ExpressTime Solutions

Timekeeping ♦ Inspections ♦ Customer Communications

Administration Settings - It is recommended that each person accessing your database should have their own login and password. ExpressTime is designed for multi-user use and therefore includes the setup of various users and their access on a screen basis. The System Administrator will be able to limit or broaden each user's program authorizations. This is done by using the check boxes beside each area of ExpressTime.

Easy Set Up – Basic information is all that is needed to get started using ExpressTime. Use the Quick Start guide to set up Users, Building and Employee records.

Extended Building Contacts List -This extension of the main contact list allows users to enter multiple contacts such as emergency after hour contacts, project managers or billing contacts. This information is used into our Communication Manager as well, so that clients can login to their own personal client portal.

Building Notes – Client issues are easily tracked and noted when used in conjunction with our Communication Manager, so everyone stays abreast of what's happening.

Approved Supplies – Specific supplies can be assigned to each building, thus creating a drop list of approved chemicals, supplies and miscellaneous supplies to be used when creating supply delivery tickets in the scheduling tab. Easily identify which supplies and chemical are billable and identify the pricing level, eliminating the guesswork

Notifications - This feature allows ExpressTime to send an easy to read text messages or emails notifying supervisors of no shows, late clock in's and early clock outs. Paging is still available as well.

Scheduling - Employee scheduling begins with the weekly planner. The weekly planner is the template used to create regular weekly scheduled services for each building. Notification services will not work if the buildings are not scheduled.

Exceptions\Quick Edit – The Exceptions/Quick Edit screen group's services and exceptions onto one screen so everything can be viewed and edited in one place, eliminating the need to go to multiple screens and or reports. Edits such as pay rate changes, missed punches, adjustments and several more can be made on this page.

Drive Time Tracking – This feature was added to help track drive time for employees that clock into multiple sites per a shift without adding additional time to existing buildings and budgets. Thus reducing the time and costs associated with multiple "clock ins."

Budgets and Statistics Reporting - ExpressTime includes options for entering budgeted revenue, labor, supplies, and hours per building. This information is used in generating Client Statistics which is a powerful tool that allows management to analyze the labor cost of each building. It includes comparisons to target (Budget) hours and percentages of revenue, as well as labor percentages and expenses among many other things.

The Work Order Request - Create cleaning/project proposals, work order requests, and completed work orders for floor care, window cleaning, pressure washing, and other specialty jobs. All documents are in a professional and printer-friendly format, adding that extra touch to your proposals.

Task Schedules – Provides the framework for assigning clear task definitions by outlining specific cleaning areas and frequencies. Useful reports can be created for client contracts and employees. All documents are in a professional and printer-friendly format, adding that extra touch to your proposals.

Mobile Applications - Online users – The **KeyTime Mobile** feature allows the employee to clock in and out from their smart phone which will verify their location with GPS coordinates. Employees can view their accumulated hours for the day or week alone. Future work schedules can also be viewed.

With **ETO Mobile**, supervisors can check the status of a building, employee punches and schedules as well as client and Employee contact information.

Employee Screen – Quickly access employee schedules, weekly planners and building list from the employee record. This feature also allows you to quickly jump to the building screens to make schedule modifications.

Personal Time Off – Track personal time off, vacation, sick, bereavement, holiday, comp etc... Administrators specify the allotted hours earned and ExpressTime tracks the total of PTO used and remaining.

Payroll Exports – ExpressTime exports to most major payroll companies as a part of the standard offerings. Others may be added as custom at additional programming cost.

Express Audit – Track edits made in the program. This will help administrators to identify who/when changes were made, minimizing confusion amongst users.

Monthly Auto Scheduler - ExpressTime will automatically reschedule your existing weekly planner(s) on or around the 25th of each month. Under the "Data Format Settings" you can select **yes** to use the monthly auto schedule feature.

We at ExpressTime Solutions are dedicated to helping you get the most out of our products. We offer free one-on-one training sessions in addition to guides that will help you get an understanding of how to enter data and how to apply the great features ExpressTime Solutions has to offer.

One-on-one and refresher training is available for all clients and their office personnel.

To learn more about the features listed and the many more offered, contact us by phone or email at 888-457-7978 or support@expresstime.net