

TimeControl

Express

QuikStart Assistance

Overview

While most TimeControl Express clients choose to set up the system themselves, some organizations request that HMS provide assistance with the initial setup of the system. The TimeControl Express QuikStart Assistance Program is structured to provide consulting and training to organizations in their start-up and implementation of TimeControl Express. As needs vary from organization to organization, the program outlined below is the one most often requested by mid-sized companies setting up TimeControl as their project-oriented timesheet system.

How it works

Following your purchase of TimeControl, one of our consultants will spend a day at your location working on the start-up, deployment and implementation of TimeControl. A few weeks prior to our on-site visit, we will send your TimeControl Administrator a QuikStart Checklist; a series of tasks that must be completed before your implementation to ensure that you get the full benefit from our QuikStart program. As well, our consultant will follow-up in the weeks prior to implementation to ensure you are on track and to answer any questions you may have.

What we will cover

The TimeControl QuikStart Assistance Program will cover the installation, and initial setup of your TimeControl system. Our consultant will help train your TimeControl Administrator in the few items he or she will need to know to get TimeControl up and running as quickly as possible.

Finally, we'll establish the basic procedures that your organization will be implementing so that your TimeControl system will start delivering consistent results immediately.

What you need to do

Your TimeControl Administrator must complete the QuikStart checklist prior to your implementation. Crucial to the smooth start-up and implementation of TimeControl, is the prior identification of the people responsible for different aspects of the timesheet process and the assurance that they will be available at specific times during implementation. The TimeControl Administrator should be available for the entire implementation.

Why it works

One word: leverage. The TimeControl QuikStart Assistance Program enables a consultant, not only experienced in TimeControl but in project management and timesheet systems, to spend time in your environment dedicated exclusively to the start-up and implementation of your TimeControl system - someone at your fingertips who has already climbed the learning curve you're beginning, and brings to the overall picture years of experience in assisting organizations just like yours in automating their project control environments.

What it costs

The TimeControl QuikStart Assistance Program is \$1,500 US for the one-day program plus any travel and per diem expenses.

Who it's for

The TimeControl QuikStart Assistance Program is for organizations who need to have their timesheet system up and running in a stable and effective manner, in as short a timeframe as possible.

The QuikStart Schedule

and HMS Software

ID	Task Name	Duration	Day -1	Day 1
1	Pre-QuikStart initialization	1 day		
2	QuikStart Day	1 day		
3	Validate Installation	1 hr		
4	Configure TimeControl	3 hrs		
5	Create reports / exports	2 hrs		
6	Training	2 hrs		

Before we arrive

- Locate data to be loaded into system
- Identify project members
- Identify TimeControl administrators
- Format legacy data into CSV or Excel files
- Kick off meeting
- Determine TimeControl Administrator
- Install TimeControl Establish General Settings
- Install TimeControl
- Identify initial users and approval routing
- Identify supervisors
- Identify project managers

The QuikStart Day

Installation (1 hr)

- Review and check the TimeControl installation

Configuration (3 hrs)

- Establish security and access settings
- Populate User Profile table
- Establish initial Employee table
- Enter initial Employee table entries
- Establish initial users
- Enter initial User table entries

- Establish rate structure
- Begin to enter Rate table data
- Establish project management system links requirements
- Establish project list
- Enter first project table entries
- Automatically import charge codes
- Review overhead codes
- Review Automatic Validation rules

Create reports/exports (2 hrs)

- Review standard TimeControl reports
- Review standard exports
- Create new reports/exports as required
- How to create new reports

Training (2 hrs)

- How to find missing timesheets
- How to rejecting or approve timesheets
- Linking to Project management systems
- Adjusting hours using Debit/Credit function
- Week closing process
- Establish the posting process
- Troubleshoot any outstanding issues

HMS Software

HMS Software, a division of Heuristic Management Systems Inc., is a Canadian-owned company based in Montreal, Quebec, Canada. Established in 1984, HMS is a leading provider of project-oriented products and services.

Founded originally as a project management consulting firm, HMS Software has maintained its technical orientation throughout the years. Our consultants and technical staff have a diverse and in-depth knowledge of project management methodologies as well as the enabling technologies that make our automated solutions possible.

In 1993, HMS Software launched its flagship product **TimeControl**, an enterprise timesheet system designed for organizations that need to track time for both finance and project management. TimeControl is now in use over a hundred thousand uses worldwide.

HMS has offices in Toronto, Canada and representatives and distributors worldwide including Australia, the United Kingdom, Italy, the Netherlands, South Africa, and the USA.

HMS Software is proud to include among its clients some of the world's major corporations including: Dofasco Steel, Bombardier Canadair, CAE Electronics, EDS, General Motors, Credit Suisse/First Boston Bank, the U.S. Navy, Motorola, Global Crossing, MDS Sciex, First Trust Corporation and SAAB.

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