

The logo icon consists of three horizontal white bars of equal length, stacked vertically and slightly offset to the left.

# Report Time

your timesheet software, simplified.

# Introduction

Do you have employees or consultants that you would want to track their daily weekly and monthly input to the project deliverables? If so, **ReportTime** is the tool for you.

Our **ReportTime** software is a tried and tested system, designed together with actual clients to ensure it fits perfectly into the business processes, activities and tasks and project deliverables. ReportTime measures performance against the agreed and set deliverables, it also come handy when the consultants are billing for the job they have done. Another vital reason for **ReportTime** is the budget tracking against the project activities, this allows the project manager to proactively plan and adjust the activities against the budget

**ReportTime** software is easy to set-up and maintain, and being a web based solution can be accessed from any location where there's a stable internet connection. **ReportTime** is currently being used by the Ministry of East African Community and has contributed to the excellent reporting performance of the ministry.





## Key Features

- » **Action Plan** - Track the progress of the organizational annual action plan, including objectives tracking.
- » **Performance Reports** - Automatically generate the weekly, monthly, quarterly and annual reports that show the progress of each unit (department) and staff.
- » **Budget Tracking** - Track the budget allocated to every output.
- » **Timesheets** - Provide an electronic interface for staff to fill in their daily timesheets tasks linked to the action plan.
- » **Central Depository** - A centralized library where users can upload documents relevant to the projects being done.
- » **Target tracking** - A simplified way of tracking the progress of the targets.

# Key Benefits

## Organizational Heads

- i. Provide a snapshot of the progress of activities in the action plan that can be used to identify risks and mitigate early enough
- ii. Compare performances within the various units and against the overall baseline.
- iii. Offer a more efficient way of collecting and analyzing data on the activities performed.
- iv. Provide a faster way to quantitatively measure the output of each function of an organization.
- v. Centralized access- Give heads of organization access to employee timesheets to trail the activities being done.

## Unit Heads

- i. Faster monitoring of the action plan implementation in each unit..
- ii. See the gaps in the activities early enough to resolve concerns before they become catastrophes.
- iii. Automatically generate reports for the staff and activities.
- iv. Review the targets given to the units and ensure they are being met.

## Staff

- i. Provide a fast and simplified way of logging in information about the activities performed.
- ii. Provide a clear and efficient way of providing feedback to unit heads about the activities done.
- iii. Provide a less cumbersome way of organizing and storing records.
- iv. It's a web based solution therefore staff can log in and submit timesheets in any location with a stable internet connection.





## ReportTime May Be Used By;-

- » **Government Ministries** - To help in more efficient planning of resources.
- » **Local Governments** - To eliminate manual, paper based systems currently in use to track progress.
- » **Non-Governmental Organizations** - To ensure the funding disbursed by their donors and partners is put to good use.
- » **Corporates** - To track the implementation of the strategic plans and see what are the key growth sectors.
- » **Diplomatic Institutions** - To enable staff scattered in various locations to indicate the activities they are doing and raise awareness of the challenges they are facing early enough.

## Interested? Contact Us For A Demo

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