



TIME RECORDING AND CONTROL

User Manual

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1.1 Start Up: Installation

Files on the installation CD:

- Setup.exe – installation file
- SetupExtrem.bat – command file for quiet installation
- Import Templates – directory containing templates for files to be imported into the database
- Extrem_Timesheet.doc – the user manual
- CreateExtremDatabase.sql – script to create the “Extrem” Database

Use the Setup programs to install EXTREM program and files in the directory you want (ex: C:\ExtremSoft\). After installation, this directory should contain the following files:

- **ExtremSoft.EXE** – main program
- **ExtremSoft.INI** - initialization file
- **TsFiles** – subdirectory for time sheet files, which contains:
 - **TsWeek.xls** - Excel form for the weekly Time Sheet.
 - **TsMonth.xls** – Excel form for the monthly Time Sheet
 - **Report01.xls, Report02.xls,...** - Excel forms for Time Sheet reports
- **TranslateFiles** – subdirectory for translation files, which contains:
 - **language.txt**
 - **translat.txt**

Install the SQLServer database::

- install SQLServer software on a Windows 2000 server (let’s say it’s IP address is 150.125.60.214)
- create a user “adminextrem” with a password “extrempassw”
- create a catalog for your database (ex: EXTREM)
- add the user “adminextrem” as this database owner
- modify the initialization file (EXTREM.ini) to reflect this configuration:

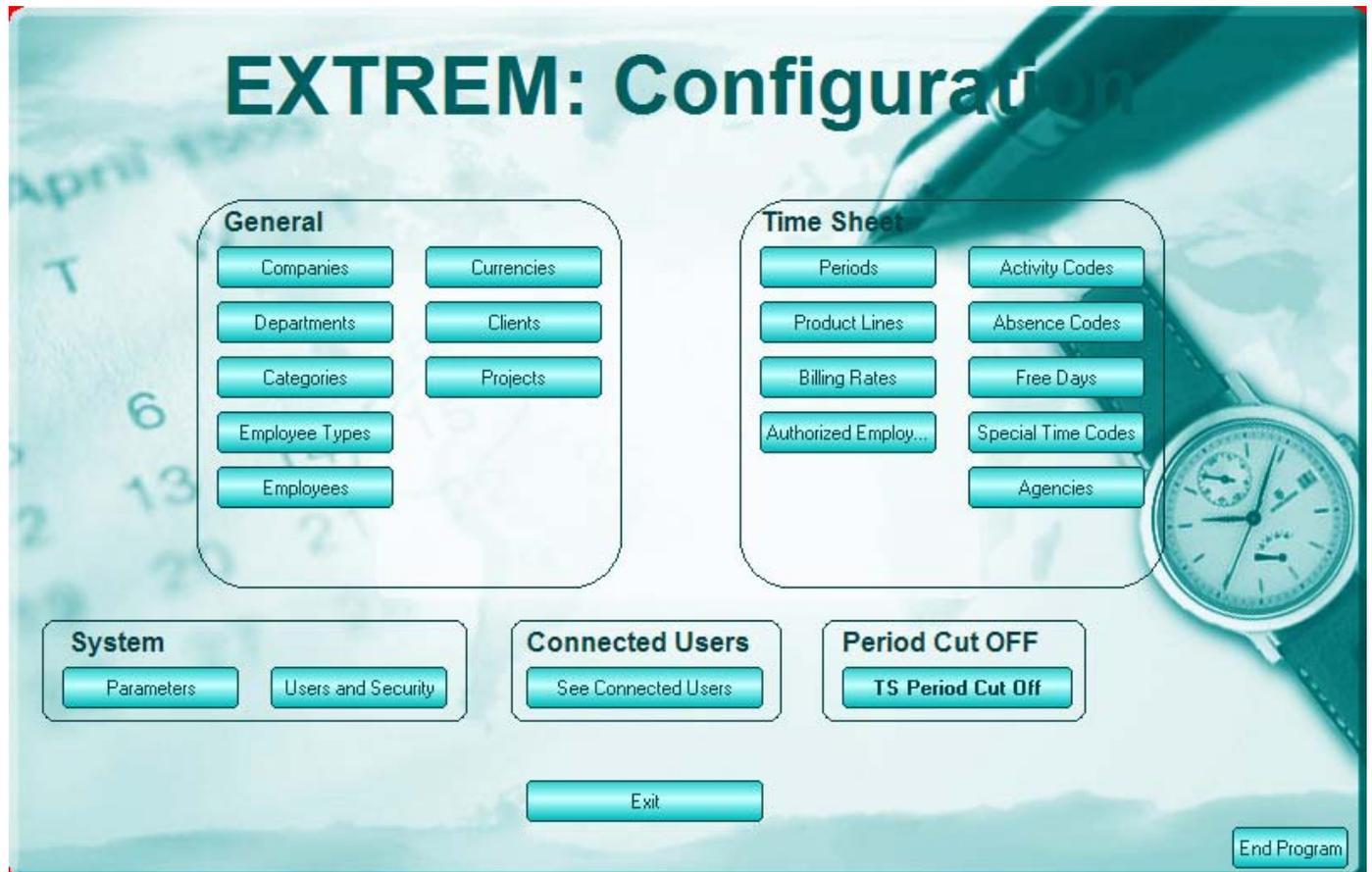
[Database]

```
DataBaseType=SQLServer  
DataBaseName=EXTREM  
NetWorkLibrary=dbmssocn  
Server=150.125.60.214  
QueryTimeOut=300
```

- Create the tables and views on SQLServer, using the database creation script (CreateEXTREMDatabase.SQL).

1.2 Start Up: Configure the companies

After the program installation, the first time you run Extrem, you'll see the following screen:



Click on the 'Companies' button. You'll get the following screen:

Companies				
Company number	Company Name	Mother Company	Language	
1	EXTREM SOTWARE USA		English	1 - Extrem Sotware Usa
2	EXTREM ROMANIA		English	2 - Extrem Romania
3	EXTREM FRANCE		English	3 - Extrem France
4	EXTREM BELGIUM		English	360 - Extrem Marseille
5	EXTREM NORTH EUROPE		English	350 - Extrem Informatique
100	EXTREM NEW YORK	1	English	330 - Grenoble Office
101	EXTREM ENGINEERING BOS	1	English	320 - Lille Office
102	EXTREM DEVELOPMENT HO	1	English	310 - Lyon Commercial Office
105	TECHNICAL SUPPORT DALL	1	English	300 - Paris Office
110	EXTREM ENGINEERING BOS	1	English	4 - Extrem Belgium
				5 - Extrem North Europe

Enter here the information for the company:

Company Number – a number that identifies the company

Company Name – the name of the company

Mother company – the company that owns this company

Language – default language for employees in this company

You need to create at least one company to be able to use the program.

Departments - Show departments

Print - Prints the company list

→Excel - Export to Excel

Import - Imports company list from excel file

1.3 Start Up: Configure the employees and users

Next thing to do is to configure one or more employees in the 'Employee List'.

Click on the 'Employees' option and the program will display the screen for employees configuration.

This screen will be explained in detail in the chapter "Configuration - Employees". For the time being, all you have to do is to enter your employee number and employee name. The system will fill in some of the other columns with default data.

You can add one or more employees at this moment, as you wish.

Display Columns: General Information TS Information												
1133 ALBIN, ILHAM												
	Comp. Number	Emp. Number	Employee Name	Present	Date In	Date Out	Make TS	Dept. Number	Email Address	Productive	Employee Type	Contract Type
▶	300	1133	ALBIN, ILHAM	Yes	01/10/2000	20/05/2003	No	217	bogdan.palada@wa	Yes	Permanent	CDI
	300	2084	ANDRIES, ALAIN	Yes	04/01/1988		Yes	220	bogdan.palada@wa	Yes	Permanent	
	300	11588	AOSSO, MARIELLE	Yes	30/01/2003		Yes	214	MARIELLE.AOSSO	Yes	Permanent	
	300	11577	ARBAGIC, BATIR	Yes	04/12/2002		Yes	220	BATIR.ARBAGIC@f	Yes	Permanent	
	300	11085	Assa, Seed	Yes			Yes	225	Seed.Assa@free.fr	Yes	Permanent	
	300	11002	Assa, Malin	Yes			Yes	214	Malin.Assa@free	Yes	Permanent	

Click 'Exit' when you finished, you will return to the previous screen.

The next thing to do is to configure one or more users in the 'Users List'.

For this, click on the **Users and Security** button and the screen for the user's configuration will be displayed.

This screen will be explained in detail in the chapter 'Configuration - Users and Security'. For the time being, the minimum to do is to configure one user, among the employees already entered in the 'Employee List'.

Enter the company and employee number, validate by hitting 'RETURN' or by changing the column, and type 'Y' (Yes) in the column 'Is Admin' (Is administrator). This will give this person access to all the program options. You don't need to type the employee name; the program will do it for you.

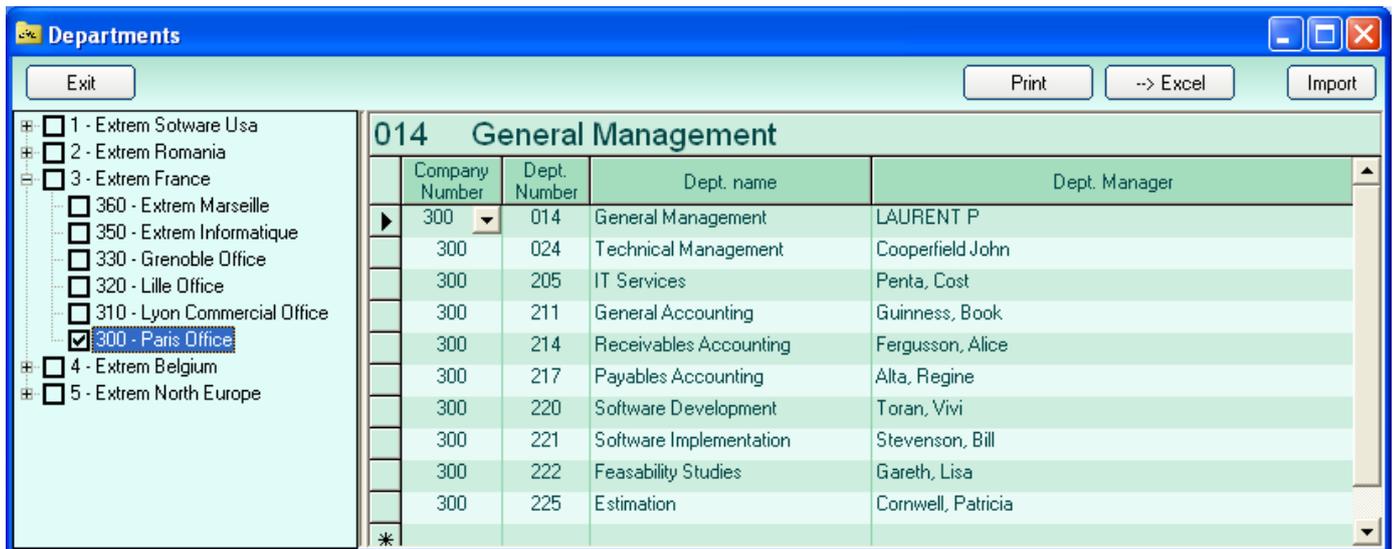
Users																	
Display: General Rights Time Sheet Rights																	
#	Company Number	User Number	User Name	General Time Admin.	Is TS Supervisor	Can Approve TS	Can Do TS Corrections	Can Do TS Special Corrections	Can Access TS Interface	Can Do TS Period Closure	Can Access TS Reports	Category Access	Hourly Rate Access	Buy Rate Access	Bill Rates Access	Projects Access	Activ. Code Access
	300	15208	BROCARD, ELLY	No	Yes	No	No	No	Yes	Yes	Yes	No	RO	NO	NO	RO	RO
	300	11662	Certin, Laeti	No	Yes	No	No	No	No	No	No	NO	NO	NO	NO	NO	NO
	300	11262	Damad, Sasha	No	Yes	No	No	No	No	No	No	NO	NO	NO	NO	NO	NO
	300	32273	DUR, JACQUES-OLIVIER	No	No	No	No	No	No	No	Yes	NO	NO	NO	NO	NO	NO
	300	10000	HARANT, PATRICK	No	Yes	Yes	No	No	No	No	No	WR	wR	WR	WR	WR	WF
	300	1000	Harant, Patrick	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	WR	WR	WR	WR	WR	WF
▶	300	67003	MORTIER, BIBI	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	No	wR	WR	WR	WR	WF
	300	71244	PALARAN, BO	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	WR	WR	WR	WR	WR	WF
	300	94023	TREMOULET, ION	No	Yes	Yes	No	No	No	Yes	Yes	NO	NO	NO	NO	NO	NO
	300	123456	User, NotEmployee	No	Yes	No	No	No	No	No	Yes	NO	NO	NO	NO	NO	NO

Be sure to have at least one administrator in this list General Time Admin=Yes).

Passwords: At the beginning, you can log-in without a password. Please change it immediately after the first log-in by using the 'Change Password' menu.

2.1 Configuration - Departments

The following screen is used for Departments configuration:



Check one or more companies in the company list on the left of the screen to display people belonging to these companies.

Click on the right button to hide/display the company list.

Enter here the information for the department:

- *Company number*
- *Department number – code of the department*
- *Department name – department description*
- *Department Manager – name of the department manager*

2.2 Configuration – Categories of employees

For each company in your group, you can define a list of employee categories. For each category, you can define a cost rate (hourly) and three billing rates (3 Lists).

When you later configure an employee, tell the system to what category he belongs to: and the system will propose the cost of the category as the hourly cost for the employee; you can either accept it or modify it, as you wish.

The categories are defined using the following screen:

Categories															
Billing Lists															
All Lists List 1 List 2 List 3															
Print --> Excel Import															
Company	Category	Description	Hourly Rate	Billing Currency 1	Billing Rate 1 (Per Hour)	Amount Over for Week Ends (Per Hour) 1	Billing Rate 1 (Per Day)	Amount Over for Week Ends (Per Day) 1	Billing Currency 2	Billing Rate 2 (Per Hour)	Amount Over for Week Ends (Per Hour) 2	Billing Rate 2 (Per Day)	Amount Over for Week Ends (Per Day) 2	Billing Currency 3	Billing Rate 3 (Per Hour)
300	ACC2	ACCOUNTING 2	30	EUR	12	10	120	100	USD	22	4	220	40	GB	
300	ACC3	ACCOUNTING 3	35	EUR	13	1	130	10	USD	23	5	230	50	GB	
300	ACC4	ACCOUNTING 4	45	EUR	14	0	140	0	USD	2	6	20	60	GB	
300	ADM1	ADMINISTRATION 1	25	EUR	15	0	150	0	USD	16	7	160	70	GB	
300	ADM2	ADMINISTRATION 2	30	EUR	16	0	160	0	USD	8	8	80	80	GB	
300	ADM3	ADMINISTRATION 3	35	EUR	17	1.7	170	17	USD	24	9	240	90	GB	
300	ADM4	ADMINISTRATION 4	40	EUR	18	15	180	150	USD	42	10	420	100	GB	
300	COM1	COMMERCIAL 1	55	EUR	19	1.9	190	19	USD	25	1	250	10	GB	
300	COM2	COMMERCIAL 2	70	EUR	20	2	200	20	USD	26	2	260	20	GB	
300	DE	DESIGNER	38	EUR	66	6	660	60	USD	67	3	670	30	GB	
300	DOS	DRAFTING OFFICE SUPERVISOR	47	EUR	83	8	830	80	USD	27	4	270	40	GB	
300	DR	DIRECTOR	105	EUR	185	18	1850	180	USD	28	5	280	50	GB	
300	HD	HEAD OF DIVISION	78	EUR	136	13	1360	130	USD	29	6	290	60	GB	
300	PM1	PROJECT MANAGER 1	56	EUR	97	97	970	970	USD	30	7	300	70	GB	
300	PM2	PROJECT MANAGER 2	70	EUR	121	12	1210	120	USD	31	8	310	80	GB	
300	SDR	SENIOR DIRECTOR	150	EUR	21	2.1	210	21	USD	32	9	320	90	GB	
300	SE1	SPECIALIST ENGINEER 1	42	EUR	72	7	720	70	USD	33	10	330	100	GB	

The information to be entered is:

- *Company number*
- *Category, Description – code and description of the category*
- *Hourly Rate – hourly cost for this category*
- *Billing Rates, List 1*
 - *Billing Currency – currency for the billing rate 1*
 - *Billing Rate (Hourly Rate) -*
 - *Billing Rate (Daily Rate)*
 - *Amount Over for Week Ends (Hourly Rate) – for week ends and holidays*
 - *Amount Over for Week Ends (Daily Rate) – for week ends and holidays*
- *Billing Rates, List 2*
 - *Billing Currency – currency for the billing rate 2*
 - *Billing Rate (Hourly Rate) -*
 - *Billing Rate (Daily Rate)*
 - *Amount Over for Week Ends (Hourly Rate) – for week ends and holidays*
 - *Amount Over for Week Ends (Daily Rate) – for week ends and holidays*
- *Billing Rates, List 3*
 - *Billing Currency – currency for the billing rate 3*
 - *Billing Rate (Hourly Rate) -*
 - *Billing Rate (Daily Rate)*
 - *Amount Over for Week Ends (Hourly Rate) – for week ends and holidays*
 - *Amount Over for Week Ends (Daily Rate) – for week ends and holidays*

These billing lists are connected to the project configuration: When a project is added to the project list, if it is BILLABLE, you'll have to configure the Billing List for this project (1, 2, or 3), and to say what rates you want for billing (hourly rates or daily rates). See the screen below, extracted for Project Configuration.

The screenshot shows a software interface titled 'Projects'. At the top, there are several menu buttons: 'Exit', 'Clients', 'Product lines', 'Authorized Activities', 'Billing Rates / Auth. Empl...', 'Special Activity Rates', 'Job Phases', 'Print', '--> Excel', and 'Import'. Below the menus, the main window displays 'Sta 300-MT219 Software Development'. A table lists project details with columns for Company, Job Number, Job Description, Billable, Billing List, Bill Unit (Day / Hour), Activity Code Processing, Equivalent absence code, K2, Product Line, Product line description, and Client Number. The table contains five rows of data.

Company	Job Number	Job Description	Billable	Billing List	Bill Unit (Day / Hour)	Activity Code Processing	Equivalent absence code	K2	Product Line	Product line description	Client Number
300	MT219	Software Development	Oui	1	Hour	None		0	0		
300	T0383	MAD	Oui	2	Hour	Required		0	1	POLYMERS & CHEMICALS	CECA
300	T0700	M.A.D. P/CPTÉ SIDETEC	Non		Hour	None		0	0		
300	T0801	FRAIS DE MAIN D'OEUVRE	Oui	3	Hour	Required		0	1	POLYMERS & CHEMICALS	CLIM
300	T0802	FRAIS ORDINATEUR	Non		Hour	None		0	1	POLYMERS & CHEMICALS	CNIM

The category is linked to the employee configuration. When an employee is added to the list, you define a category for this employee: the system will propose for this employee the hourly rate of the category; you either accept it or change it.

The screenshot shows a software interface titled '1133 ALBIN, ILHAM'. A table lists employee details with columns for Comp. Number, Emp. Number, Employee Name, Category, Hourly Rate, and Real R. The table contains six rows of data.

Comp. Number	Emp. Number	Employee Name	Category	Hourly Rate	Real R
300	1133	ALBIN, ILHAM	ADM1	77	
300	2084	ANDRIES, ALAIN	SSE	56	
300	11588	AOSSO, MARIELLE	ADM1	25	
300	11577	ARBAGIC, BATIR	ACC4	45	
300	11085	Assa, Seed	ACC1	25	
300	11003	Asyme, Malain	A1	25	

2.3 Configuration – Employee type

You can configure several types of employee in EXTREM. For each employee type, you'll have to say if it is INTERNAL (your company staff), or EXTERNAL (from outside the company, either within the corporate, or outside the corporate) .

The following screen will allow you to do just that.

Employee Type	
Exit	
Employee Type	Internal or External
▶ Contractor	EXTERNAL
Group	EXTERNAL
Permanent	INTERNAL
*	

This information is linked to the employee configuration. When you add an employee to your list, you define for him an employee type, as shown below:

1133 ALBIN, ILHAM					
	Comp. Number	Emp. Number	Employee Name	Employee Type	Contra
▶	300	1133	ALBIN, ILHAM	Permanent	CDI
	300	2084	ANDRIES, ALAIN	Contractor	
	300	11588	AOSSO, MARIELLE	Group	
	300	11577	ARBAGIC, BATIR	Permanent	

2.4 Configuration - Employees

The following screen is used for employee configuration:

96258 VANDENE, PHILIPPE							
Emp. Number	Employee Name	Automatic Reimbursement	Bank Name	Bank Number (1)	Bank Number (2)	Bank Number (3)	
1133	ALBIN, ILHAM	Oui	BNP	12345	selsf	serrr	
2084	ANDRIES, ALAIN	Oui	BNP PARISBAS	1234	45454545	1234567890	
11588	AOSSO, MARIELLE	Oui	CA MARSEILLE LE	44	4567	1234567890	
11577	ARBAGIC, BATIR	Oui	CE ILE DE FRANCE	44	4567	1234567890	
11527	AMAR, RACHID	Oui	SG SOGEFRPP	44	4567	1234567890	
11085	Assa, Seed	Oui	CL PUTEAUX LA	44	4567	1234567890	
11512	Zuet, François	Oui	SG PARIS PONT NEUF	44	4567	1234567890	
11318	Zanzibar, Geta	Oui	C. E RHONE ALPES	44	4567	1234567890	
11314	Willy, Grand	Oui	BNP NANTERRE	44	4567	1234567890	

Display options:

Present employees - displays present employees

Not Present employees - displays not present employees (who have left the company)

Check one or more companies in the company list on the left of the screen to display people belonging to these companies.

Click on the right button to hide/display the company list.

The employee information has been split in four major groups, described below:

General information

- *Company number*
- *Employee number*
- *Employee name*
- *Present* - if the employee is present or not
- *Date In* - the hire date
- *Date Out* - the date when he left
- *Make TS* – this employee makes time sheets
- *Department Number* – employee department number
- *Productive* – (Yes or No) – Productive or Unproductive
- *Employee type* – one of the employee type that you have defined (see Employee types’)
- *Approver Company, Number, Name* – person who will approve the time sheet for this employee
- *Part Time(Yes / No)* – for HR only
- *Male / Female (M or F)* – for HR only
- *Classification, Function* – for HR only
- *Email Address* - employee email address, as configured in your Email system. Ask your Email administrator.
- *Language* – language for this employee

Time Sheet information

- *TS in Day / Hour* – time sheet for this employee will be keyed in Hours or in Days
- *Default activity code* – activity that is usually done by this employee

- *Category* – category for this employee. See the chapter ‘Configuration – Categories’ for more information
- *Supervisor Company, Number, Name* – person who will supervise the time sheet input for this employee. This supervisor can also enter the time sheet for the employees that he (she) supervises
- *Agency Number* – the agency code; for external employees
- *Contract number* – contract number (for external employees)
- *Buying Currency, Buying Rate* – currency and amount to pay for this employee (for external employees)
- *Buying Over for Week End* – amount on top of the buying rate, to be paid if the employee works during week ends or office holidays
- *Buying unit* – the buying rate is for 1 HOUR or 1 DAY
- *Hours per Day* – how many hours per day for this employee
- *Qh1,Qh7* – quotas of work hours for each day of the week. A warning will be issued when the time sheet is validated if the booked hours do not match the quotas
- *Qd1,Qd7* – quotas of work days for each day of the week. A warning will be issued when the time sheet is validated if the booked days do not match the quotas
-

How to use this screen:

- New employees - Use the last (empty) line to enter new employees - be sure the employee number is not already in the list (display ALL PEOPLE) and check using the filter option
- Delete - select the entire line by clicking in the leftmost column, then press the ‘DELETE’ key
- Update data - type directly the new information
- Save modifications - click on a different row in the grid or click the  button
- Cancel modifications - press ‘ESCAPE’ to cancel modifications for the current cell. Press ‘CTRL Z’ or press the  button to cancel the whole row.
- Sort ascending - click on a column header
- Press F11 to go to the beginning of the list
- Press F12 to go to the end of the list

2.5 Configuration - Clients

The following screen is used for client configuration:

Client Number	Client Name	Address (1)	Address (2)	City	Country	Postal Code	Vat N
56010	STUART LTD	10, Downing Street		London	GB		VAT 4564
56020	DEEPSEA LTD AUSTRALIA	101, Norway Avenue	45 BOX 2	Sidney	AUSTRALIA		
56100	STUART PARIS						
56220	SELENA TABON						
56231	SMAC ATHENES						

The information to be entered is:

- Client Number - client code
- Client Name - client name
- Address (1) - address (first part)
- Address (2) - address (second part)
- City - city
- Country - country
- Postal Code - postal code
- VAT Number - VAT number

Buttons on this screen:

- Print** - Print the client list
- > Export** - Export client list to Excel
- Import** - Import client list from Excel table

2.6 Configuration - Currencies

The following screen is used for currency configuration:

Currencies						
Currency	Country	Base Currency ? (Yes/No)	Description	Exchange Rate to Base Currency	Last Updated	
▶ AED	EM. ARABES UNIS	Non	DIRHAM	0.259646	17/02/2004	
ADA	ANGOLA	Non	KWANZA	0.016362	17/02/2004	
AZM	AZERBAIDJAN	Non	MANAT D'AZARBAIDJAN	0.000197	17/02/2004	
CHF	SUISSE	Non	FRANC SUISSE	0.60423	17/02/2004	
CNY	CHINE	Non	CHINE YUAN	0.115206	17/02/2004	
CZK	TCHEQUE (Rép.)	Non	COURONNE TCHEQ	0.031689	17/02/2004	
DKK	DANEMARK	Non	COURONNE DANDISE	0.134611	17/02/2004	
DZD	ALGERIE	Non	DINAR ALGERIEN	0.011981	17/02/2004	
EGP	EGYPTE	Non	LIVRE EGYPTIENNE	0.211434	17/02/2004	
▶ EUR	Europe	Oui	EURO	1	17/02/2004	
GBP	ROYAUME-UNIS	Non	LIVRE STERLING	1.537279	17/02/2004	
IRR	IRAN	Non	DINAR IRANIEN	0.00012	17/02/2004	
KZT	KAZAKHSTAN	Non	Tengue	0.006174	17/02/2004	
LYD	LYBIE	Non	DINAR LYBIEN	0.781067	17/02/2004	
MAD	MAROC	Non	DIRHAM MAROCAIN	0.093985	17/02/2004	
NOK	NORVEGE	Non	COURONNE NORVEGIENNE	0.137446	17/02/2004	
PLN	POLOGNE	Non	POLAND ZLOTY	0.248694	17/02/2004	
ROL	ROUMANIE	Non	LEI ROUMAIN	0.000028	17/02/2004	
RUB	RUSSIE	Non	RUSSIAN ROUBLE	0.030055	17/02/2004	
TRL	TURQUIE	Non	TURKISH LIRA	0.000001	17/02/2004	
USD	ETATS UNIS	Non	US Dollar	0.953562	17/02/2004	
XAF	GABON	Non	FRANC CFA	0.001524	17/02/2004	
*						

The **GREEN** row represents your 'Base Currency'.

The information needed is:

- *Currency Code* - international currency code (three characters)
- *Country* – the currency country
- *Base Currency (Yes/No)* - 'Yes' if it is your own currency, 'No' if not. Only one currency can be the base currency at a certain moment
- *Exchange Rate to your Currency* -
- *Last Updated* - date when the last update was done

How to use this screen:

- New currencies - Use the last (empty) line to enter new currencies - be sure the currency code is not already in the list. **Press the Post Currencies button after adding a new line.**
- Delete - select the entire line by clicking in the leftmost column, then press the 'DELETE' key
- Update data - type directly the new information
- Save modifications - click on a different row in the grid
- Cancel modifications - press 'ESCAPE' to cancel modifications for the current cell. Press 'CTRL Z' to cancel the whole row.
- Sort ascending - click on a column header
- Press F11 to go to the beginning of the list
- Press F12 to go to the end of the list
- Export to Excel - click the →EXCEL button - (Excel has to be installed on the computer in order for this to work)

2.7 Configuration - Activities

The following screen allows you to define the activities and sub-activities (details) you perform in your work:

Activity Code	Activity Description
XA100	Software Development
XC110	Construction Coordination
XC120	CONSTRUCTION SIEGE
XD100	PIPING
XD105	STUDIES COORDINATION
XD106	Front End - Preparation
XD136	CAD / 3D
XD200	Design/Drafting - Pipe Support & Stress
XD300	Design & Drafting - Vessels - see UE333
XD400	GENIE CIVIL
XD420	Design/Drafting Underground - see UD400

The information to fill in is:

Activity Code, Activity Description

For each activity, you can define sub-activities (details), by clicking on the + sign inside the cell; the following screen will be displayed:

Activity Code	Activity Description
XA100	Software Development
Detail Codes	
Detail Code	Description
W1	Technical Description
W2	Algorithm creation
W3	Scripting
W4	C++ Programming
W5	VB Coding
*	

Enter in the small window the sub-activity code and description.

This information will be used when keying the Time Sheet to check the keyed information with authorized data configured in the database.

2.8 Configuration - Absences

The screen below is used to configure absence codes in the EXTREM system:

Absence Codes							
Exit Print -> Excel Import							
AA AUTHORIZED PAID ABSENCE							
Absence Code	Absence Description	Is Office Holiday	Is Vacation	Authorized Paid Absence	Non Paid Absence	Sickness	
AA	AUTHORIZED PAID ABSENCE	No	No	Yes	No	No	
AB	Assignee billable absence	No	No	Yes	No	No	
AI	Abs. non autor. non payée - utiliser MS	No	No	No	No	No	
AN	NOT PAID ABSENCE	No	No	No	No	No	
AP	ASSEMBLEE PERSONNEL	No	No	Yes	No	No	
AR	Arrêt de trav. - utiliser MA	No	No	No	No	No	
AT	ACCIDENT TRAVAIL	No	No	Yes	No	Yes	
AU	Assignees unbillable absence	No	No	No	No	No	
BB	MATERNITE	No	No	Yes	No	Yes	
BO	PRISE DE BONUS	No	No	No	No	No	
CB	CONGES SABBATIQUE	No	No	No	No	No	

The information to be entered is:

- *Absence Code* – code for this absence
- *Absence Description* - description
- *Is Office Holiday* – Yes / No
- *Is Vacation* – Yes / No
- *Authorized Paid Absence* – Yes / No
- *Non Paid absence* – Yes / No
- *Sickness* – Yes / No

All this information about an absence will be useful when you define your interface with the accounting and payroll systems

2.9 Configuration – Free Days and Week Ends

The following window is used to define the free days and week ends for each company in the corporate. Free days are office holidays, bridges ... (other than week ends).

Free days

Exit Refresh Print --> Excel

1 - Extrem Software Usa
 2 - Extrem Romania
 3 - Extrem France
 360 - Extrem Marseille
 350 - Extrem Informatique
 330 - Grenoble Office
 320 - Lille Office
 310 - Lyon Commercial Office
 300 - Paris Office
 4 - Extrem Belgium
 5 - Extrem North Europe

Free days						
	Company Number	Day	Month	Year	HoliDay Code	Description
	300	25	12	*	OF	Christmas
▶	300	1	5	*	OF	First of May
*						

Week Ends						
	Company Number	Week End Day 1	Week End Day 2	Day 1 Name	Day 2 Name	Comment
▶	3	4	5	Thursday	Friday	Jeudi et Vendredi
	300	6	7	Saturday	Sunday	
	310	4	5	Thursday	Friday	
	320	1	2	Monday	Tuesday	
*						

First, select the company for which you want to enter the free days. Then, enter the free days for that company. The information to enter is:

- *Company Number* – code of the company
- *Day, Month, and Year* – date of the holiday. If it's the same date every year, enter * in the year cell, if not, enter the year.
- *Holiday Code* – absence code for this free day. This code will be checked when entering a time sheet; the system detects a free day thanks to this configuration, and thus is able to check the absence code for this day.
- *Description* – enter a description for this free day

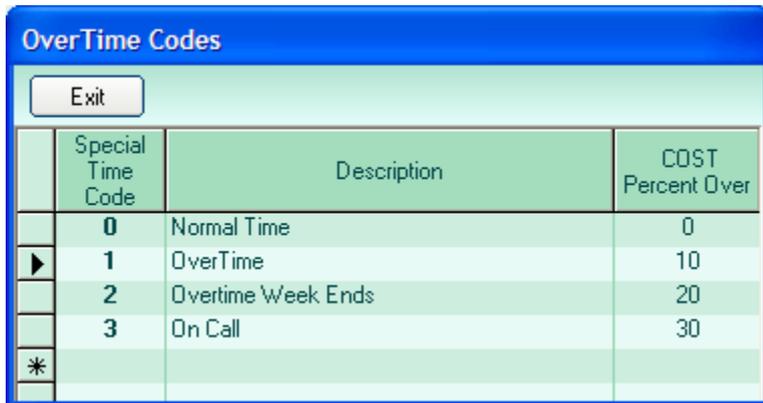
The second table allows entering week ends for each company. The information in this table is:

- *Company Number* – code of the company
- *Week End Day 1* – Number of the week day that represents the first week end day (1=Monday, 7=Sunday)
- *Week End Day 2* – Number of the week day that represents the second week end day (1=Monday, 7=Sunday)
- *Comment* – enter a comment for this line

You need to enter only the company number and the first week day; the system will do the rest.

2.10 Configuration – Overtime / Special Time

The following screen is used to define types of time: normal work time, overtime, on call time, etc.



Special Time Code	Description	COST Percent Over
0	Normal Time	0
1	OverTime	10
2	Overtime Week Ends	20
3	On Call	30
*		

The information to enter is:

- *Special time code* – a code for this type of time (numeric) 0= Normal time
- *Description*
- *Cost: percent over* – percent over for the cost of the work for this type of time

2.11 Configuration - Projects

The following screen is used for project configuration:

Company	Job Number	Job Description	Date In	Date Out	Specific Employee List	Billable	Billing List	Bill Unit (Day / Hour)	Activity Code Processing	Equiv. absen coc
300	5253	PUSAN, KEOJE, ETUDES APD ET	01/04/2001		No	No		Hour	Required	
300	MT001	M.A.D. P/CPTÉ EXTREM	01/07/1998		No	No		Hour	None	
300	MT002	M.A.D. P/CPTÉ INTER G	01/07/1998		No	No		Hour	None	
300	MT205	MAD POUR LE COMPTE SEAMP	01/07/1998		No	No		Hour	None	
300	MT210	M.A.D. P/CPTÉ SCOBAT	01/07/1998		No	No		Hour	None	
300	MT212	MAD POUR LE COMPTE BEIG	01/07/1998		No	No		Hour	None	
300	MT219	M.A.D. P/CPTÉ E.E.	01/07/1998		Yes	No		Hour	None	
300	T0383	MAD	01/07/1998		Yes	Yes	2	Hour	Specific	
300	T0700	M.A.D. P/CPTÉ SIDETEC	01/07/1998		No	No		Hour	None	
300	T0801	FRAIS DE MAIN D'OEUVRE	01/07/1998		No	Yes	3	Hour	Required	
300	T0802	FRAIS ORDINATEUR	01/07/1998		No	No		Hour	None	
300	T0803	FRAIS DEPLACEMENTS	01/07/1998		Yes	No		Hour	Required	
300	T0842	FRAIS ORDINATEUR SERVICE	01/07/1998		No	No		Hour	Required	
300	T0843	FRAIS DEPLACEMENTS	01/07/1998		No	No		Hour	Required	
300	T0844	FRAIS EDITIONS PHOTOCOPIES	01/07/1998		No	No		Hour	Required	
300	T0845	FRAIS FOURNITURES DE	01/07/1998		No	No		Hour	Required	
300	T0846	FRAIS MICRO INFORMATIQUE	01/07/1998		No	No		Hour	Required	
300	T0847	FRAIS UTILISATION CAO	01/07/1998		No	No		Hour	Required	

The information to be entered here is:

- *Company Number* – the company to which the project belongs
- *Job Number* – your job number
- *Job Description* – the job description
- *Job Type* – 3 possibilities:
 - Contract* – job is a contract
 - Proposal* – job is a proposal
 - General* – overhead
- *Is Open* – if job is open, people can charge expenses on it
- *Date In* – date when the job was first open
- *Date Out* – date when the job was closed
- *Specific Employee List* – if yes, you can define a list of people authorized to charge on this job
- *Equivalent absence code* – if this job number represents is used for charging absences, say here what is the absence code that corresponds to this job
- *Product line, Product line description* – the product line for the job
- *K2* – coefficient linked to this job – not used in the program. It can be used for your accounting interface, when calculating amounts for each job
- *Billable* – job is billable
- *Billing List* – billing list to be used for this job. See chapter ‘Configuration - Billing Lists’
- *Billing Unit (Hour/Day)* – billing unit for this job will be the HOUR or the DAY
- *Activity Code Processing (None, Required, Specific)*
 - None* – an activity code is not needed on the time sheet when you charge on this job
 - Required* – an activity code (from the general list) is required on the time sheet when you charge on this job
 - Specific* – an activity code (from the Job Activity List) is required when you charge on this job. A specific activity list must be created for this job
- *Client Number* - code of the client
- *Client Name* – name of the client (automatic, no need to enter it)
- *Client Job Number* – client reference for this job

- *Project manager* – manager of the project
- *Country, Location* – country and city for this project (optional)
- *Amount, Currency* - project amount and currency (optional)
- *Contract type* – type of this project (optional)
- *Proposal status* – status of this proposal (Pending, Lost, Won,....- free text)
- → *Job Number* – if the proposal was won, enter here the job number for the corresponding contract

Buttons on this screen:

 - Print the client list

 - Export to Excel

 - Imports projects from an Excel table

2.12 Configuration - Billing Rates / authorized people

This form will allow to define a list of employees who are authorized or NOT to charge on a specific project, and the specific billing rates for these employees for this job.

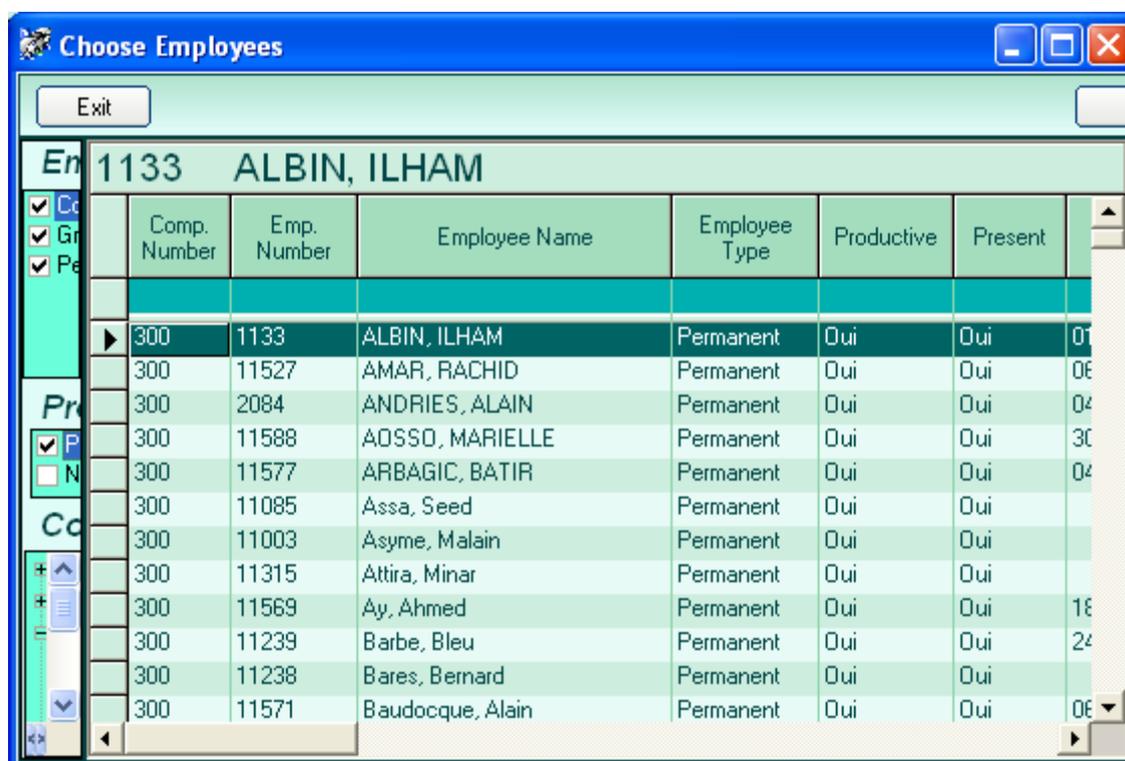
300-MT219 M.A.D. P/CPTE E.E.												
1133 ALBIN, ILHAM												
	Comp. Number	Emp. Number	Employee Name	Job Company	Job Number	Job Description	Billing Currency	Bill Unit (Day / Hour)	Billing Rate	Amount Over for Week Ends	Can Charge Hours	Enabled
▶	300	1133	ALBIN, ILHAM	300	MT219	M.A.D. P/CPTE E.E.	EUR	Hour	55	25	Yes	Yes
	300	11238	Bares, Bernard	300	MT219	M.A.D. P/CPTE E.E.	USD	Hour	70	30	Yes	Yes
	300	1000	Harant, Patrick	300	MT219	M.A.D. P/CPTE E.E.		Hour			Yes	Yes
	300	71244	PALARAN, BO	300	MT219	M.A.D. P/CPTE E.E.		Hour			No	Yes
*												

First, choose the job for which you want to define authorizations. You can do that either by calling this window from the project list, or by selecting a job with the See Jobs button, or by typing the job number in the text box near this button.

Then, you can begin adding employees to this list.

Several ways to do this:

- 1 - Type the employee number in the corresponding column, and then hit TAB or click on another column or row. If the number is correct, the program will fill the rest of the columns.
- 2 - Type the first letters of the name in the corresponding columns, and then hit TAB or click in another columns or row. The program will look for the corresponding employee and, if found, will fill the rest of the columns.
- 3 - Press the Select Employees button, and then choose an employee in the displayed list.



Enter the billing currency and rate for this employee.

Enter Yes in the columns 'Can Charge hours', if this employee is authorized to charge hours on this job.

If you say NO, the employee is not authorized to charge hours, but maybe he is authorized to charge expenses.

If it's NO for the hours, and NO for the expenses, just REMOVE the employee from this list, or Say 'Enabled=NO'.

If you define a billing rate for this employee, this rate will be used when billing this employee for this project.

If no billing rate is defined, the system will take it from the category list, billing list 1, 2 or 3, as configured for this project in the billing list column (See 'Configuration: Projects')

2.13 Configuration - Billing Rates for special activities

You can define specific billing rates for certain activities / sub activities. That means, if an employee is working on one of these activities / sub activities, the billing rate will be that of the employee on this job + the special rate for the corresponding activity.

To define specific billing rates, declare the job as BILLABLE, and then click on the **Special Activity Rates** button. The following window will appear:

300-MT219 Software Development								
Billing Rates For Special Activities								
	Job Company	Job Number	Job_Description	Activity Code	Detail Code	Currency	Amount Over (Per Hour)	Amount Over (Per Day)
▶	300	MT219	Software Development	*	W1	USD	10	80
	300	MT219	Software Development	XA100	*	EUR	10	80
	300	MT219	Software Development	XD136	*	EUR	15	120
	300	MT219	Software Development	XE309	*	EUR	25	200

To add a new activity to the list, click on the first free line of the table, then press the small button in the activity cell.

The screenshot shows the 'Billing Rates for Special Activities' window for job 300-MT219 Software Development. On the left, there is a 'Companies' list with checkboxes for various office locations. The main table has columns for Job Company, Job Number, Job_Description, Activity Code, Detail Code, Currency, Amount Over (Per Hour), and Amount Over (Per Day). A dropdown menu is open for the 'Activity Code' column, showing a list of activity codes and their descriptions. A sub-window titled 'Activity Codes and Absences' is also visible, showing a list of activity codes and their descriptions, along with a column for 'Is Absence'.

300-MT219 Software Development								
Billing Rates For Special Activities								
	Job Company	Job Number	Job_Description	Activity Code	Detail Code	Currency	Amount Over (Per Hour)	Amount Over (Per Day)
	300	MT219	Software Development	*	W1	USD	10	80
▶	300	MT219	Software Development	XA100	W2	EUR	10	80
	300	MT219	Software Development					
	300	MT219	Software Development					

Activity Codes and Absences		
Activity Code	Description	Is Absence
SB	STAND-BY	Non
XA100	Software Development	Non
XC110	Construction Coordination	Non
XC120	CONSTRUCTION SIEGE	Non
XD100	PIPING	Non
XD105	STUDIES COORDINATION	Non
XD106	Front End - Preparation	Non

Double-Click on the desired activity, and it will be automatically added to the list. Same thing for Sub Activities (Detail codes).

How the billing rate is calculated:

Let's take the example of the configuration shown below.

300-MT219 Software Development								
Billing Rates For Special Activities								
	Job Company	Job Number	Job_Description	Activity Code	Detail Code	Currency	Amount Over (Per Hour)	Amount Over (Per Day)
▶	300	MT219	Software Development	*	W1	USD	10	80
	300	MT219	Software Development	XA100	*	EUR	10	80
	300	MT219	Software Development	XD136	*	EUR	15	120
	300	MT219	Software Development	XE309	*	EUR	25	200
*								

Suppose that an employee XX with a normal billing rate of 50 euros /hour or 800 euros / day.

When working on job MT219:

- On any activity and sub activity W1
 - billing rate / hour = 50 + 10 euros
 - billing rate / day = 800 + 80 euros
- On activity XA100 and any sub activity
 - billing rate / hour = 50 + 10 euros
 - billing rate / day = 800 + 80 euros
- On activity XD136 and any sub activity
 - billing rate / hour = 50 + 15 euros
 - billing rate / day = 800 + 120 euros
- On activity XE309 and any sub activity
 - billing rate / hour = 50 + 25 euros
 - billing rate / day = 800 + 200 euros
- On any activity / sub activity, other than those configured in this list
 - billing rate / hour = 50 euros
 - billing rate / day = 800 euros

2.14 Configuration - Product lines

EXTREM offers the possibility to group projects by project line, if needed. To do so, you need first to define your product lines, using the following screen:

Product Line	Product Line Description
0	Nothing
1	Software Development
2	Web construction
3	System architecture
*	

The information to be entered is:

- *Product Line* – product line number
- *Description* – product line description

The product line is linked to the project configuration. When you add a project to your list, you define a product line for it, as shown below:

Company	Job Number	Job Description	Product Line	Product line description	Client Number	Client Name	Client Job Number	Project manager
300	MT219	Software Development	1	Software Development				
300	T0383	MAD	2	Web construction	CECA	CECADELA	CECA-T0383	LAURY
300	T0700	M.A.D. P/CPTE SIDETEC	3	System architecture				
300	T0801	FRAIS DE MAIN D'OEUVRE	0	Nothing	CLIM	CLIMES	CLIM-T0801	LAUR

2.15 Configuration - Users and Security

The following screen is used to enter users and access rights:

Company Number	User Number	User Name	General Time Admin.	Is TS Supervisor	Can Approve TS	Can Do TS Corrections	Can Do TS Special Corrections	Can Access TS Interface	Can Do TS Period Closure	Can Access TS Reports	Category Access	Hourly Rate Access	Buy Rate Access	Bill Rates Access	Projects Access	Activity Codes Access
300	11661	BLAUNAY, OLIE	Non	Oui	Non	Non	Non	Non	Non	Non	No	NO	NO	NO	NO	NO
300	11252	BOIJ, SOPHIE	Non	Oui	Oui	Non	Non	Non	Oui	Oui	No	NO	NO	NO	NO	NO
300	12509	BOUALEM, MUST	Non	Oui	Non	Non	Non	Non	Non	Non	No	NO	NO	NO	NO	NO
300	15208	BROCART, ELLY	Non	Oui	Non	Non	Non	Oui	Oui	Oui	No	RO	NO	NO	RO	RO
300	11662	Certin, Laeti	Non	Oui	Non	Non	Non	Non	Non	Non	NO	NO	NO	NO	NO	NO
300	11262	Damad, Sasha	Non	Oui	Non	Non	Non	Non	Non	Non	NO	NO	NO	NO	NO	NO
300	32273	DUR, JACQUES-OLIVIER	Non	Non	Non	Non	Non	Non	Non	Oui	NO	NO	NO	NO	NO	NO
300	10000	HARANT, PATRICK	Non	Oui	Oui	Non	Non	Non	Non	Non	0	0	0	0	0	0
300	1000	Harant, Patrick	Oui	Oui	Non	Oui	Oui	Oui	Oui	Oui	WR	WR	WR	WR	WR	WF
300	67003	MORTIER, RIRI	Oui	Oui	Non	Oui	Oui	Oui	Oui	Oui	No	WR	WR	WR	NO	WF

The data to be entered is:

- *Company Number*-the company number
- *User Number*-the employee number
- *User Name* – automatically entered by the program, when validating the employee number

Time Sheet Rights

- *General Time Admin* - this user is an administrator for the time sheet system, which means that he has all the access rights - If 'Yes', this information supersedes all the others
- *Is TS Supervisor* – this user is a supervisor for the time sheet keying
- *Can Approve TS* - user has the right to approve time sheets
- *Can Do TS Corrections* - user has the right to do corrections for the time sheets
- *Can Do TS Special Corrections* - user has the right to do special corrections for the time sheets (cost rates, billing rates...)
- *Can Access TS Interface* – can access the accounting interface
- *Can Do TS Period Closure* - user has the right to do the Period Closure for Time Sheets
- *Can Access TS Reports* – access to time sheet reports and analysis tools
- *Category Access*(NO, RO, WR) – access to the “Category” configuration (NO access, Read Only, Write)
- *Hourly Rate Access* (NO, RO, WR) – access to the cost rate (NO access, Read Only, Write)
- *Buy Rates Access* (NO, RO, WR) - access to the buying rates (NO access, Read Only, Write)
- *Bill Rates Access* (NO, RO, WR) – access to the billing rates (NO access, Read Only, Write)
- *Project Access* (NO, RO, WR) - access to the “Projects” configuration (NO access, Read Only, Write)
- *Activity Codes Access* (NO, RO, WR) - access to the “Activity Codes” configuration (NO access, Read Only, Write)
- *Periods Configuration* (NO, RO, WR) - access to the time sheet “Periods” Configuration (see chapter ‘Configuration Periods’) (NO access, Read Only, Write)
- *Special Time Codes Access* (NO, RO, WR) - access to the Special Time Configuration (overtime codes, on call, etc.) (see chapter ‘Configuration: Special Time Codes’) (NO access, Read Only, Write)
- *Supplier Access* (NO, RO, WR) - access to the “Suppliers” configuration (see chapter ‘Configuration: Suppliers’)(NO access, Read Only, Write)
- *Holiday Access* (NO, RO, WR) - access to the “Free Days” Configuration (see chapter ‘Configuration: Free Days’)(NO access, Read Only, Write)
- *Report List* – list of time sheet reports available for this user (* = all reports)

- *Job List.* – list of job available for this user
 - * = access to all jobs from all companies
 - *-994455 = access to job 994455 in all companies
 - 300-* = access to all jobs from company 300
 - 300-994455 = access to job 994455 in company 300

General Rights

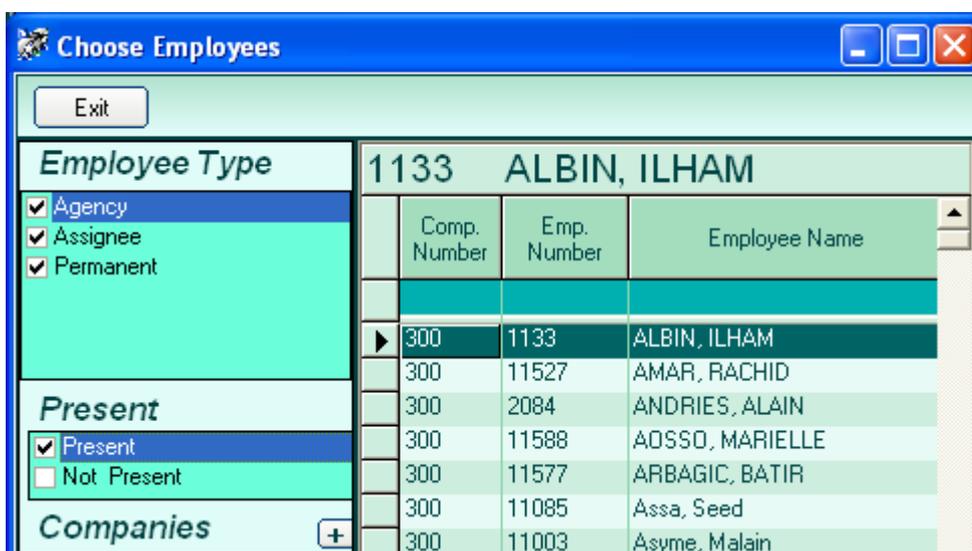
- *Can Shut Down System* - user can stop all EXTREM programs
- *Is Approver* - user is an approver, which give him the right to approve time sheets
- *Can Do Configuration* – has access to the configuration screen
- *Company access (NO, RO, WR)* – access to company list (NO access, Read Only, Write)
- *Department access (NO, RO, WR)* – access to department list (NO access, Read Only, Write)
- *Employee access (NO, RO, WR)* – access to employee list (NO access, Read Only, Write)
- *Client access (NO, RO, WR)* – access to client list (NO access, Read Only, Write)
- *User access (NO, RO, WR)* – access to user list (NO access, Read Only, Write)
- *Parameter access (NO, RO, WR)* – access to parameters (NO access, Read Only, Write)
- *Currency access (NO, RO, WR)* – access to currency list (NO access, Read Only, Write)
- *Company list* – list of the companies accessible to this user (comma separated, * for all).

Click on one or more companies in the company list on the left of the screen to display people belonging to these companies.

Click on the right button to hide/display the company list.

How to use this screen:

- New users - Use the last (empty) line to enter new users - be sure the employee number is not already in the list
- Delete - select the entire line by clicking in the leftmost column, then press the 'DELETE' key
- Update data - type directly the new information
- Save modifications - click on a different row in the grid
- Cancel modifications - press 'ESCAPE' to cancel modifications for the current cell. Press 'CTRL Z' to cancel the whole row.
- Sort ascending - click on a column header
- Press F11 to go to the beginning of the list
- Press F12 to go to the end of the list
- Export to Excel - click the  button - (Excel has to be installed on the computer in order for this to work)
- Click on the  button to display the employee list:



Double click on the desired employee to add him / her to the user list.

2.16 Configuration – Time sheet Periods

EXTREM program is flexible enough to allow you to select any kind of time sheet periodicity you want:

- weekly time sheets
- two weeks time sheets
- monthly time sheets
- any period less than a month
- any combination of the above

The following screen is used for Periods configuration:

Future Periods							Closed Periods					
Period. Number	From	To	Accounting Month	Accounting Year	Status		Period. Number	From	To	Accounting Month	Accounting Year	Status
59	19/01/2004	25/01/2004	1	2004	Current		57	08/01/2004	18/01/2004	1	2004	Closed
60	26/01/2004	01/02/2004	1	2004	Future		56	01/01/2004	07/01/2004	1	2004	Closed
61	02/02/2004	08/02/2004	2	2004	Future		55	22/12/2003	31/12/2003	12	2003	Closed
62	09/02/2004	15/02/2004	2	2004	Future		54	15/12/2003	21/12/2003	12	2003	Closed
63	16/02/2004	22/02/2004	2	2004	Future		53	08/12/2003	14/12/2003	12	2003	Closed
64	23/02/2004	29/02/2004	2	2004	Future		52	01/12/2003	07/12/2003	12	2003	Closed
*							51	01/11/2003	30/11/2003	11	2003	Closed
							50	01/10/2003	31/10/2003	10	2003	Closed
							49	01/09/2003	30/09/2003	9	2003	Closed

First thing, select the periodicity you want, by clicking the **“Change Period Type”** button. This will select between “Week” and “Month”. After that, click on the **“Add New Periods”** button. This will add new periods (weeks or months). If, for any reason, you need to change one of the future periods, just type the dates in the corresponding columns. Be sure the final configuration covers a continuous period, without any holes or doubles.

The system will also propose the accounting month and year for each period. Change them, if needed. This data is needed when you’ll define the interface between EXTREM and your accounting system, so be sure the accounting months and year that you define here, are the same as in your accounting system.

2.17 Configuration - Agencies

The following screen is used to configure a list of suppliers (agencies) for your external people.

Agencies								
Exit		Print			--> Excel		Import	
ManPower								
	Agency number	Agency Name	Zip Code	Address (1)	Address (2)	City	Country	Phone
	4567	ManPower	75006	15, Hanovra Street		Amsterdam	NL	01456789, 78945622
*								

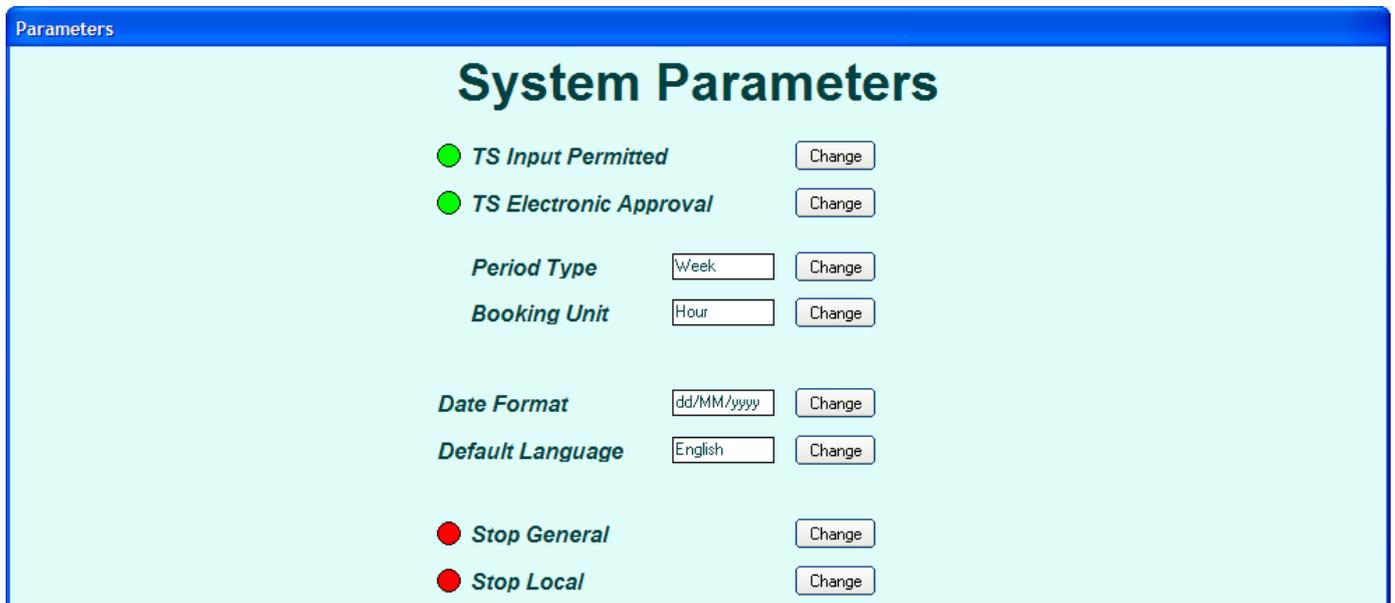
The information needed is:

- *Agency Number* – code for this agency
- *Agency Name* – name of this agency
- *Zip Code, Address, City, Country* – address of the agency
- *Phone* – phone numbers

This information is useful in the system: when you enter an external employee in the employee list, you enter also the agency code, the contract number and the buying rates. Then, you'll be able to extract a report from EXTREM, telling you, for each agency, what where the people you took, how many hours they worked and how much you'll have to pay for them; ***very useful to check invoices from these agencies.***

2.18 Configuration - Parameters

Before you start doing time sheets, you need to configure some parameters. The following screen will show you what:



Parameters

System Parameters

- **TS Input Permitted**
- **TS Electronic Approval**
- Period Type**
- Booking Unit**
- Date Format**
- Default Language**
- **Stop General**
- **Stop Local**

TS Input permitted: should be always green. Input is blocked at the beginning of some sensitive operations (ex: closures) and released when finished. If, for any reason, Input remains locked, use this screen to unlock it.

TS Electronic Approval: electronic approval will be used in the system. If YES (green), then the system will use the electronic approval feature; that means that you will have to configure the Approvers, who usually are different from the supervisors.

Period Type – will be Month or Week.

Booking Unit – default time unit for time sheets (in Hours or in days). You can configure this also for each employee.

Date Format: either European format dd/MM/yyyy, or American format MM/dd/yyyy

Default language: type the default language (ex: French or English) then press the Change button.

Stop General: stops the whole system, all locations.

Stop local: stops the system for the current location.

3.1 The Time Sheet

Each person has access to his own time sheets. To enter a time sheet, the following form is used:

TimeSheet Input

Exit **19/01/2004 - 25/01/2004** Check Save Post Approve Add Page Show All +
Cancel Delete Unlock Print Rem. Page Work For -

Company Name **Work**

TimeSheet (in HOURS)
For Period: 19/01/2004 - 25/01/2004

Company **300** Employee number **11085** Employee Name **Assa, Seed**

Department: 225 Estimation Default Activity Code: XD300 Design & Drafting - Vessels - see UE333

Job Com	Job Number	Job Phase	Activity Code	Detail Code	Comment	Over time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Job Description	Activity Description	
							19 / 01 / 2004	20 / 01 / 2004	21 / 01 / 2004	22 / 01 / 2004	23 / 01 / 2004	24 / 01 / 2004	25 / 01 / 2004				
1	100	A8001		XB184			4		4		4		4	16	REHAB MONTREUIL LA NOUE	SECRETARIAT APPROVISIONNEMENT	
2	300	T0383	PH1	XB175	WP	Secretarial work		4		4		4		12	LIAD	Secretarial - Project Controls Services	
3	100	A5702		XB190			4		4		4		4	16	GROTTE CHALUVET	INTERPRETARIAT	
4	100	04528		CN				4		4		4		12	FRAIS TELEPHONE COURRIER TELEX	CONGES NAISSANCE	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
Total Normal Time							0	0	0	0	0	0	0	0			
Total Over Time																	
Grand Total							0	0	0	0	0	0	0	0			

Overtime Codes:

Employee _____ Manager _____ OverTime Approver _____ Supervisor **PALARAN, BO**

When a person logs into the system and ask for time sheet input, the system displays the form above. Some information, such as employee name, number, department, default activity, period, is automatically filled in by EXTREM.

The status of the Time Sheet appears in red, in the upper right corner of the form. The status can be:

- Work – the employee is working on the time sheet; the time sheet is not ready
- Posted – the employee finished the time sheet; it is waiting for approval
- Approved – the time sheet is approved

The information to enter is:

- *Job Company, Job Number* – usually, you can enter only the job number, the system will find the company number automatically. If the same job number appears in several companies, then you'll have to specify the company number. When the time sheet will be approved, the system will automatically build a list of jobs used by this employee. The employee can call this list and select a job in it, while keying the time sheet, by clicking in the small button in the 'Job Number' cell. You can modify this list yourself, by clicking the **Modify** button.

Job Company	Job Number	Job Description	Job Type	Is Open
300	T0801	FRAIS DE MAIN D'OEUVRE	Contract	Yes
300	T0802	FRAIS ORDINATEUR	Contract	Yes
300	T0845	FRAIS FOURNITURES DE BUREAU DO	CONTRACT	Yes
300	T0847	FRAIS UTILISATION CAO	CONTRACT	Yes

- *Job Phase* – phase of the job, if needed
- *Activity Code* – activity code, or absence code
- *Detail Code* – sub-activity code, if needed
- *Comment* – comment for this line (optional)
- *Over time* – leave blank (0) for normal time, or enter the overtime code (numeric)
- *Hours / days* – enter the hours / days worked (absences) for this line

Job description, activity description are completed automatically by the system.

Totals (per job, normal time, over time) are calculated automatically by the system.

Shortcuts:

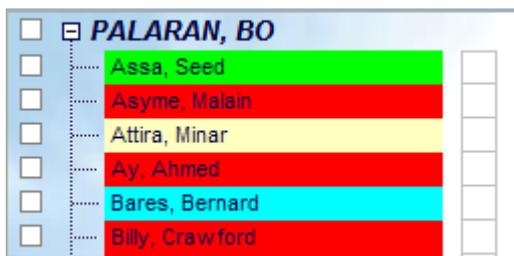
F11 – enter the same time sheet as the previous period.

F12 – on the current line, complete with quotas, from the selected cell to the end of the period

How to use this screen:

- **Add Page** **Rem. Page** – Add / Remove pages; if you need more pages than initially displayed by the system, click this button several times. A maximum of 60 lines are available.
- **Check** – performs time sheet verification and displays a list of errors / warnings; errors are displayed in **RED**, warning in **BLUE**. A time sheet with errors can be **SAVED**, but not **POSTED**.
Typical errors / warnings are:
 - Incorrect job numbers, or job phases
 - Incorrect activity code or detail code
 - Not authorized to work on this job
 - Absence code charge on a contract or proposal
 -
- **Save** – save the time sheet in the database. A check is performed before saving and a list of errors/warnings is displayed. The time sheet is saved anyway.
- **Post** – post the time sheet. The time sheet is checked, saved and **POSTED** (submitted for approval), if it has no errors. A posted Time Sheet cannot be modified by the employee any more. Only the Approvers and Supervisors may **UNLOCK** it. After **UNLOCK**, the time sheet will have the status 'Work', and can be modified by the employee.
- **Approve** – Available only for **APPROVERS**. Available only for **POSTED** time sheets. If the approver agrees with the time sheet, he **APPROVES** it, if not, he **UNLOCKS** it (back to 'Work' status), to be modified by the employee.
- **Print** - prints the time sheet on the default printer

Supervisors have a list of their people that shows the status of their time sheets for the period.



RED - the time sheet is missing.

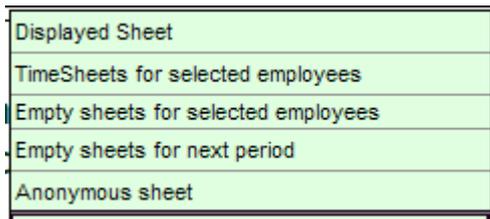
YELLOW – the employee is working on the time sheet, but it is not ready

BLUE – the time sheet is posted, waiting for approval

GREEN – the time sheet is approved

Click on the employee line to display his time sheet.

The small squares on the left are used to select the time sheets that you want to print. First select one or more time sheets and then click on the **Print** button. You can select between the following:



Displayed sheet – prints the current time sheet

Time sheets for selected employees – prints the time sheets for all selected employees

Empty sheets for selected employees – time sheets without hours for the current period

Empty sheets for next period – time sheets without hours, for next period, for selected employees

Anonymous sheet – empty sheet, no name, no hours

The squares on the right side show if there are corrections or not for the corresponding employee, for the previous periods.

WHITE - no corrections

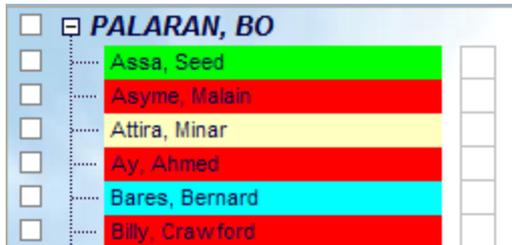
YELLOW – there are corrections, but some of them are not approved

GREEN – all corrections are approved

3.2 Time Sheet Corrections

Once a period has been validated, the time sheets for this period cannot be modified any more. Instead, corrections can be done for previous data during the current period. Not all employees can do corrections. A special access right ('Can Do Corrections') must be given to certain persons in order to do corrections. The corrections screen can be accessed in two ways:

- From the time sheet keying screen, by clicking in on of the squares to the right side of the employee list. See picture below:



- From the Time sheet menu screen, by clicking on the **Time Sheet Corrections** button:



The following screen will be displayed:

On the left side of the screen is displayed the time sheet corresponding to the period shown at the top of the screen:



Click on the Left / Right buttons to change periods.

On the right side of the screen is displayed a form where you key the corrections for the given period.

Right click on either form to show it full screen.

The simplest way to do a correction is to type the new data in the correction form, as you do when you enter a time sheet.

A typical correction is to transfer the hours from one job to another, which can be done by keying as shown below:

Job Co.	Job Number	Job Phase	Activity Code	Detail Code	Comment	Over time Code	08 / 01 / 2004	09 / 01 / 2004	10 / 01 / 2004	11 / 01 / 2004	12 / 01 / 2004	13 / 01 / 2004	14 / 01 / 2004	15 / 01 / 2004	16 / 01 / 2004
1	100	A6001	XS184				-4		-4		-4		-4		-4
2	100	A5702	PH1	XS190			4		4		4		4		4

You can do the same kind of transfer using the text boxes at the bottom of the screen. First, select a job by clicking on its line in the Time sheet form (left side of the screen). The job company and number will be displayed in the “From Job” text boxes. Then type the new job (and company), job phase, job activity/detail (if needed) and then click on **Add to Corrections** button.

From Job: 100 A6001 Transfer to Job Number: A5702 Phase: PH1 Act. Code / Detail Code: X5190 Add To Co

When you finish the correction for this period, click the **Save** button to save it, then, if you have the right, click the **Approve** button, to approve it.

If you have to do corrections *for another period* for the same employee, just select the desired period. The time sheet for this period will be displayed on the left side and an empty form for the corrections will be displayed on the right side of the screen.

To select another employee (provided you have the access rights), type his name or employee number in the employee text box, the hit Return.

Employee List
 Assa

The system will display the selected employee, if found.

You can display a list of employees and select one, by clicking on the **Employee List** button. The list of employees will be displayed, as shown below. Double-click on an employee line to select it.

Choose Employees

Exit Print --> Excel

Employee Type
 Contractor
 Group
 Permanent

Present
 Present
 Not Present

Companies + -
 + 1 - Extrem Software Usa
 + 2 - Extrem Romania
 - 3 - Extrem France
 360 - Extrem Marseille
 350 - Extrem Informatique
 330 - Grenoble Office
 320 - Lille Office
 310 - Lyon Commercial Office
 300 - Paris Office
 + 4 - Extrem Belgium
 + 5 - Extrem North Europe

11239 Barbe, Bleu		Comp. Number	Emp. Number	Employee Name	Employee Type	Productive	Present	Date In	Date Out
		300	1133	ALBIN, ILHAM	Permanent	Yes	Yes	01/10/2000	20/05/2003
		300	2084	ANDRIES, ALAIN	Permanent	Yes	Yes	04/01/1988	
		300	11588	AOSSO, MARIELLE	Permanent	Yes	Yes	30/01/2003	
		300	11577	ARBAGIC, BATIR	Permanent	Yes	Yes	04/12/2002	
		300	11085	Assa, Seed	Permanent	Yes	Yes		
		300	11003	Asyme, Malain	Permanent	Yes	Yes		
		300	11315	Attira, Minar	Permanent	Yes	Yes		
		300	11569	Ay, Ahmed	Permanent	Yes	Yes	18/11/2002	
		300	11239	Barbe, Bleu	Permanent	Yes	Yes	24/09/2002	
		300	11238	Bares, Bernard	Permanent	Yes	Yes	11/06/2003	
		300	11571	Baudocque, Alain	Permanent	Yes	Yes	06/11/2002	
		300	10868	Baut, Leon	Permanent	Yes	Yes		
		300	11246	Baveur, Michel	Permanent	Yes	Yes		
		300	11523	Bean, Jean-Marie	Permanent	Yes	Yes	24/04/2002	
		300	10982	Bejer, Philippe	Permanent	Yes	Yes		
		300	11242	Bella, Pierrette	Permanent	Yes	Yes		
		300	11241	Belle, Elene	Permanent	Yes	Yes		
		300	11548	Beller, Anna	Permanent	Yes	Yes	17/09/2002	
		300	11326	Berjo, Joseph	Permanent	Yes	Yes		
		300	11304	Bert, Patrick	Permanent	Yes	Yes		
		300	11215	Bezeri, Sylvia	Permanent	Yes	Yes		
		300	11243	Bigo, Jean	Permanent	Yes	Yes		

If you click on the **Show Correction List** button

Show Time Sheet Show Correction List
 All Corrections This Employee Correcti...

a list of correction for the selected employee will be displayed, as shown below.

The screenshot shows the 'Corrections' window for 'Assa, Seed' covering the period 01/01/2004 - 07/01/2004. The interface includes a sidebar with a tree view of 'Paris Office' containing 'Assa, Seed' (07/01/2004) and 'Assa, Seed' (18/01/2004). The main area displays a summary of corrections for company 300, employee 11085, and name Assa, Seed. Below this is a table of corrections with columns for Job Com., Job Number, Job Phase, Activity Code, Detail Code, Comment, Over time, and days of the week (Thu, Fri, Sat, Sun, Mon, Tue, Wed). The table contains two rows of data: Row 1 (Job Com. 1, Job Number 100, Job Phase A8001, Activity Code XS184) with -4 hours on Friday and -4 hours on Sunday, totaling -8 hours. Row 2 (Job Com. 2, Job Number 100, Job Phase A5702, Activity Code XS190) with 4 hours on Friday and 4 hours on Sunday, totaling 8 hours. The 'All Corrections' button in the sidebar is highlighted with a red box.

Clicking on **All Corrections** button will display the list of all corrections.



This screenshot is identical to the one above, showing the 'Corrections' window for 'Assa, Seed'. However, in this view, the 'This Employee Correcti...' button in the sidebar is highlighted with a red box, indicating that a specific correction has been selected for viewing or modification.

You can then select a correction in this list, by clicking on its line, to display and modify it.

3.3 Time sheet keying supervision

General administrators have the possibility to supervise all the keying for all the companies in the group. The following screen shows the status of all time sheets and corrections for the current period. Click on the **Refresh Lists** button from time to time to get the latest status. Keying is finished when all time sheets and corrections are completed and approved (all in GREEN).

Time Sheet Keying Supervision

19/01/2004 - 25/01/2004

Total TS: 1629: 1628 are not approved !

Total Corrections: 3: 2 are not approved !

Find >>

Company	Name	Status
MORTIER, BIBI	MORTIER, BIBI	No TimeSheet
	PALARAN, BO	No TimeSheet
	Asa, Seed	Approved
	Asyme, Malain	No TimeSheet
	Attira, Minar	Saved
	Ay, Ahmed	No TimeSheet
	Bares, Bernard	Posted
	Billy, Crawford	No TimeSheet
	BLAU, OLIVE	No TimeSheet
	BOUAL, MUSTI	No TimeSheet
	DENURSSE, CELINE	No TimeSheet
	DUR, JACQUES-OLIVIER	No TimeSheet
	GARCIA, MARC	Saved
	GIRALDES, ISABEL	No TimeSheet
	GOSURES, CLAUDINE	No TimeSheet
	Palaran, Bo	Saved
	POPOI, DANIEL	No TimeSheet
Porine, Philippe	No TimeSheet	
Portier, Karine	No TimeSheet	
Vache, Jean	No TimeSheet	
Van, Camion	No TimeSheet	
Vancouver, Joanna	No TimeSheet	
TREMOULET, ION	No TimeSheet	
Lyon Commercial Office	No TimeSheet	
Bance, Cophe	No TimeSheet	

Correction List

Company	Name	Date
Paris Office	Harant, Patrick	18/01/2004
Paris Office	Asa, Seed	18/01/2004
Paris Office	Asa, Seed	07/01/2004

No TimeSheet
 Posted
 Saved
 Approved

To delete someone from the list:

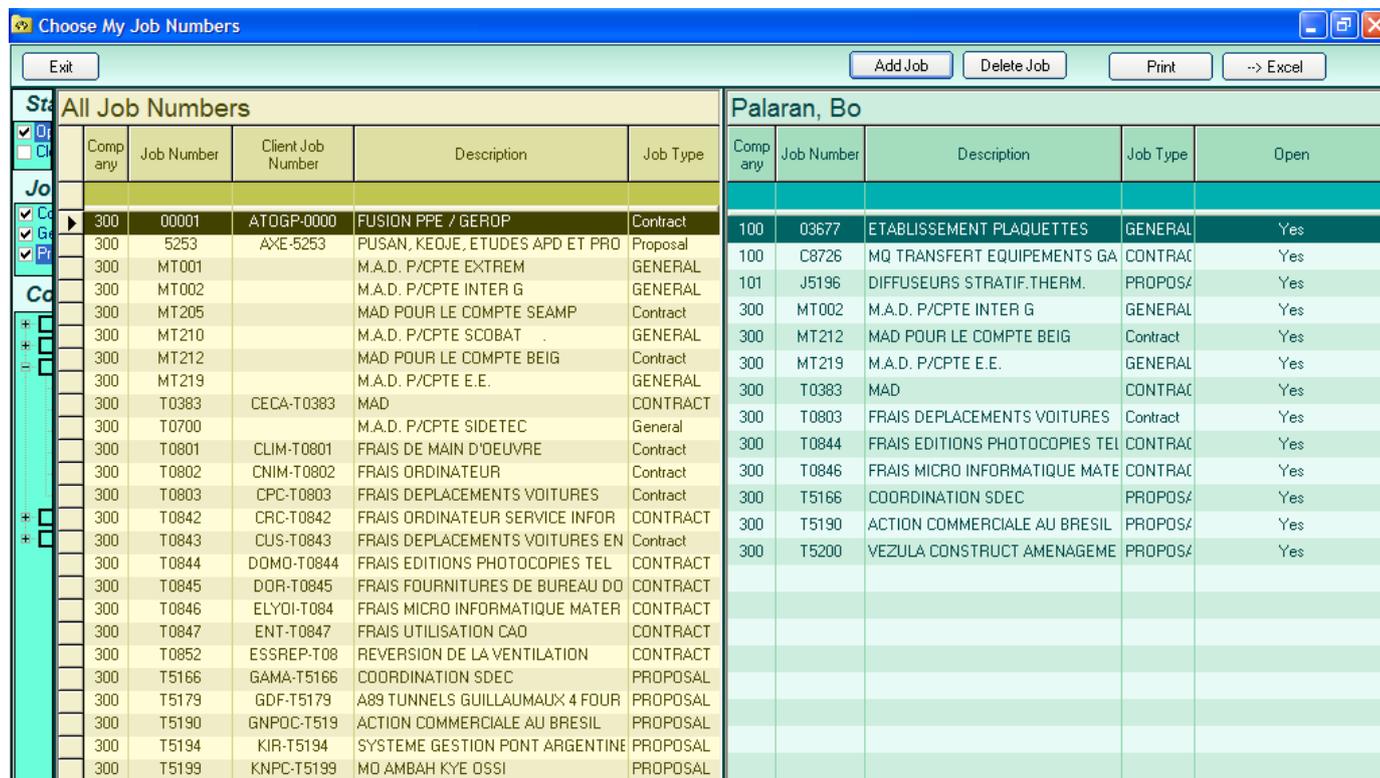
- click on the line you want to delete
- select the whole line by clicking on the row header
- hit the DELETE key; the line will be deleted; no other questions will be asked

5. Personal job numbers

Each employee can build a list of job numbers that he currently uses.

The system automatically updates that list, by adding new jobs, each time a time sheet is approved.

You can update this list manually, using the following form:

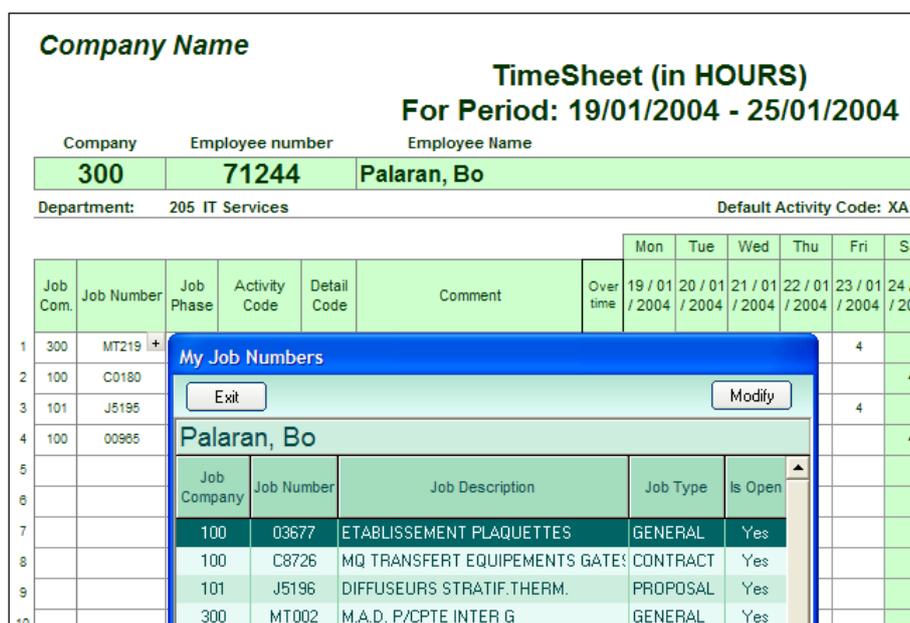


The brown list, on the left, shows all job numbers. The right list shows the jobs you currently use.

Double-click of a line on the left list to add a job to your list (or click the **Add Job** button).

Double-click on a line on the right list to remove a job from your list (or click the **Delete Job** button).

This list is useful when you key your time sheet. When you click on the small button, in the job number cell, on the time sheet form, your personal job list will be displayed, and you can select from it, as shown below:



6. Time sheet history

Choose this option if you want to consult older time sheets.

TimeSheet Viewer

Exit << 08/01/2004 - 18/01/2004 >> Print Show All

Refresh List

Company Name

TimeSheet (in HOURS)
For Period: 08/01/2004 - 18/01/2004

Company: 300 Employee number: 11527 Employee Name: AMAR, RACHID

Department: 024 Technical Management Default PC Code: XD100 PIPING

Job Co.	Job Number	Job Phase	Activity Code	Detail Code	Comment	Over time Code	Thu 08 / 01 / 2004	Fri 09 / 01 / 2004	Sat 10 / 01 / 2004	Sun 11 / 01 / 2004	Mon 12 / 01 / 2004	Tue 13 / 01 / 2004	Wed 14 / 01 / 2004	Thu 15 / 01 / 2004	Fri 16 / 01 / 2004	Sat 17 / 01 / 2004	Sun 18 / 01 / 2004
1	100	A1020	XL300		100-A1020 XL300		4		4		4		4		4		
2	100	89100	XL400		100-89100 XL400			4		4		4		4			
3	101	J5208	XL410		101-J5208 XL410		4		4		4		4		4		
4	100	04930	XL500		100-04930 XL500			4		4		4		4			
5																	
6																	
7																	
8																	

Ordinary employee will see only their time sheet. Supervisors and approvers will see also the list of their people.

Change the period by clicking on the Left / Right buttons, as shown below:

<< 08/01/2004 - 18/01/2004 >>

Click on an employee line to display his time sheet.

If there are corrections for an employee, the small square on the right side of the list will be GREEN.

Clicking on it will display a form showing the corrections for this employee for the given period.

7. Personal reports

Each employee has access to a few reports regarding their own data. They can consult these reports, on the following screen:

My Reports

From Date: 15/12/2003 To Date: 18/01/2004

Buttons: Exit, Display, Print, -> Excel

Booked time during a period
Employee list by Supervisor or Approver

Jobs

Contracts
 Proposals
 General

Job:

Employee Number or Name

Activity Codes

Work
 Absences

Code:

Display

Hours
 Days

Totals Only

Company Name: _____ Company private

Time Sheet Report (From : 15/12/2003 to : 18/01/2004)

Employee Number	Employee Name	Date	Employee Type	Dept. Number	Job Number	Job Description	Activity Code	Activity Description	Booked Hours	Special Time Type	Data Type
300-71244	PALARAN, BO		Contractor	214	100-00965	DEMEMAGEMENTS	XE385	SPECIALISTES THERMIQ	28.00		N
300-71244	PALARAN, BO		Contractor	214	100-03677	ETABLISSEMENT PLAQUETTES	CX	CONGES EXCEPTIONEL	24.00		N
300-71244	PALARAN, BO		Contractor	214	100-03683	PROGRAMMES INFORMATIQUES OA	XE364	SPECIALISTES PROGRA	28.00		N
300-71244	PALARAN, BO		Contractor	214	100-03686	HIBERNIA GBS	XE610	MARCHE TRAV. LEV//T	-8.00		C
300-71244	PALARAN, BO		Contractor	214	100-03686	HIBERNIA GBS	XE610	MARCHE TRAV. LEV//T	28.00		N
300-71244	PALARAN, BO		Contractor	214	100-C0180	GESTION INFORMATIQUE DAO SCE P	XE373	Structural steel - see UD	28.00		N
300-71244	PALARAN, BO		Contractor	214	100-C0190	GESTION INFORMATIQUE DAO SCE D	XE921	Project Clerical	-12.00		C
300-71244	PALARAN, BO		Contractor	214	100-C0190	GESTION INFORMATIQUE DAO SCE D	XE921	Project Clerical	8.00		N
300-71244	PALARAN, BO		Contractor	214	100-C8726	MIQ TRANSFERT EQUIPEMENTS GATE	XE921	Project Clerical	16.00		N

Several options are available:

- From Date, To Date

Select the period using the small Left / Right buttons. Clicking on the small arrow will display a calendar, where you can select the date.

- Jobs

Select Contracts/ Proposals/ General by checking the small box on the left side. If nothing is selected, the system will display all options.

Type the job number in the corresponding text box to display only this job number.

Ex: If you type 99001122 the system will display this job

If you type 990* the system will display all jobs numbers that begin with 990

- Activity Codes

Select Work or Absences by checking the small box on the left side. If nothing is selected, the system will display all options.

Type the activity code or absence code in the corresponding text box to display only this activity / absence.

- Display

Select Hours or Days by checking the small box on the left side.

Check Totals Only to display only the totals by job and activity for the period. Uncheck this, and the system will display all your booking for the given period, day by day.

8. Reports and Analysis tools

The next screen is used to display reports / analysis tools.

First, select a report, in the Report List, by clicking on its line.

Then, select your options, using the tools on the left side of the screen.

- From Date, To Date

Select the period using the small Left / Right buttons. Clicking on the small arrow will display a calendar, where you can select the date.

- Display

Select **Hours** or **Days** by checking the small box on the left side.

Check **Totals Only** to display only the totals by job and activity for the period. Uncheck this, and the system will display all your booking for the given period, day by day.

- Jobs

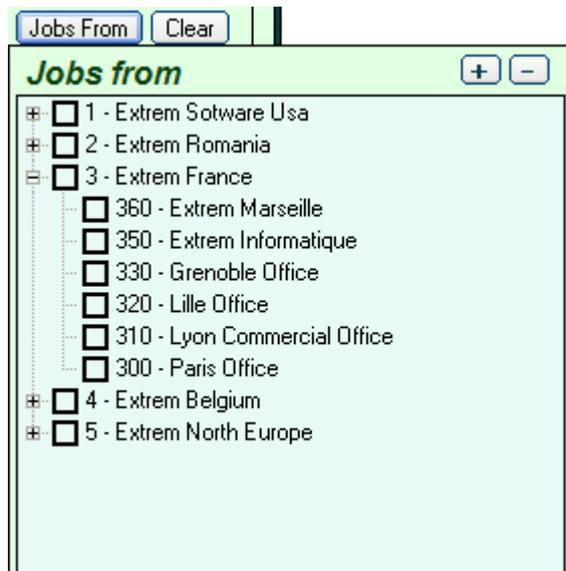
Select Contracts/ Proposals/ General by checking the small box on the left side. If nothing is selected, the system will display all options.

Type the job number in the corresponding text box to display only this job number.

Ex: If you type 99001122 the system will display this job

If you type 990* the system will display all jobs numbers that begin with 990

Click on the **Jobs From** button to select jobs from different companies, using the window below:



Click on the check box to select one or more companies. Only jobs from the selected companies will appear on the report.

Click on the **Clear** button to clear all selections.

- Personnel

Select Internal or External, Productive or Unproductive by selecting the appropriate option.

Type the employee number or name in the textbox to display data only for this employee. Click on the **Employee** button to display a list of employees, where you can select one.

Click on the **Employee from** button to select a list of companies. Only employees from the selected companies will appear on the report.

- Activity Codes

Select Work or Absences by checking the small box on the left side. If nothing is selected, the system will display all options.

Type the activity code or absence code in the corresponding text box to display only this activity / absence.

After you select all your options, click on the **Display** button to show the results.

Print – prints the report

Excel – export the report to Excel

Mail – sends the report by mail

9. Period Cut Off

When all time sheets are entered and approved, the next step is the Period Cut Off, meaning:

- The system administrator will block the keying
- A final check will be performed by the system, regarding data from the current period, and a list of errors/warnings will be displayed.
- A final check can be done at this moment by the project managers, department managers, by consulting reports from the current period. Corrections can be done, before cut off.
- Data from the current period will be completed with other information, such as cost rates, billing rates, buying rates, etc.
- When all the errors/ warning are cleared, the period is closed, meaning all the data is transferred to history and becomes available for consultation by the different users.
- The next period will be opened, and time sheet keying is again authorized.

The screen below is used to do this:

Time Sheet Period Validation

19/01/2004 - 25/01/2004

Total TS: 1629: 1628 are not approved !

Total Corrections: 3: 2 are not approved

Refresh Lists

Disable Input Enable Input

Update TS Data Check Errors Update Week Ends and Holidays

Accounting Month

Please CHECK the accounting MONTH and YEAR

Click OK to continue

OK

Validate Period

See Time Sheets Exit

Disable Input – blocks the time sheet keying, for all users

Enable Input – unlocks the time sheet keying

Update TS Data – performs an update of the current period, adding information such as cost rates, billing rates, etc

Check Errors – checks all the keyed data and displays a list of errors / warnings

Update Week Ends and Holidays – checks all the dates of the current period and marks the weekends and holidays

When all these steps are performed, click on the **OK** button, verify the accounting month and year, modify it if necessary, the click on the **Agree** button.

The **VALIDATE PERIOD** button becomes available. Click on it to close this period and open the next one.

10. Initialization file (EXTREM.INI)

After the installation, the initialization file has the following configuration:

```
[GENERAL]
ProductCode=XXXX-YYYYYYYY
ExportDirectory=C:\TEMP
TempDirectory=C:\Temp
TempFiles=C:\TEMP
StartMail=No
STOP=No

[Database]
DataBaseType=SQLServer
DataBaseName=EXTREM
NetWorkLibrary=dbmssocn
Server=150.60.200.001
QueryTimeOut=300

[Mail]
MailSystem=MAPI
;MailSystem=NotUsed
;MailSystem=SMTP
;SMTPServer=smtp.wanadoo.fr
;SMTPPort=25
;SMTPSender=Time.Sheet@libertysurf.com

[WinSocket]
ListenPort=1410
```

The parameters in this file are:

GENERAL

- ⇒ **TempFiles, TempDirectory** – a place to store temporary files. You'll need to delete them manually from time to time.
- ⇒ **ExportDirectory** – a place to store temporary Excel files (exported from EXTREM). You'll need to delete them manually from time to time.
- ⇒ **StartMail** – if YES, the mail system will be available to EXTREM immediately after the program is started. If NO, you can start it manually the first time you need to use it.
- ⇒

DataBase

- ⇒ **DataBaseType** – only 'SQLServer'
- ⇒ **DataBaseName** – name of the catalog
- ⇒ **NetworkLibrary** – dbmssocn if connection to SQLServer via TCP/IP
- ⇒ **Server** – IP address or name of the SQLServer computer
- ⇒ **QueryTimeOut** – in seconds, how long to wait for a query to complete

Mail

- ⇒ **MailSystem** – the mail system you are using – possible values are :
 - NotUsed – if no mail available
 - SMTP – smtp mail
 - MAPI – for a MAPI compatible system
 - SMTPServer=smtp.wanadoo.fr - name of the SMTP server (or IP address)

- SMTPPort=25
- SMTPSender=Time.Sheet@libertysurf.com - when you send a message from EXTREM, this will be the default sender

WinSocket

⇒ **ListenPort** – Number of the IP listen port

11. Network directories and access rights

One network directory is concerned:

- **The directory where you install the programs** (ex: R:\ExtremSoft\)- the network access rights for this directory are:

Normal users - read only access

Some Administrators – read / write access (only for people who have the right to Shut Down local system)

This directory has to contain the following files:

ExtremSoft.EXE – main program

ExtremSoft.INI - initialization file

TSTFiles – subdirectory for time sheet files, which contains:

- **TSTWeek.xls** - Excel form for the weekly Time Sheet.
- **TSTMonth.xls** – Excel form for the monthly Time Sheet
- **Report01.xls, Report02.xls,...** - Excel forms for Time Sheet reports

TranslateFiles – subdirectory for translation files, which contains:

- **language.txt**
- **translat.txt**