

OL Time Quick Start Guide

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Introduction

This document is not a complete manual, but rather a condensed introduction to the basic features of *OLTime*. It will demonstrate the most effective way of setting up a new company within the system.

The guide is prepared in the order which a new company should set-up the system. It is important to follow the order specified in this guide as some features are dependant on settings in other sections. For example, you must first set-up your work roles (Step 1) before you set-up your employees (Step 5), otherwise you will not have any work role to set as the employee's defaults.

Creating a new company

A new company is created by following the '*demo*' link from the main page of the web site. All new companies are initially set-up on a 30 day free trial basis. After 30 days of use, a sales representative will contact you by phone or email to determine if you intend to continue using the system. At that time, initial payment will be requested. We will never terminate an account without contacting you first. Your initial payment will be adjusted to coincide with a January renewal date.

Things to know about the new company set-up form:

- ❖ The company set-up form requires your **company address** and phone number. This information will be printed on all reports and forms generated by the system.
- ❖ The **company code** should be a short code that is easily remembered by your employees. Users will type in this code every time they log in.

Further information you may find helpful:

- Terms of service agreement: <http://www.oltime.com/termsandconditions.html>
- Pricing policies: <http://www.oltime.com/pricing.html>
- Privacy Policy: <http://www.oltime.com/privacy.html>

Creating Work Roles

When an employee enters his or her time, they must assign that time to a work role. Further, the work role will determine the billing rate of the work being performed. For example, administrative work may only be billed at \$20 per hour, whereas engineering work could be billed at over \$100 per hour. Choosing the right role will be significant in helping you to determine expenses and profitability.

Log into the system (if you have not already)

- * User Name: *admin*
- * Password: *admin*
- * Company Code: *(as you previously specified)*

You find the Work Role set-up at: *System Maintenance → Manage Roles*

The initial company set-up comes with some generic roles just to get you started. You may modify these roles, or you may make them inactive so they do not appear anywhere in the data entry portion of the system. Roles may not be deleted.

New roles are created by entering data in the blank data boxes at the bottom of the list and then selecting the 'Add New' button.

Creating Project Types

You find the Project Type set-up at: *System Maintenance → Manage Project Types*

The purpose of a project type is to permit you to do analysis of your billing information. Whenever you create project you will need to assign it to a project type. It is important that you spend some time considering how you wish to be able to divide your financial analysis information when doing annual or quarterly reports.

**Note* - you also have the ability to assign each project to a manager. If your company has divisions or departments, using managers is a more effective way of dividing this work than using project types. Project types are intended to be more specific.

Creating Expense Codes

You find the Expense Codes set-up at: *System Maintenance* → *Expense Codes*

When employees enter expenses, they can only do so by assigning a quantity to an expense code. There are several expense codes which are created automatically with a new company to assist you in getting started.

- ❖ **Amount field** - is the unit cost of the item.
- ❖ **Mark-up field** - is the percentage of the amount which is added when an expense is billed to a client. For example, if computer network cables \$5.00 but are sold at \$7.50, the mark-up would be 50%.
- ❖ **Editable** - this field determines if the employee can alter the default cost value when entering an expense. Items with an undermined value should be editable, such as meals or accommodation expense. Items with a fixed cost should not.
- ❖ **Re-billable** - this field will determine if the expense will appear on the billing form as money to be recovered from a client.
- ❖ **Reimbursable** - this field determines if the employee should be repaid for the expense. Most commonly, vehicle travel expenses are reimbursable to the employee. These expense amounts appear as a summary on the bottom of the employee pay report.
- ❖ **Active** - this field determines if an expense code can be used or not. Because it is necessary to maintain historic data for financial analysis, expense codes cannot be deleted, only made inactive.
- ❖ **GIFI code** - this field is used to assist in the export of data from this system into an accounting system.

Creating Users

You find the New User set-up at:

System Maintenance → *Manage Employees* → *Add Employee*

When creating a new employee (user), you must supply unique information for all required fields. Fields on this form which require some detailed explanation are:

- ❖ **Default Role** - when an employee logs a new time entry, whatever work role is set here will be the default value on the enter time form. They can always change this, but this role should represent their most common work activity.
- ❖ **Pay Rate** - this value is used to calculate profit values for financial reporting as well as to calculate the pay amount on the weekly employee work hours report. This rate should reflect the actual rate of pay, not the true employee hourly cost. In system set-up, you have the ability to set a pay rate multiplier to create a true employee cost per hour amount for financial analysis and job costing purposes.
- ❖ **Manager** - this checkbox determines if this employee's name will appear in a list of project managers. When you move ahead to the creation of projects you will note that you may assign every project to a manager, and this box determines which users will be part of that list.
- ❖ **Permission Level** - this box determine the scope of permission the new user will have in the system.
 - **Worker** May only enter their time and report on their time.
 - **Crew Chief** May enter their time along with two others on their crew.
 - **Supervisor** May enter other's time individually or as part of a crew and
May view and process employee pay reports and project
billing reports.
 - **Administrator** May do everything expect create new users.
 - **Master** May do everything, including create new users.

Creating Clients

You find the New Client set-up at: *Manage Clients* → *New Client*

Before you create a project, you must have a client in the system to which you will assign the new project. If you are a relatively small company and rarely do more than one job for an individual client, you may not wish to use this system to maintain your client contact information. In that case, simply create a single fictitious client to which you assign all projects. If you do multiple projects for a client, then it is very important that you set-up your client listing here so that at the year end you can review your profit by client.

* *Note* - ensure your client names are unique to avoid confusion.

Creating Projects

Creating Projects can be found at: *Manage Projects* → *Add Project*

Employees will book their time and expenses against projects. The following fields require additional explanation:

- ❖ **Project Number** - this value must be unique. It may contain numbers and/or letters. If letters are used at any time in this field, the 'auto' feature will not work when creating a new project. When logging time against a project, users will see the project number and project name when selecting the project.
- ❖ **Auto button** - This feature will search for the greatest value used for a project number and increment it by one to create a new 'next' project number. The first time you create a project, you must assign your starting value for project number manually.
- ❖ **Manager** - This value represents who is responsible for this project. Using the "*Manager*" field is an excellent way to divide work between departments. When billing work, projects may be filtered by manager, and financial data can also be separated by manager to achieve income by manager calculations.

Entering Time

Master, Administrator and Supervisor logins Enter Time: *Enter Time*

For users with *Worker* and *Crew Chief* permission, “*Enter Time*” is the only form that user can see. They have no top menu from which to select.

Aspects of the Enter Time form that requires further explanation are:

- ❖ **Component** - When you create a new project, a default component is created. If you wish to track work activities on a project by component, this feature will permit you to do so. If there is only one component for a selected project, it will automatically be filled in. If there are more, the user must select a component value as well.
- ❖ **Multiple Entries** - Sometimes time is spent working on several projects or during a given time period. In this case, a user can use the “*multiple*” feature which permits them to enter a single time value and have it automatically divided between up to 20 different projects or components. For instance, a manager spends the morning reviewing a collection of 7 different project files for a specific occurrence in each file. They could enter this time once assigned to the seven projects, and the system would divide the time for each, carrying the comment and other values into each new time entry.
- ❖ **Entering Time for Multiple Staff** - all users above ‘*Worker*’ permission will see three employee name boxes at the top of the Enter Time window. As time is entered, it is assigned to each employee name that is selected. For instance, if two employee names are selected, and a time entry for 5 hours is created, that will assign 5 hours to each employee, making a total of 10 hours assigned to that project. Time entered for multiple staff can only be edited for individual staff members by that member of a supervisor.
- ❖ **“Disbursements” tab** - Money spent by employees is entered here. Disbursements can only be entered against a time entry. This principle is based on the rationale that it takes time to spend money and the system requires users to first create a time entry against a project before they log a disbursement against it. For this reason, it is possible to make a 0 hour time entry.

Paying Employees

Employee pay reports can be accessed through: *Time Billing Report* → *Employee Report* → *View Hours Report*

This will be your first experience with a report. The filters for employee or date range may be used to limit the content of the report. Once the report is generated on your screen, there are a few important items to notice.

At the top of the report are your report navigation features to go from page to page. Most important is the export and print icons. These features permit you to export the content of the report to *PDF* format for printing, or to *MS Word*, *MS Excel*, and several other standard formats for further editing, sharing, and inclusion with other management and accounting packages you may be using.

Billing Clients

Client billing reports can be accessed through: *Time Billing Report* → *Project Report*

When you enter this section, you are presented with a list of all projects that have unbilled time and a collection of filters which enable you to limit the scope of the list of projects to be billed. At any time you can use this screen as a quick work in progress view, as well as an unbilled project status view.

By clicking on the “*View*” button beside a project, you will see the details of that project and all unbilled time and expenses that are to be billed.

To bill the time and expense for the project, simply check the box beside each time and disbursement amount you wish to include on the bill. When you indicate a time entry is to be billed, the ‘*Bill Amount*’ field is filled in with the expected billing amount, but you can change this value to whatever you wish.

If you are billing to an estimated amount, simply check all relevant time entries, put the estimated amount in the ‘*Fit To*’ box, and use the ‘*Fit To*’ feature. This will correspondingly adjust all entries to arrive at the correct total for the bill.

It is important for you to know that *OLTime* maintains three separate values in the system: The actual billing amount (which you assign on this form), the intended billing amount (what you wanted to bill for the hours based on your default billing rates), and the employee cost for those hours worked. All three of these values are available to you in the financial reporting section.

Financial Analysis

The financial reporting offers a very wide variety of report options, all of which are filterable by several criteria. This permits you to generate a report for only work done by one manager or work done of only one type.

You can view a summary of each report by selecting the report from the list, and reading the comment that appears in the box at the bottom of the report form.