

TIME BILLED

Search for

Project

Status

Billing Date

Total Items: 25

<input type="checkbox"/>	Billing Date	Project	Employee	Description	Hours	Status
<input type="checkbox"/>	2/1/2007	Build The Dock	Smith, Jerry		2.00	A
<input type="checkbox"/>	1/4/2007	Build The Dock	Smith, Jerry		4.00	A
<input type="checkbox"/>	1/4/2007	Build The Dock	Smith, Jerry		2.50	A
<input type="checkbox"/>	1/3/2007	Main Street Building	Smith, Jerry		23.38	A
<input type="checkbox"/>	1/3/2007	Pool Construction	Sean, James	Resurface	2.00	A
<input type="checkbox"/>	1/2/2007	Pool Construction	Smith, Jerry		3.83	A
<input type="checkbox"/>	1/2/2007	Main Street Building	Smith, Jerry		6.00	A
<input type="checkbox"/>	1/2/2007	Main Street Building	Smith, Jerry		4.75	A
<input type="checkbox"/>	1/2/2007	Main Street Building	Smith, Jerry		6.60	A
<input type="checkbox"/>	1/2/2007	Main Street Building	Smith, Jerry		5.00	A
<input type="checkbox"/>	1/2/2007	Main Street Building	Smith, Jerry		2.42	A
<input type="checkbox"/>	1/2/2007	Main Street Building	Smith, Jerry		3.97	A
<input type="checkbox"/>	12/28/2006	Build The Dock	Sean, James	Dock	1.00	A
<input type="checkbox"/>	12/27/2006	Pool Construction	Sean, James	Poured Concrete	2.00	A
<input type="checkbox"/>	12/7/2006	Harbor Warehouse Job	Hill, Albert	Setup Cabinets	1.00	A
<input type="checkbox"/>	12/7/2006	Main Street Building	Hill, Albert	Cleaned Dock	1.32	A
<input type="checkbox"/>	12/6/2006	Harbor Warehouse Job	Hill, Albert	Painted the Walls	3.00	A
<input type="checkbox"/>	12/6/2006	Harbor Warehouse Job	Hill, Albert	Built Storage cages	26.00	A
<input type="checkbox"/>	12/6/2006	Main Street Building	Hill, Albert	Built Wall	12.00	A
<input type="checkbox"/>	12/6/2006	Main Street Building	Hill, Albert	Moved the Cabinets	17.00	A

This interface of ExtendProject™ enables the user to enter the time billed for each project

ExtendProject™

Bill Time | Punch | Clients | Departments | Employees | Projects | Punch Status | Punch Report | Sign Out | About

EDIT TIME BILLED

Project: Build The Dock

Employee: Smith, Jerry

Billing Date: 2/1/2007

Description:

Hours: 2.00

Status: A C

Save Cancel

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He can also edit his entry and enter additional information or change the date, the billed time...

ExtendProject™

Bill Time | **Punch** | Clients | Departments | Employees | Projects | Punch Status | Punch Report | Sign Out | About

PUNCH

Search for:

Date Time:

In/Out:

Page 1 of 4 Page Size Total Items: 33

<input type="checkbox"/>	<input type="checkbox"/>	Date Time	Employee	Punched
<input type="checkbox"/>	<input type="checkbox"/>	2/2/2007 5:02:54 PM	Smith, Jerry	out
<input type="checkbox"/>	<input type="checkbox"/>	2/1/2007 5:55:03 PM	Hill, Albert	in
<input type="checkbox"/>	<input type="checkbox"/>	2/1/2007 5:53:58 PM	Hill, Albert	out
<input type="checkbox"/>	<input type="checkbox"/>	2/1/2007 5:53:52 PM	Hill, Albert	in
<input type="checkbox"/>	<input type="checkbox"/>	2/1/2007 5:51:36 PM	Smith, Jerry	out
<input type="checkbox"/>	<input type="checkbox"/>	2/1/2007 5:49:21 PM	Smith, Jerry	out
<input type="checkbox"/>	<input type="checkbox"/>	2/1/2007 5:48:16 PM	Smith, Jerry	out
<input type="checkbox"/>	<input type="checkbox"/>	2/1/2007 5:47:22 PM	Smith, Jerry	in
<input type="checkbox"/>	<input type="checkbox"/>	2/1/2007 5:45:14 PM	Smith, Jerry	out
<input type="checkbox"/>	<input type="checkbox"/>	2/1/2007 5:44:46 PM	Smith, Jerry	in

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Extendtime also lets employees or contractors punch in and out of a project letting superiors know who is doing what

ExtendProject™

Bill Time | Punch | Clients | Departments | Employees | Projects | Punch Status | Punch Report | Sign Out | About

PUNCH

Employee: Hill, Albert

You are Punching: Out

** Please Select **

Out

Punch Cancel

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This screen lets the user change his status on each project

CLIENTS

Search for

Client Name

Contact Last Name

25 Total Items: 4

<input type="checkbox"/>	<u>Client Name</u>	<u>Contact First Name</u>	<u>Contact Last Name</u>
<input type="checkbox"/>	ACE Machinery Company	Joe	Farris
<input type="checkbox"/>	Stella Corporation	Harry	Hanson
<input type="checkbox"/>	Phoenix School District	James	Madison
<input type="checkbox"/>	GB Corporation		

Creating new customers to which time will be billed is easy and flexible

Bill Time | Punch | Clients | **Departments** | Employees | Projects | Punch Status | Punch Report | Sign Out | About

DEPARTMENT

Search for

Department Name

<< < Page 1 of 1 > >> Page Size Total Items: 3

<input type="checkbox"/>	<u>Department Name</u>
<input type="checkbox"/>	Engineering
<input type="checkbox"/>	Finance
<input type="checkbox"/>	Human Resources

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As corporations grow, knowing which department is taking care of which aspect of a project is important for billing efficiency

EMPLOYEES

Search for

Email Name

Department

Status

Total Items: 6

<input type="checkbox"/>	Employee	Last Name	First Name	Middle Name	Email Name	Department	Username	Role	Status
<input type="checkbox"/>	1	Smith	Jerry			Engineering	1	A	A
<input type="checkbox"/>	2	Hill	Albert			Finance	2	U	A
<input type="checkbox"/>	7	Jones	Allen			Engineering	4	A	A
<input type="checkbox"/>	9	Kays	Jim			Engineering	5	A	A
<input type="checkbox"/>	11	Nelson	Sam	M	sam@gmail.com	Finance	11	U	A
<input type="checkbox"/>	12	Sean	James	P	jim@ddd.com	Engineering	12	U	A

This interface lets the administrator manage and review employees information

PROJECTS

Search for

Project Name

Client

Status

Page 1 of 1

 Total Items: 6

<input type="checkbox"/>	Project Name	Project Description	Client	Project Begin Date	Project End Date	Status
<input type="checkbox"/>	Main Street Building	Build the main headquarters building	ACE Machinery Company	9/5/2006	3/3/2007	A
<input type="checkbox"/>	Pool Construction	Pool Construction	ACE Machinery Company	11/24/2006	3/3/2007	A
<input type="checkbox"/>	Main Street Building	Construction of Dock	Stella Corporation	11/23/2006	12/28/2006	A
<input type="checkbox"/>	Harbor Project	rpt	GB Corporation	11/17/2006	12/17/2006	N
<input type="checkbox"/>	Build The Dock	Build The Dock	Phoenix School District	12/2/2006	2/2/2007	A
<input type="checkbox"/>	Harbor Warehouse Job	Harbor Warehouse Job	Stella Corporation	1/10/2007	5/10/2007	A

The Extendtime administrator or manager can create and edit projects for better follow up and monitoring of billed time

EDIT PROJECTS

Project Name

Project Description

Client

Project Begin Date

Project End Date

Status A
 N

This screen lets the user edit and add information to a project

PUNCH STATUS

Search for

Status

<< < Page 1 of 1 > >> Page Size Total Items: 4

Employee ID	Name	Status	Date
2	Hill, Albert	in	2/1/2007 5:55 PM
7	Jones, Allen	In	12/20/2006 12:00 AM
12	Sean, James	in	1/3/2007 6:32 PM
1	Smith, Jerry	out	2/2/2007 5:02 PM

As a standard feature of ExtendProject, the manager can control who is punched in or out

SHOW EMPLOYEE TIME

Employee	Last Name	Project	Billing Date	Description	Hours
1	Smith	Build The Dock	1/4/2007		2.50
1	Smith	Build The Dock	1/4/2007		4.00
1	Smith	Build The Dock	2/1/2007		2.00
1	Smith	Main Street Building	1/2/2007		2.42
1	Smith	Main Street Building	1/2/2007		5.00
1	Smith	Main Street Building	1/2/2007		6.60
1	Smith	Main Street Building	1/2/2007		4.75
1	Smith	Main Street Building	1/2/2007		3.97
1	Smith	Main Street Building	1/2/2007		6.00
1	Smith	Main Street Building	1/3/2007		23.38
1	Smith	Pool Construction	1/2/2007		3.83
2	Hill	Harbor Warehouse Job	12/6/2006	Painted the Walls	3.00
2	Hill	Harbor Warehouse Job	12/6/2006	Built Storage cages	26.00
2	Hill	Harbor Warehouse Job	12/6/2006	Built the Storage area	2.55
2	Hill	Harbor Warehouse Job	12/7/2006	Setup Cabinets	1.00
2	Hill	Main Street Building	10/24/2006	Installed the basement HVAC Unit	2.50
2	Hill	Main Street Building	10/9/2006	Cleaned Up second story	1.00
2	Hill	Main Street Building	12/6/2006	Built Wall	12.00
2	Hill	Main Street Building	12/6/2006	Moved the Cabinets	17.00
2	Hill	Main Street Building	12/6/2006	Cleanup	2.75
2	Hill	Main Street Building	12/7/2006	Cleaned Dock	1.32
2	Hill	Pool Construction	10/2/2006	Brought all heavy equipment in	4.00
12	Sean	Build The Dock	12/28/2006	Dock	1.00
12	Sean	Pool Construction	12/27/2006	Poured Concrete	2.00
12	Sean	Pool Construction	1/3/2007	Resurface	2.00
Page Total:					142.57
Grand Total:					142.57

This ExtendProject interface gives the manager the ability to see how much time will be billed for each project