



The Renown Calendar Timesheets software consists of two key components; an Outlook Plug-in and a .Net smart-client application. Users can enter Project Details (Project, Task, Labour Class, Work Type, etc) against any Calendar Appointment in both Connected and Disconnected (Online/Offline) modes. Project information is synchronised between the Dynamics SL Server and user workstation (client) whenever a network connection is established. Users can key Timesheets offline and then re-connect at a convenient time to submit their completed Timecards.

KEY FEATURES INCLUDE:

- 📅 Calendar style view and entry of Timesheet Details
- 📅 Employee utilisation display
- 📅 Entry of Timesheet details (Project, Task) in Outlook
- 📅 Integration to Dynamics™ SL Project Series
- 📅 Outlook synchronisation / import
- 📅 Appointment Colour coding - (Billable/Non-Billable)

TIMECARD PREVIEW

The Timecard Preview screen is a smart client application that allows the entry and maintenance of appointments and timesheet information. Appointments can be created in one of three ways;

- Manual Created** Using the new button or right mouse click functionality a new appointment can be created within the Timecard Preview screen.
- Created in Outlook** During creation of an Outlook Appointment project information can be added which will auto-create a Timecard Appointment in the Timecard Preview screen.
- Imported from Outlook** It is possible to import all (non-private) Outlook Appointments into the Timecard Preview screen and then add any necessary project information.

Week Selection

Select the Timecard week using the Week-End drop-down or Month Calendar.

Utilization

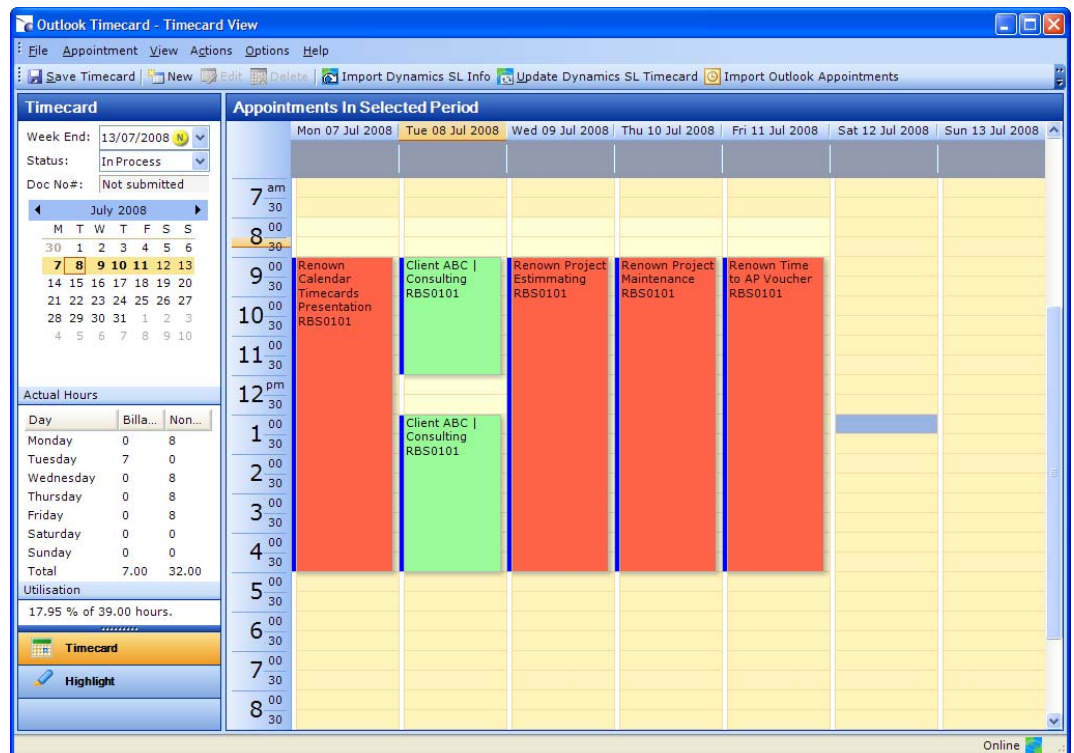
Show Employee utilization for Billable v Non-billable hours posted to projects.

Dynamics Project Info.

When online load Project Data; Project, Task, Labor Class, Work Type, for processing to Timecard Appointments.

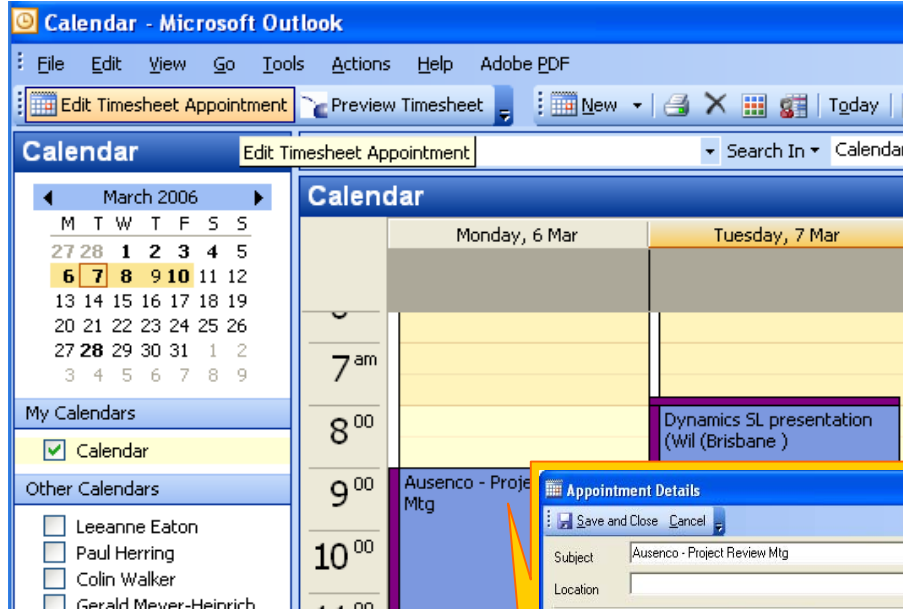
Dynamics Timecards

Create / Edit Dynamics SL Timecards including the setting of Timecard status to "Complete" for routing to Project or Line of Business Approvers.



OUTLOOK PLUG-IN AND INTEGRATION

Functionality has been added to Microsoft Outlook to enable Outlook Appointments to be uploaded to a Renown Timecard. The Renown Timecard Appointment enables users to enter Dynamics SL Timesheet information for an Outlook Appointment.



The Renown Timecard Appointment can be launched by:

1. The Outlook Toolbar Button
 2. Appointment [Right][Click] menu
 3. From the Renown Calendar

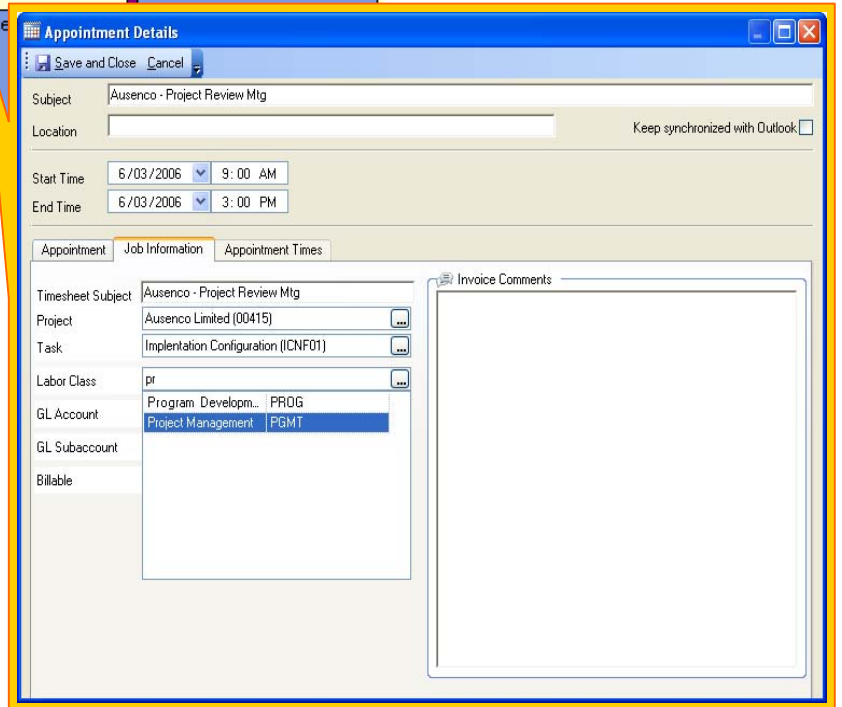
The Appointment's Timecard details are written to an XML data store on the User's workstation enabling data entry in online or offline modes.

The "Keep Synchronized with Outlook" checkbox ensures all changes to the Renown Appointment including; Subject, Body, Start and End Date/Time will update the Outlook Appointment.

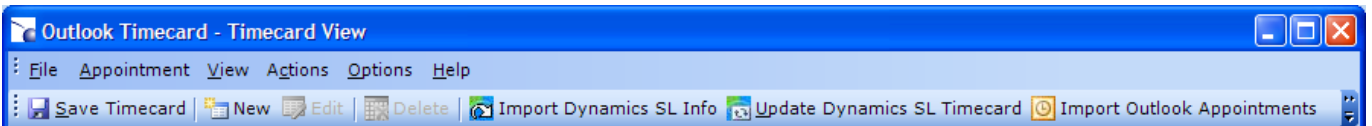
Appointments created in the Renown Calendar Timecard will also be created in Outlook when the "Keep Synchronized" check box is checked.

The Body of the Outlook Appointment can be automatically copied to Timecard Invoice Comments field.

All fields use predictive text drop-down menus for quick selection of valid Dynamics SL Project Timecard data.



The Renown Calendar Timecard provides a menu option to import Outlook Appointments for the selected week.



Renown Calendar Timecards can be used independently of Outlook, but can also integrate where it is preferred.

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