

## 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...

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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

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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

Page Size   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 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

Page 1 of 1


Page Size  
Total Items: 6

	Employee	Last Name	First Name	Middle Name	Email Name	Department	Username	Role	Status
	1	Smith	Jerry			Engineering	1	A	A
	2	Hill	Albert			Finance	2	U	A
	7	Jones	Allen			Engineering	4	A	A
	9	Kays	Jim			Engineering	5	A	A
	11	Nelson	Sam	M	sam@gmail.com	Finance	11	U	A
	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