

CARPE DIEM ELECTRONIC TIME SHEET

Time Tracking for the Billing Professional



best
software

insights for the life of your business™

The billing professional is presented with a daily challenge when it comes to accurately tracking time and expenses on behalf of clients.



Used by more professionals than any other time-tracking application, Carpe Diem® Electronic Time Sheet addresses this challenge like only an industry leader can. Integration with internal billing or accounting systems (off-the-shelf, custom or legacy) makes Carpe Diem the obvious choice to improve the efficiency and accuracy of time collection for internal billing purposes. Billing professionals are also increasingly mobile, and therefore benefit from Carpe Diem's mobile options, including full-featured Web reporting in CDWeb and two-way synchronization for mobile functionality.

Carpe Diem makes time tracking easy

The time required to enter time and expenses using many time-tracking systems is greater than performing the actual task for the client. Carpe Diem Electronic Time Sheet works with you, not against you. Its time-tracking modules enable your professionals to capture time while they work, without interrupting their workflow. The patented SmarTimer toolbar floats above other Windows applications, making timekeeping as easy as clicking a button. Or, if they prefer, your professionals may enter time directly into a daily or weekly time sheet.

Using SmarTimers, Carpe Diem users can track the time spent working on tasks interactively:

- Use SmarTimers to track time accurately without interrupting workflow.
- Enter client, project, user-defined codes, time and descriptions directly on SmarTimers.
- Single-click a SmarTimer to change the task for which you are tracking time.
- View the validation information and narrative for each timer by passing the mouse over the SmarTimer.

Carpe Diem eliminates double entry by integrating with your existing billing, accounting and payroll systems

Carpe Diem Electronic Time Sheet can map directly to existing databases (e.g. accounting, billing and payroll systems), allowing you to use validation information already set up in another system. You'll not only be up and running sooner, but your information will always be in sync without entering data twice. Once you have gathered all of the data that Carpe Diem requires, you can send it to your company's billing, project costing, activity-based management or other analysis system.

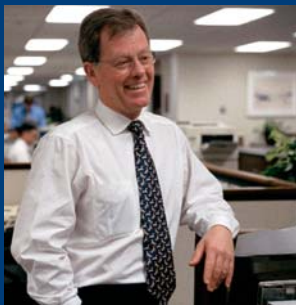
Carpe Diem includes a powerful data exchange engine, which allows you to exchange data with virtually any other software application. This engine uses interface definition files (IDF) to read and write data. Although Carpe Diem comes with pre-defined IDF files to the most popular systems, an IDF can also be tailored to accommodate your organization's specific needs.

"We chose CDWeb because it was the only Web-based product on the market with the capabilities we desired."

*—Wayne Cripps
Technical Specialist
Toronto Dominion Bank
Financial Group*

Carpe Diem Electronic Time Sheet adapts to your organization's project structure

Designed to support the most popular client/server database engines, including InterBase, Microsoft SQL Server and Oracle, Carpe Diem's scalable system protects the integrity of your most important resource: your time. For professionals on the go, Carpe Diem provides unparalleled options with remote Internet and



"We have always recognized the benefits of tracking all time—both billable and non-billable. This allows us to see how we can increase productivity and work more efficiently. Carpe Diem allows us to capture time that otherwise would have slipped through the cracks... I would estimate that implementing Carpe Diem has increased our billable hours by 10%."

—Colin Cameron, Chief Operating Officer and Administrator at Clark, Wilson

intranet capabilities. Across four continents and 27 countries, more than 100,000 users in the legal, insurance, consulting, banking, public relations and other professional service industries rely on Carpe Diem to simplify their time tracking needs, attain higher productivity and achieve greater profitability.

Comprehensive reporting for detailed analysis

Carpe Diem Electronic Time Sheet provides extensive, flexible reporting. In addition to the many reports built into Carpe Diem, its open database architecture gives you the freedom to use your favorite third-party business intelligence tool, such as Crystal Decisions or Microsoft® Access, to build reports that tell you what you need to know.

Carpe Diem provides two different tools to generate reports. The Carpe Diem Custom Report Assistant allows users to create a custom report. Using this assistant, users can generate a report that includes the information that they select plus the selected sorting options, style and format.

A second tool is the Carpe Diem Custom Report Designer, which allows users to modify the layout of a

Download the Carpe Diem

Electronic Time Sheet tour at

www.dsareen.com

or call +44 (0) 20 8423 8855

report's template. Additionally, users and administrators are able to share reports with other users or the entire organization. Reporting capability has also been added to CDWeb making it easier for billing professionals on the go to track their time. CDWeb features the same Custom Report technology with the exception of the Custom Report Designer.

Simply put, Carpe Diem Electronic Time Sheet offers more reporting power than any other product of its kind.

Expand Carpe Diem with CDWeb and Site Synchronizer!

CDWeb

CDWeb offers all the key features of Carpe Diem in a Web-accessible format. Here are examples of its many remarkable features:

- CDWeb SmarTimers accurately record each second your timekeepers spend on a task. Simply click a single button at the start of each task and forget about it.
- CDWeb offers an integrated Glossary, enabling your team to work faster by creating personal abbreviations for commonly used terms and phrases. Later, when entering narrative text, the user simply types the glossary abbreviation and CDWeb automatically expands it to its full phrase.
- By using Carpe Diem's Report Assistant, your staff can now print time or expense entries in a range of formats or even create customized formats. CDWeb creates your reports in Adobe® Acrobat® and automatically displays them in the Web browser as clearly and as professionally as our desktop modules.
- CDWeb remembers recently used clients, projects and other validation information in "Favorites."
- CDWeb switches effortlessly between timekeepers.
- CDWeb's enhanced entry form speeds data entry tasks. Your administrative staff can create dozens of time or expense entries in just minutes.

Site Synchronizer

- Building upon our proven mobile synchronization technology, Carpe Diem Site Synchronizer extends two-way synchronization of data and configuration information to your branch offices. Site Synchronizer keeps branch offices up-to-date with the latest validation data, configuration information and security data. Branch offices exchange time and expense entries, favorites and personal preferences with the central office.
- Site Synchronizer automatically updates the software in your branch office when you upgrade Carpe Diem in your central office. No more branch office installation headaches!
- All Carpe Diem administration is performed in the central office, so no system managers are required in your branch offices.
- Expensive dedicated data lines are not required to use Site Synchronizer; any dial-up or high-speed Internet connection will suffice. Site Synchronizer uses strong encryption to protect the privacy of your data over the public Internet.
- Since all branch office data is synchronized with your central office, the branch is protected against catastrophic loss of Carpe Diem data.
- Site Synchronizer eliminates duplicate time sheets for regular hours tracking and project tracking.
- Allows you to make quicker decisions about resources.

Best Software Inc www.bestsoftware.com
In the UK, Europe and the Middle East:-
Deepak Sareen Associates Ltd
Ambassador House, Cavendish Avenue
Harrow, HA1 3RW, United Kingdom
www.dsareen.com
+44 (0) 20 8423 8855

best
software

insights for the life of your business™