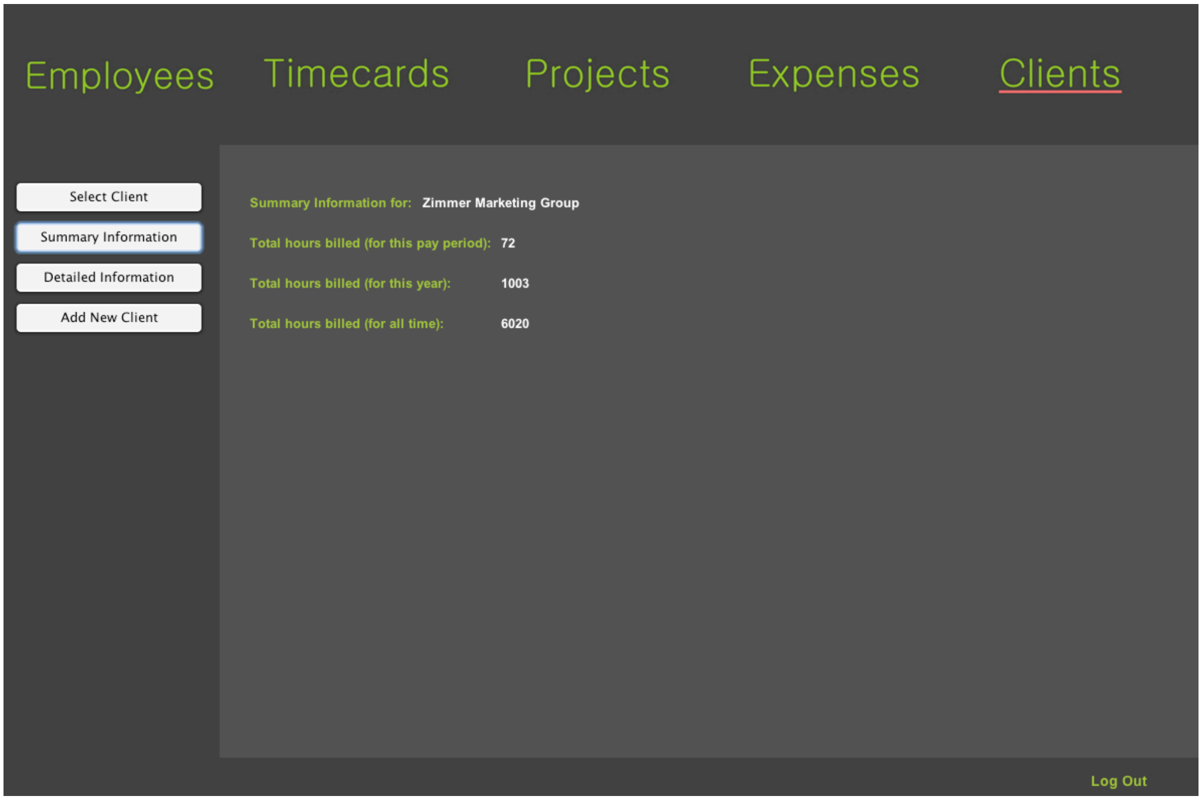


**Figure 22**

The Detailed Information screen (Figure 23) displays information for both the selected client's projects as well as the selected client's expenses. The top table displays a listing of all projects commissioned by the client as well as each project's start and end dates (if applicable). The bottom table displays a listing of all expenses billed to the client. For each expense, the date it was incurred, its associated project as well as the amount billed to the client is displayed. Radio buttons above the table allow the administrative user to filter the expenses based on when they were incurred—that is, whether they were incurred in the current pay period or in the current year.

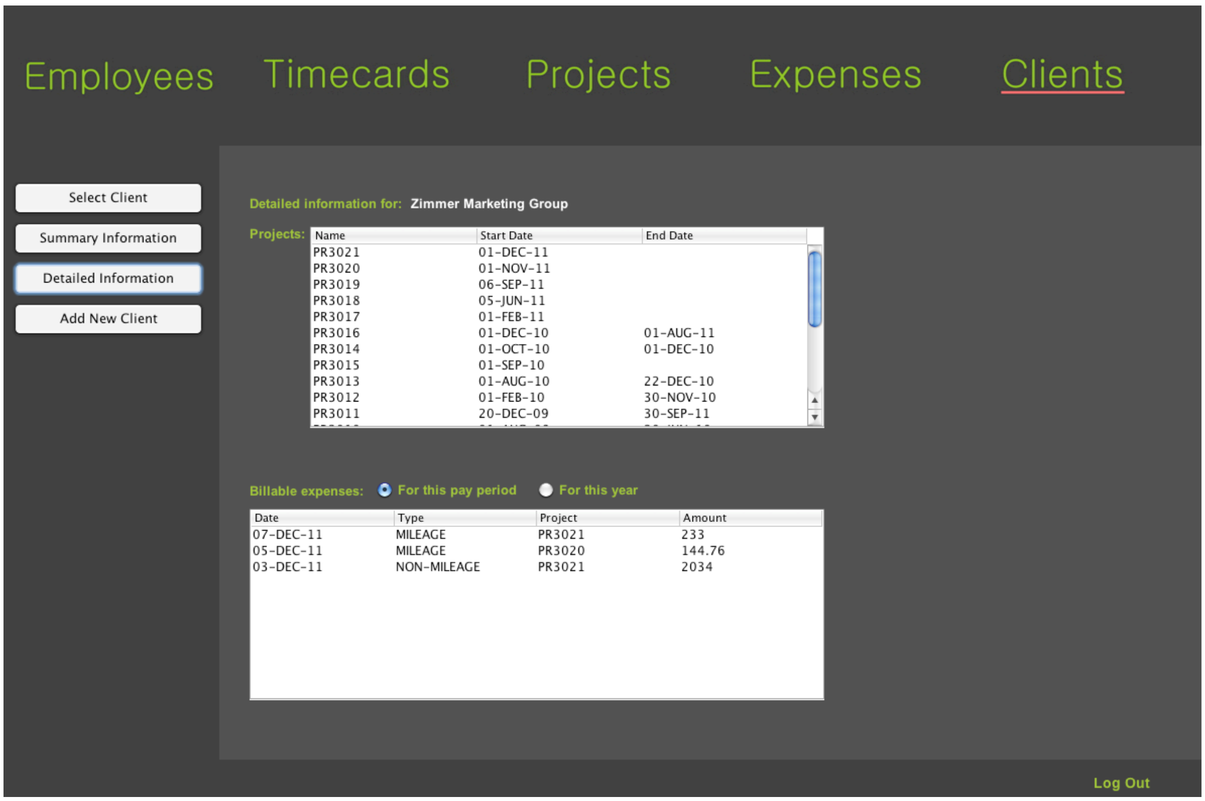


**Figure 23**

Clicking the “Add New Client” button in the left sidebar allows the user to add a new client to the system.  The user must supply the client’s name as well as an abbreviation for the client’s name and then click the “Save” button.

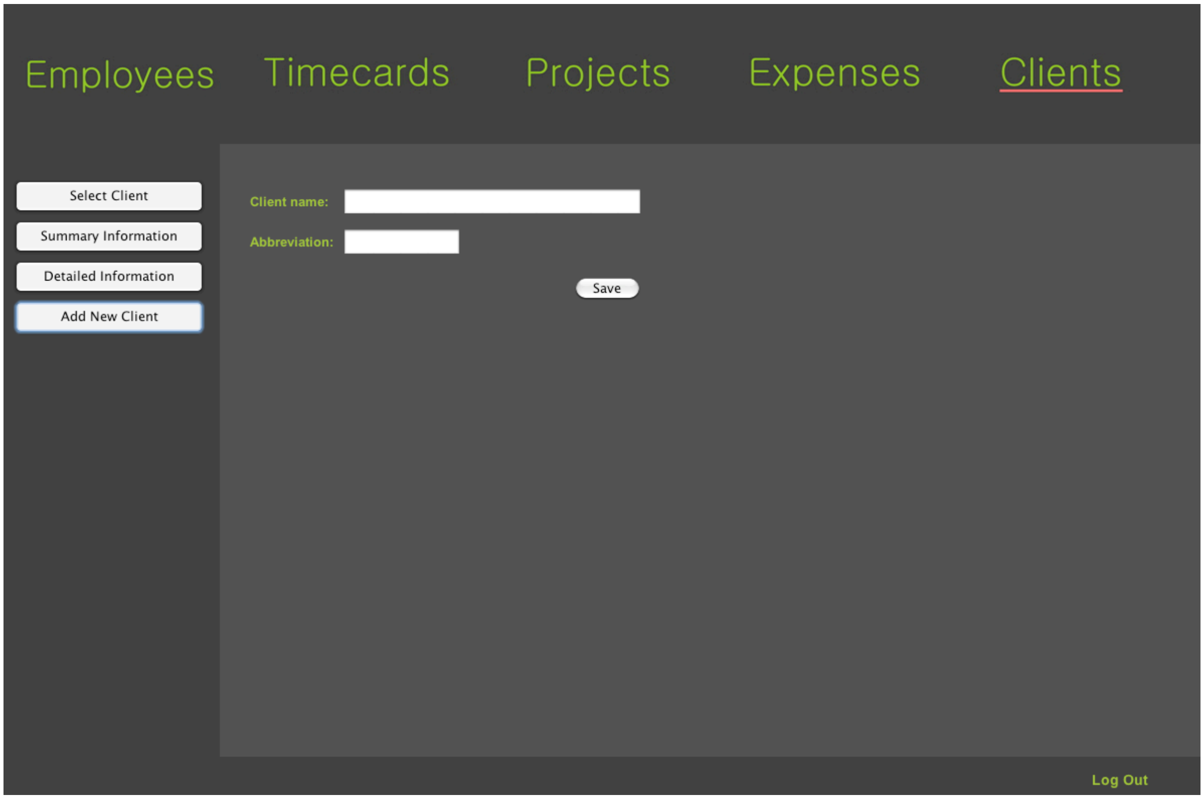


**Figure 24**

## 3.7 Log Out

In order to log out of the system, the user must click the button labeled “Logout” in the lower right-hand side of the screen.  When the user hovers over the button, the foreground of the “Logout” text changes color, alerting the user that they can click to leave the system.

# 4 Consultant Users – A Guided Tour

This section teaches consultant users how to use the features of the eTrack System.

## 4.1 Login

Consult Section 3.1, as the login process is the same for administrative and consultant users.

## 4.2 Timecards

The timecard is the means by which the consultant can log his or her activities each week. Doing so provides documentation of a consultant's work history over time, including total billable hours and the amount of vacation that is remaining.

For ease of use, the timecard is organized as a table, as shown in Figure 25. The consultant will select a project by choosing an item from the drop down list on the left. Additional Projects may be added as shown in Figure 26 or removed using the associated + and – buttons within the individual rows.

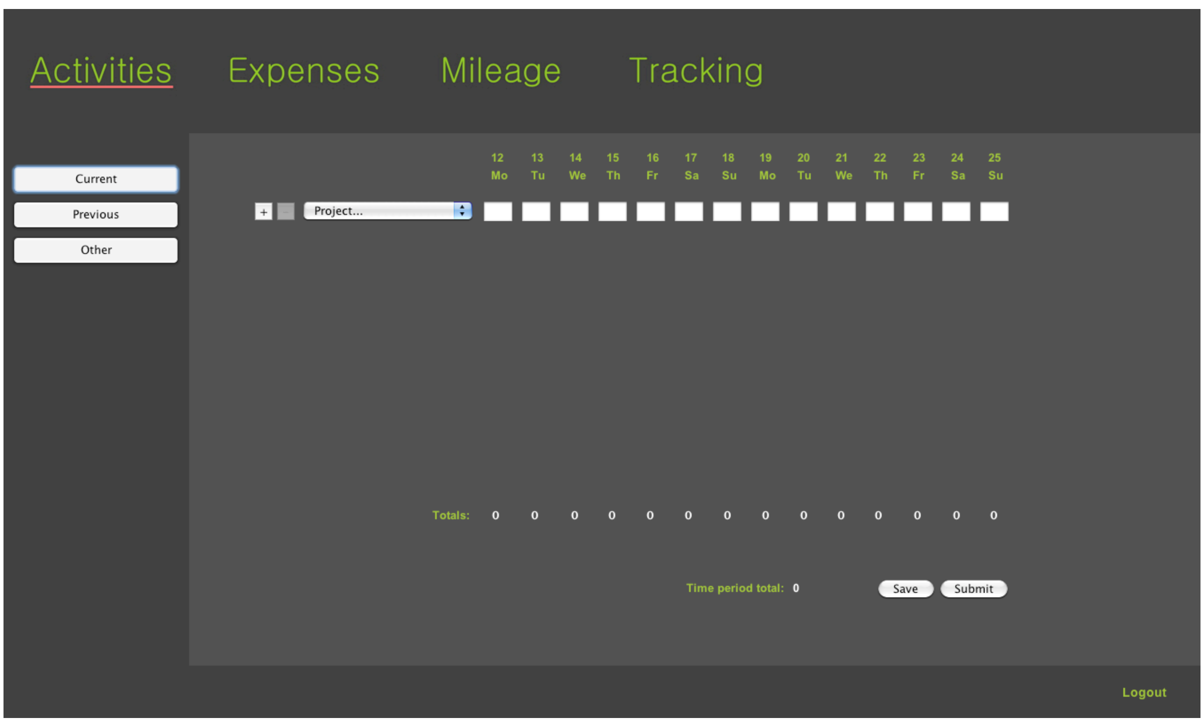


**Figure 25**


**Figure 26**

The selectable items in the drop down list consist of both Client Projects and Overhead. Client Projects must be assigned by administrators. Therefore, if a project is unexpectedly missing from this screen, please contact an administrator, preferably before the timecard is due.

Overhead log entries cover items such as vacation, jury duty, and training. While these are not revenue generating activities, it is still important to keep an accurate count as more comprehensive information can lead to better planning, both for consultants and administrators.

For each Overhead or Client Project selected, the consultant must log at least one activity. Logging an activity is simply adding a numerical duration (in half-hour increments) in the appropriate row and column, representing the particular project and date, respectively.

## 4.3 Submitting Timecards

Once you have completed your activities for the time period, you may submit the timecard so that it can be reviewed by an administrator. This step is necessary for the administrator to export any invoice information to the clients, as well as to make any reimbursements to the consultant.

Note well that once a timecard is submitted, it cannot be subsequently changed, so do review all of the information on each of the screens before committing these records.

## 4.4 Expenses

In the course of business, a consultant will often incur minor expenses. The eTrack system supports logging this data as well.

Similar to activities, expense logs are also associated with either Client Projects or Overhead. However, in this case, there are additional data that must be provided.

The eTrack expenses screen (Figures 27 and 28) includes the following data points that must be included to properly file the expenses in QuickBooks (and ultimately to receive reimbursement, if applicable).

- Date
- Amount
- Vendor
- Description
- Project
- Category
- Bill Client
- Reimburse

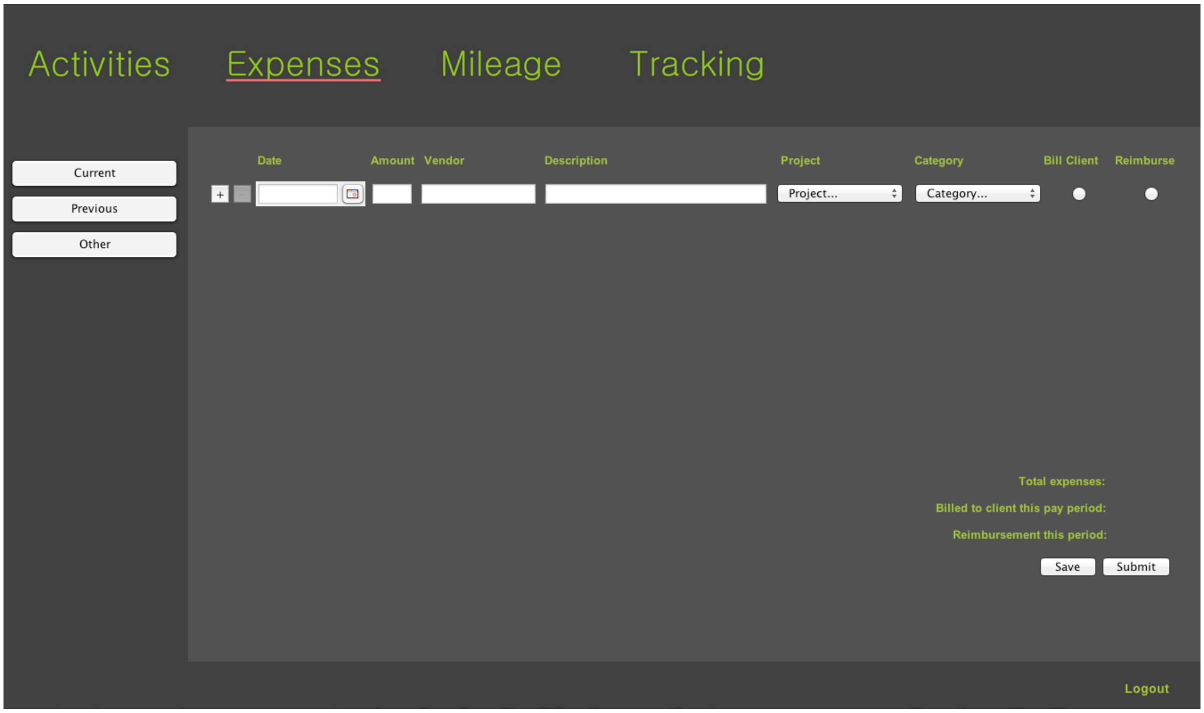


**Figure 27**

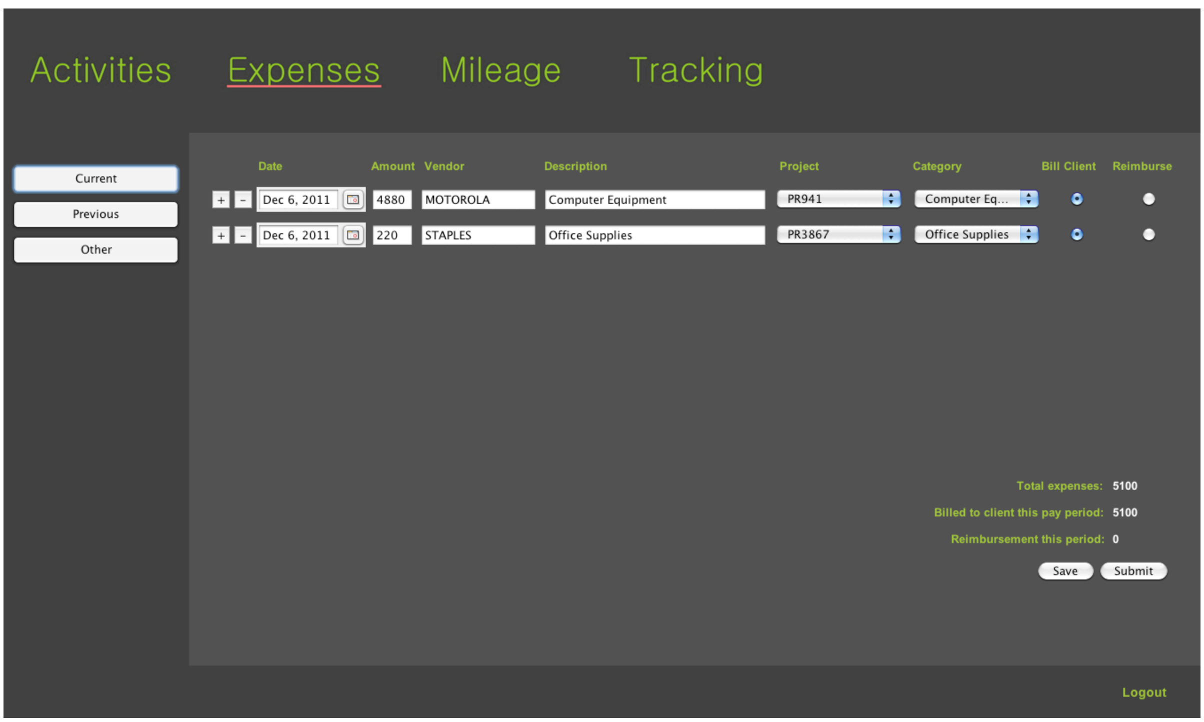


**Figure 28**

Many of these are self-explanatory. Items such as vendor and description, for example, are left to the consultant's discretion, provided a good faith effort is made to identify both the seller and purpose of the expense.

The more critical data are Project, Category, and whether to Bill or Reimburse the item. In the case of the former two, it is important to ensure that these values are correct, as they will be exported directly to the accounting system of record. A slip of the finger here can result in the wrong person being billed or erroneously going over budget in one of the overhead categories.

In the case of whether to Bill or Reimburse, it is important that you record the required Accounting Action, as it affects whether or not the consultant collects money that is owed.

As with logging activities, expense items can be added via the + and – buttons provided in each row. Previous reported expenses can be accessed using the Current, Previous, and Other buttons provided.

## 4.5 Mileage

While less common given the extensive telecommuting available in our industry, often times consultants will need to meet face to face with the client. In such a case, the company does acknowledge and will compensate these travels over a certain level of hardship (50 miles, at this writing). The eTrack system's mileage tracking feature is available for this purpose.

On the mileage screen (Figures 29 and 30), the cost and calculations are performed automatically; the consultant need only enter in the basic information about the trip, including

- The date it occurred
- The mileage
- A description of the trip's purpose
- The associated project
- Whether to bill or reimburse the expense

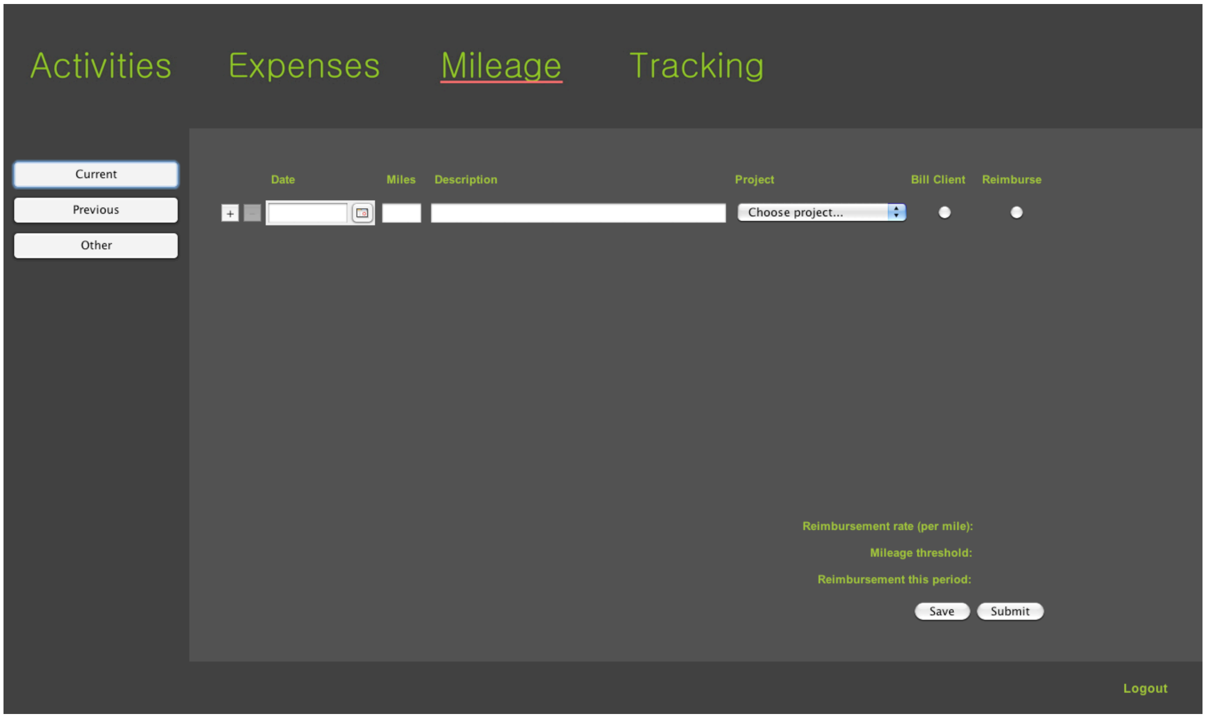


**Figure 29**

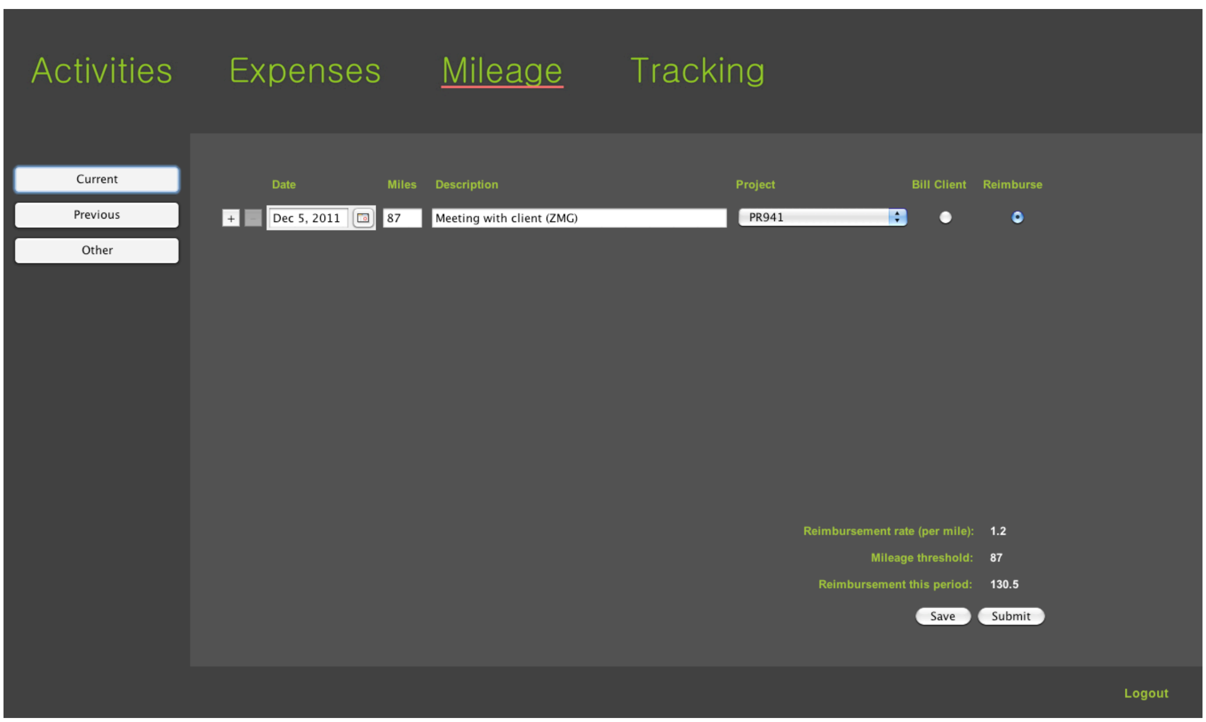


**Figure 30**

Only mileages above the given threshold will be compensated, and they will be compensated at the rate posted on-screen for that particular time-period.

## 4.6 Tracking

The tracking screen (Figure 31) provides historical information on the consultant's quotas for the current and previous years. Items such as billable hours, remaining vacation, and sick time are presented here for reference and planning purposes.

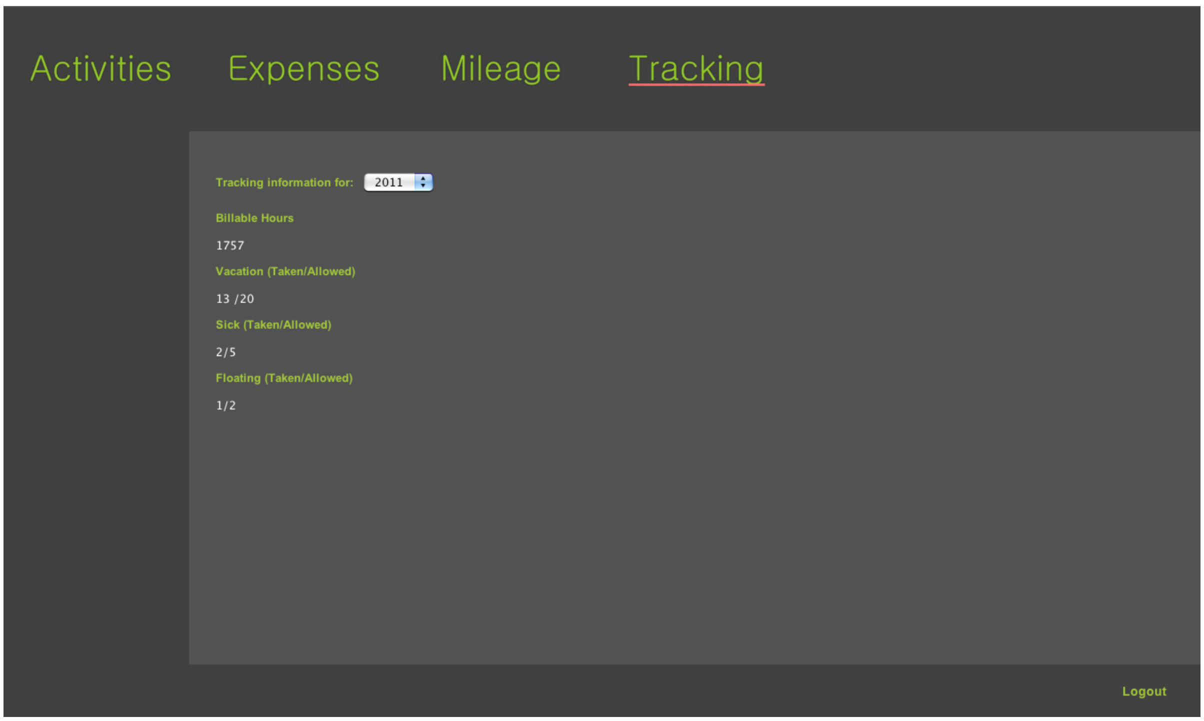


**Figure 31**

## 4.7 Logout

Consult Section 3.7, as the login process is the same for administrative and consultant users.