

Retain Resource Planning System

Retain Time

The core role of Retain Time is to capture where each resource has spent their time. The main screen reflects a familiar timesheet format much like traditional paper based timesheets.

Retain Time can be used in a networked environment or as a stand-alone system. When integrated with Retain Resource Planning System, the resource planning system, Retain Time can provide powerful up to the minute comparisons of plan versus actual time and costs.

The screenshot shows the Retain Time software interface. The window title is "Retain Time - User: Default". The menu bar includes File, View, Timer, Timesheets, Reports, and Help. The toolbar contains various icons for file operations and time recording. The main window is titled "Anderson, S" and shows a timesheet for the period "01 - 31 Aug, 2008".

The interface is divided into several sections:

- Resources:** A list of resources including Anderson, S, Arthur, RD, Bean, A, Broderick, T, Bryden, I, Chamber, A, Clark, S, Clarke, G, Coles, G, Cornell, M, Cox, E, Day, A, De Winter, R, DiToro, Paolo, and Duncan, M.
- Periods:** A list of time periods from 01/03/2008 - 31/03/2008 to 01/09/2009 - 30/09/2009.
- Jobs and Components:** A table with columns for Job, Component, and Status. The jobs listed are Calderhead Consulting (Analysis, InComple), Abacus Computers (Design, InComple), Cashless Systems (Build, InComple), Dobbin & Solvit (Final Stage, InComple), Grantham Lytho (Final Stage, InComple), Diving Systems (Package Imp, InComple), and Focus Television (PM Training, InComple).
- Timesheet Grid:** A grid with columns for days of the week (1 Fri, 2 Sat, 3 Sun, 4 Mon, 5 Tue, 6 Wed, 7 Thu, 8 Fri, 9 Sat) and rows for each resource. Time values are entered in the cells, such as 8.0 for Anderson, S on Friday.
- Comments:** A text area at the bottom with the comment "This Project is in its final stage. Needs final review."

Features

Timesheet Entry: a timesheet is displayed for each resource, for a specified time period which would commonly be weekly or monthly, but can be customised. Time is entered in the spreadsheet like interface.

You can also use the following options in respect to timesheets:

- There is an additional drop-down list in the timesheet screen, called 'components'. It is possible to set up Retain Time so that components are displayed against each timesheet entry and so analyse the time recorded against jobs in greater detail.
- 'Copy previous' - copies jobs defined in the previous month's timesheet into the current timesheet to speed up data entry.
- 'Get planned jobs' - copies in planned jobs from Retain Resource Planning System
- Built in timer, to allow detailed time recording when working at your desk
- Checks can be set up so that time entered is within standard limits
- Facility to deal with flexitime

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Timesheet administration: track the status of timesheets submitted by staff.

For example, you may need to make sure that timesheets are always completed on time and that they are approved by someone with the appropriate authority. Retain Time helps you do this. In a networked environment, it can even allow your users to submit, review and authorise timesheets 'on-line'.

Reports: Retain Time is provided with a special version of our Reporting package. This allows reporting on time and costs by staff member or project, and also to generate useful statistics such as utilisation.

Planned versus Actual Costs: when used in conjunction with Retain Resource Planning System, planned time / costs can be compared with actual time / costs. Historic data can be used to aid and streamline the planning and budgeting of new projects.

Efficiency: Retain Time reduces the amount of time spent re-keying timesheet information into systems and removes the need for paper timesheets. Staff key their timesheet information directly into the timesheet system.

Timesheets can still be approved by managers before they are fully accepted into the system.

Monitoring costs: managers can review the timesheet information in a number of ways that paper based timesheet systems do not allow. In particular, the cost of projects can be tracked closely with Retain Time using the reporting tool.

Access rights: where Retain Time is used in a networked environment, staff can use the software directly from their own PCs, to fill out their timesheets, review and authorise timesheets, run reports and carry out various administrative functions. Access to the different functions in Retain Time is controlled by allocating each resource the required access levels.

The capabilities of each access level can be customised using a separate set-up program, but the default levels are:

Manager - can perform authorisation functions

Timesheet only - ability to enter own timesheet only

Administrator - can perform all functions, including database administration and security

Remote timesheet entry: Retain Time would normally be accessed on your network either through the LAN or across your VPN. For stand-alone PCs not connected to the network, timesheets can be generated as Excel files that can be emailed to the administrator for import to the main database.