



digitaltimecapture
INDUSTRIAL TIMESHEET MANAGEMENT

Capture. Approve. Invoice

Digital Time Capture (DTC) is a comprehensive cost tracking and invoicing system that gives industrial construction companies accurate and immediate insight into project costs. Applying a real-time costing system results in more effective and profitable project management and timely revenue collection.

Priorities we hear from our clients:

- Provide an easy-to-use data collection system to manage project costs on-site.
- Generate accurate and timely invoices.
- Handle high volumes of data input with minimal overhead.
- Enable organizations to work across multiple locations.
- Integrate data with payroll, scheduling, job costing, human resources and ERP systems.
- Generate customized reports on demand.

We provide measurable impact on our clients' performance by:

- Increasing the expediency and accuracy of the invoicing process.
- Reducing costly reconciliation exercises.
- Collecting, validating and approving project information.
- Improving precision and speed of project status reporting.
- Automating and integrating information systems.

With DTC you can:

- Track labour, equipment, materials, expenses, subcontractors, daily costs and overall project progress.
- Manage approvals, cost, payroll, and charge rates, daily work activity, contract exceptions and change requests.
- Preview, generate and maintain invoices; grant clients secure login privileges to review, comment and approve or reject time sheets from their own PCs.



Easy to Use

Easy online access gives executives and project managers immediate access to DTC's accurate up-to-date project information with a variety of user-friendly features.

- Access project information quickly and easily directly from the job site.
- Manage complex rates and validation rules to minimize data entry errors.
- Import and export data directly to and from Microsoft Excel and other information systems such as payroll, scheduling, job costing, human resources and ERP systems.
- Project information is distributed through a centralized storage and administration system that provides multiple levels of user access and visibility settings.



Real-Time Reporting, Productivity & Scheduling

DTC can generate any report or an invoice as quickly as timesheet data is entered and approved minimizing lengthy reconciliations, payment delays and cash flow crunches. DTC's reporting capabilities include:

- Real-time accurate information about project costs, productivity and completion forecasting.



- Clear and concise reports and updates generated at the job-site or head office.
- User-defined report formats, including graphical reports that can be printed, emailed or exported to Microsoft Excel for additional analysis or formatting.
- Integration with various scheduling applications such as Oracle Primavera and Microsoft Project. Schedules can be quickly updated with actual hours for accurate progress and forecasting metrics.

Centralized & Secure

Centralized storage and management of project information from all field locations is essential to effective business operations. DTC can be managed from head office with full or selected functionality available to field locations while ensuring data security. Specific features include:

- Central administration of payroll, rate management, human resources and invoicing functions, ensuring confidential information remains confidential.
- System administrator functionality ensuring consistency in maintenance of security levels, user access and overall configuration.
- Geographical and departmental visibility settings ensuring users only see information relevant to where they are working.
- User level access for day-to-day data entry, timesheet approval and report generation on site.
- If required, DTC offers secure data storage & back-up which mitigates risk and ensures immediate data retrieval.

Scalable and Flexible

No matter what size an organization is, accurate and timely data input is the key to effective project management. DTC contains an open architecture that allows for the timely import and export of accurate data between itself and other major business systems. Specific features include:

- On-demand accurate invoice generation for specific projects, clients, time frames or any other desired criteria.
- Ability to enter line items on the fly (i.e. fixed fees, overhead, small tools or consumables).
- Export invoicing data to Microsoft Excel and a variety of other electronic formats.
- Flexible rate tables that establish charge, payroll, or cost rates by project, resource, classification, effective date, shift, pay type and more.