

**Version 10 of DOVICO Timesheet** includes many new powerful and useful features to help make the software a more effective and efficient business tool. With both 'ease of use' and 'listening to clients' as factors in our design and feature selections, we are confident that these additions and changes - brought to our attention by you and others - will contribute to your corporate success.

## New in DOVICO Timesheet - moving from version 9 to 10

### **Time Lockout**

The Time lockout feature allows a company to specify a lockout date after which no employee is permitted to enter or submit time to the lockout period. Time Lockout is important for those companies using the time data for payroll, billing, or any purpose where it is critical that no information is added, or altered, after a specific date.

### **Alternate Approvals**

The alternate approvals feature allows approving managers to pre-select their alternates, allows managers to easily change their status (in/out) and automatically sends e-mails to the alternate approving managers requesting that they approve time and expenses during the period.

### **Approval Summary tab**

Overhauled the Approval process with the new Approval Workspace including adding a new approval summary tab where the approver not only sees the time needed to be approved, but also all previously approved time for those tasks to gain context as to how those projects and tasks are progressing.

### **Security - Limited Access**

Limited access is an enhanced security mechanism permitting information about specific projects, employees, tasks, etc. to be explicitly hidden from certain managers, team leaders and empowered employees who have access to the Administrative areas of the software. Limited Access is important for those companies wanting to restrict information visibility between departments, teams, etc. This new feature not only increases the security by limiting access but it also makes it easier for users to find relevant information as they only see those projects and tasks that they are working on.

### **Expense Sheet Management**

Submitted and approved expenses are kept as whole expense sheets in the software, and remain available to the user who submitted the expense sheet. In addition, managers are able to flag each expense sheet as paid or unpaid, while improved filtering assists those working in the Expenses view.

### **Login improvements**

The login screen remembers the user's login name and database. For those who occasionally forget their password, a 'forgot password' link is available that e-mails the employee a new password.

### **Forced Time Entry Descriptions**

For each task in the database, an option is available to force users to enter a description when time is entered against a specific task.

### **Budget vs. Actual Statistics**

The ability to quickly review budget vs. actual data from the Project Assignments view is available as a form of 'instant reporting'. By clicking on any item in an assignment hierarchy, a manager is able to view summary time and costs on the chosen client, project, task group, task or employee.

### **Manager control of ETCs**

The ability for managers to review and adjust employee ETCs (Estimate Time to Complete) is available from the Budgeted Time & Costs view.