TIME RECORDING AND CONTROL

User Manual

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::

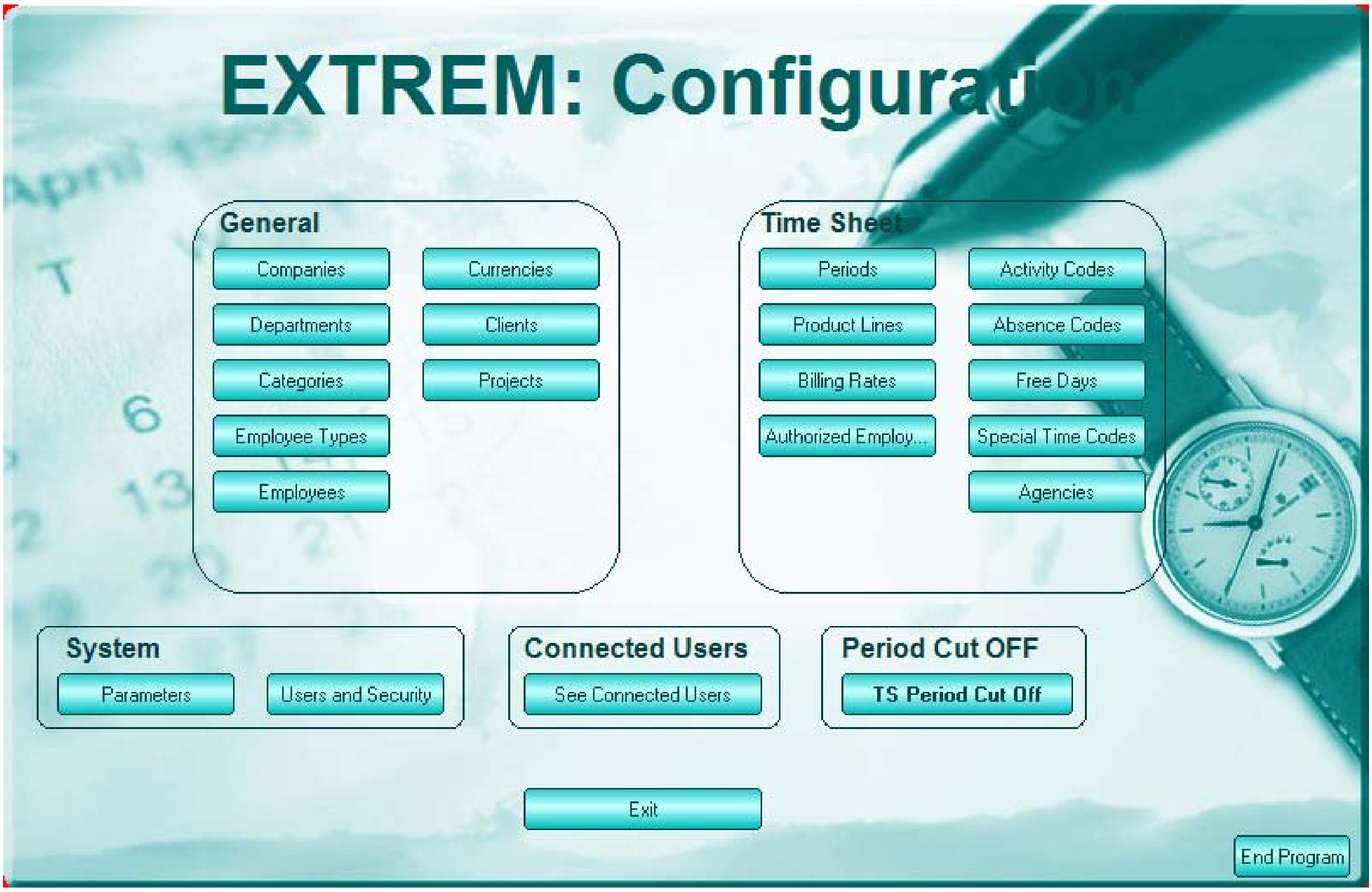
- install SQLServer software on a Windows 2000 server (let's say it's IP address is 150.125.60.214)
- create a user "adminextrem" with a password "extrempassw"
- create a catalog for your database (ex: EXTREM)
- add the user "adminextrem" as this database owner
- modify the initialization file (EXTREM.ini)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

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

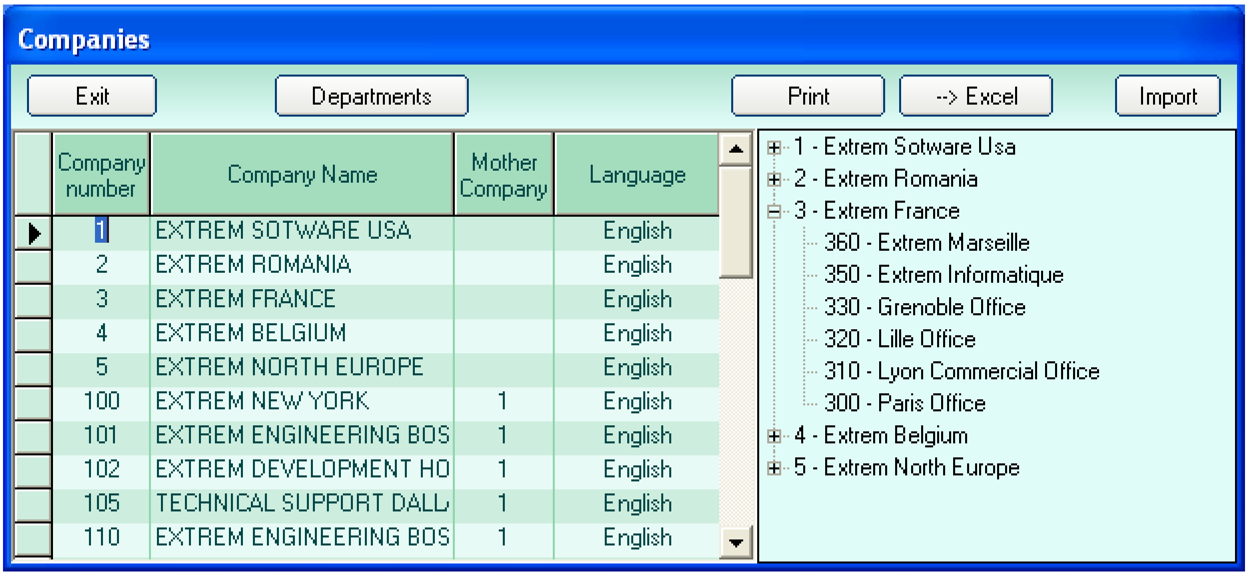
- Create the tables and views on SQLServer, using the database creation script (CreateEXTREMDatabase.SQL).

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:



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

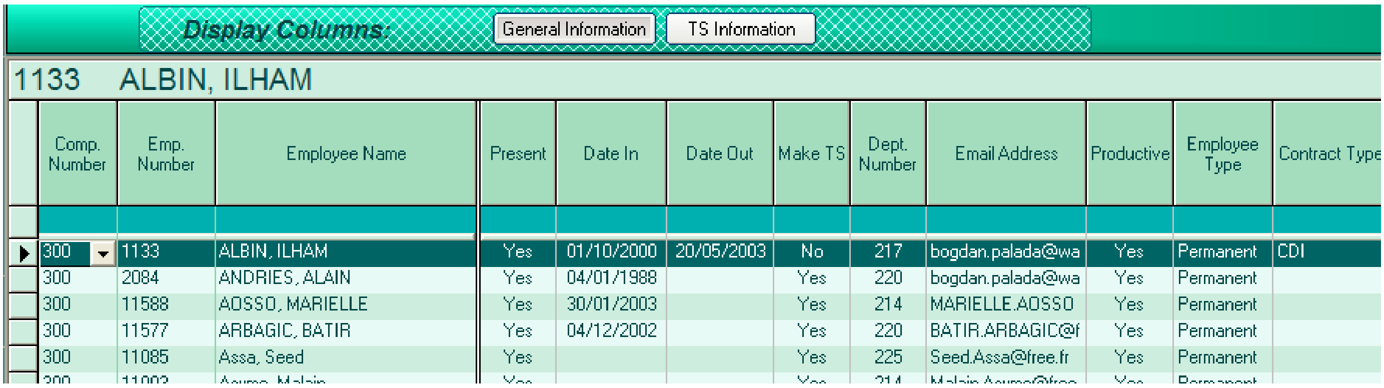
Import – Imports company list from excel file

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.



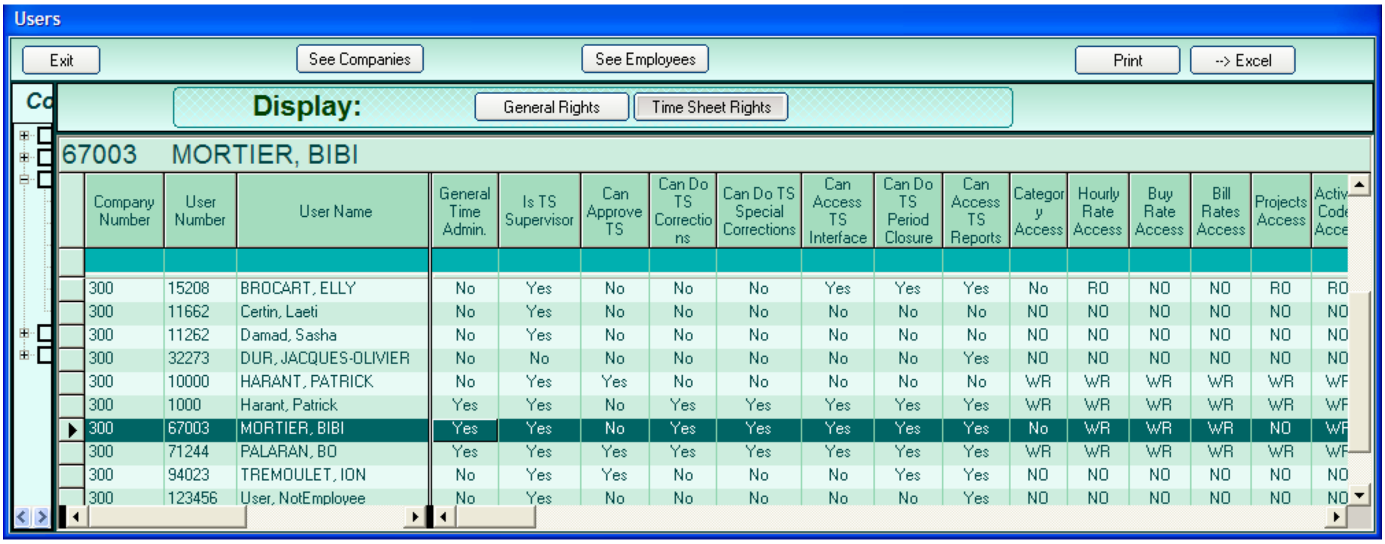
Click 'Exit' when you finished, you will return to the previous screen.

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.

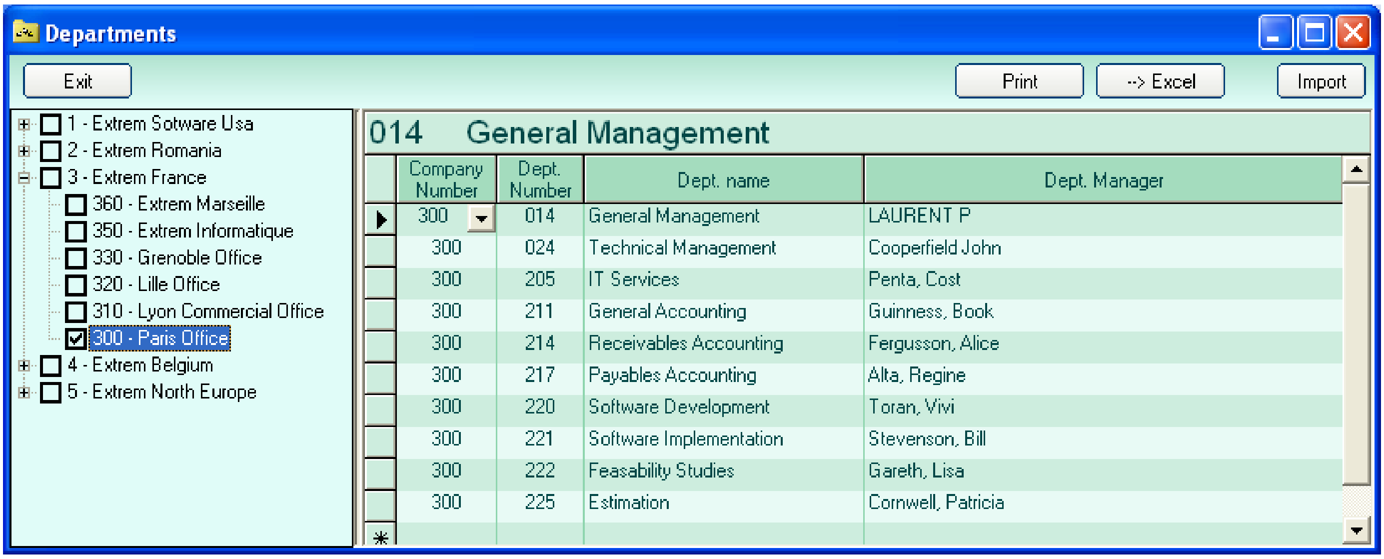


Be sure to have at least one administrator in this list General Time Admin=Yes).

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:



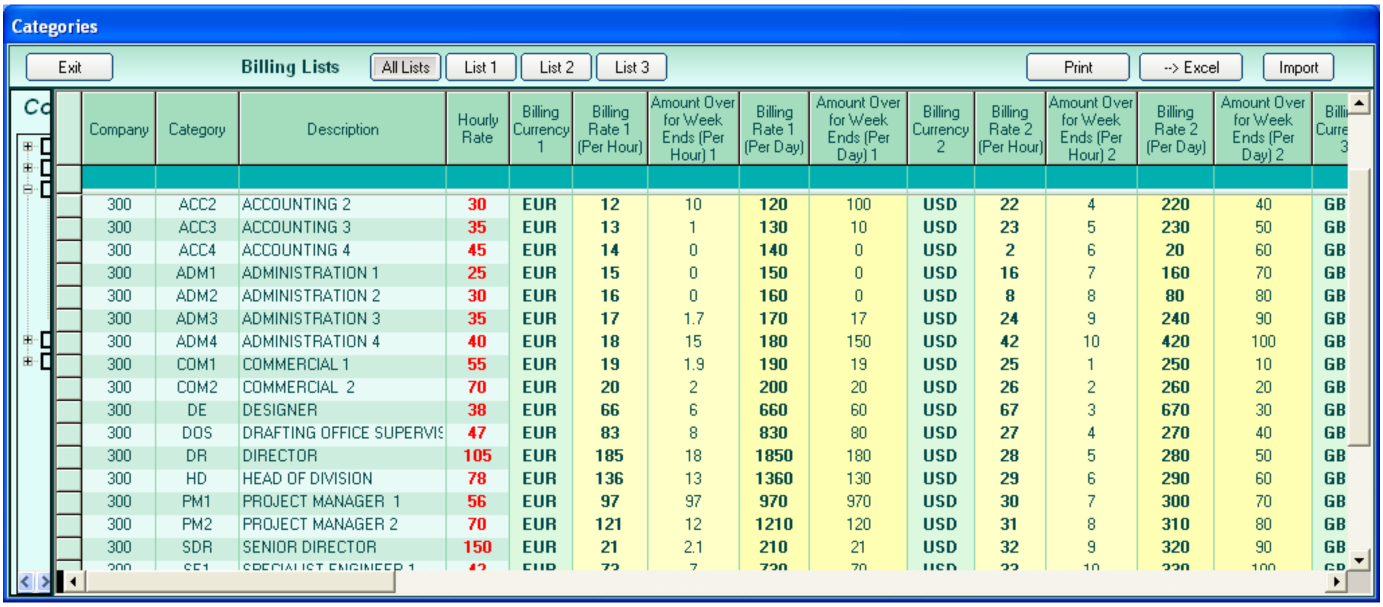
Check one or more companies in the company list on the left of the screen to display people belonging to these companies.
Click on the right button to hide/display the company list.

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: 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:

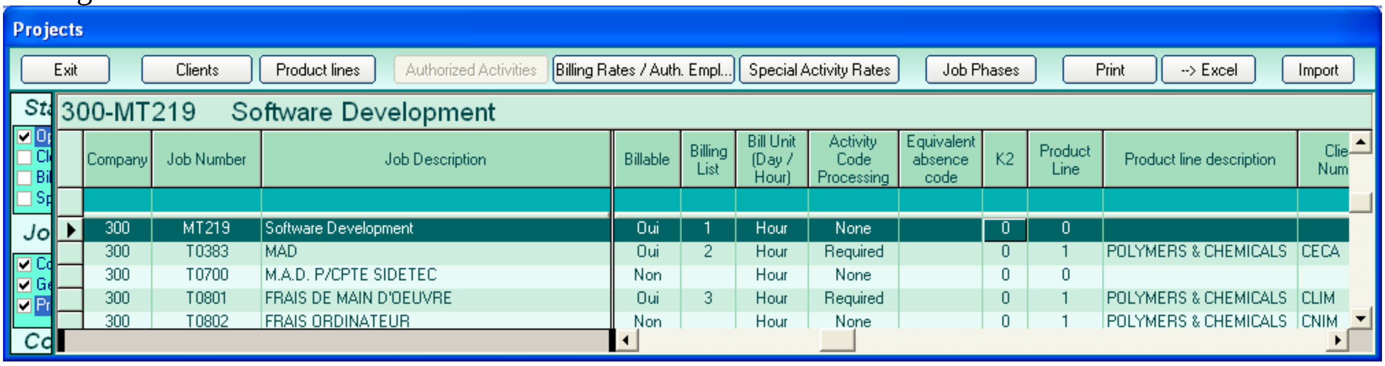


Company	Category	Description	Hourly Rate	Billing Currency 1	Billing Rate 1 (Per Hour)	Amount Over for Week Ends (Per Hour) 1	Billing Rate 1 (Per Day)	Amount Over for Week Ends (Per Day) 1	Billing Currency 2	Billing Rate 2 (Per Hour)	Amount Over for Week Ends (Per Hour) 2	Billing Rate 2 (Per Day)	Amount Over for Week Ends (Per Day) 2	Billi Curre 3
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 SUPERVIS	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

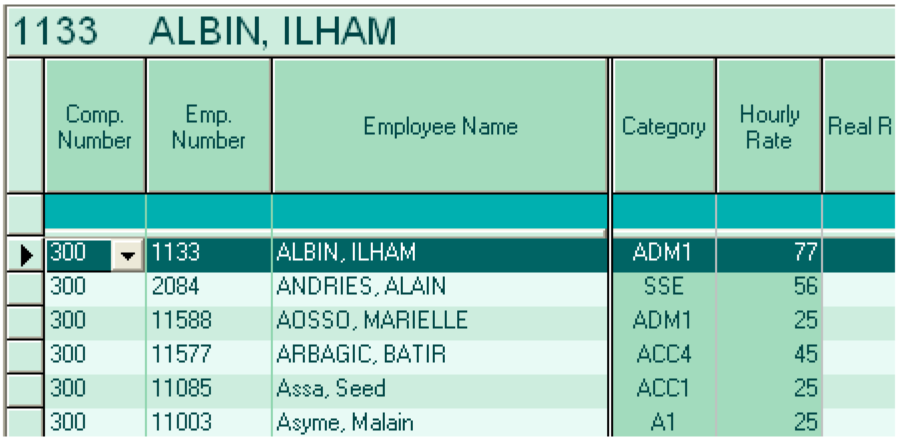
The information to be entered is:

- *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.

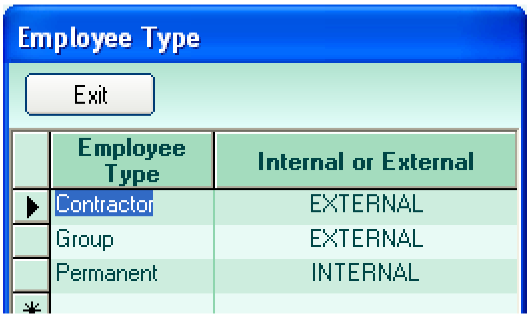


The category is linked to the employee configuration. When an employee is added to the list, you define a category for this employee: the system will propose for this employee the hourly rate of the category; you either accept it or change it.



2.3 Configuration – Employee type

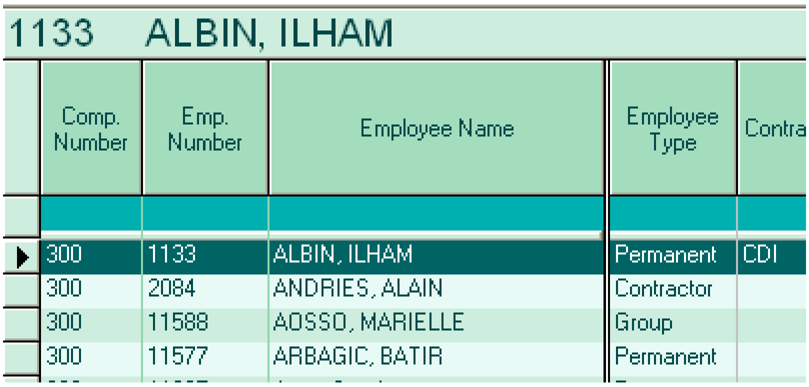
You can configure several types of employee in EXTREM. For each employee type, you'll have to say if it is INTERNAL (your company staff), or EXTERNAL (from outside the company, either within the corporate, or outside the corporate) .
The following screen will allow you to do just that.


Employee Type

Exit

Employee Type	Internal or External
Contractor	EXTERNAL
Group	EXTERNAL
Permanent	INTERNAL

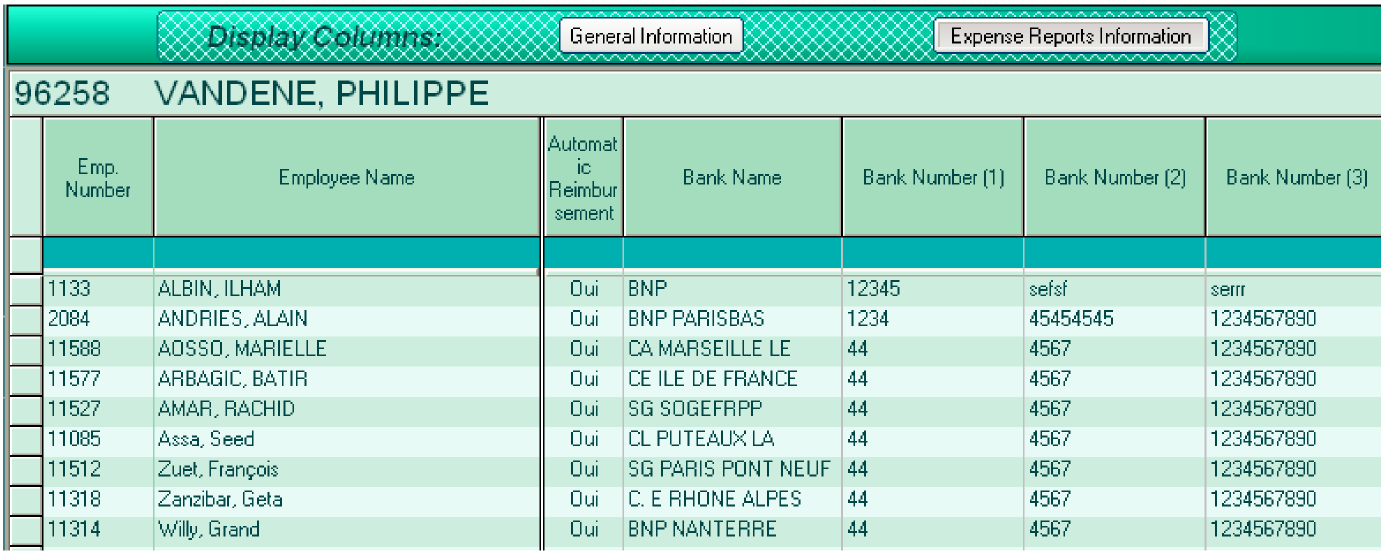
This information is linked to the employee configuration. When you add an employee to your list, you define for him an employee type, as shown below:


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:



Display Columns: General Information | Expense Reports Information

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	sefsf	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

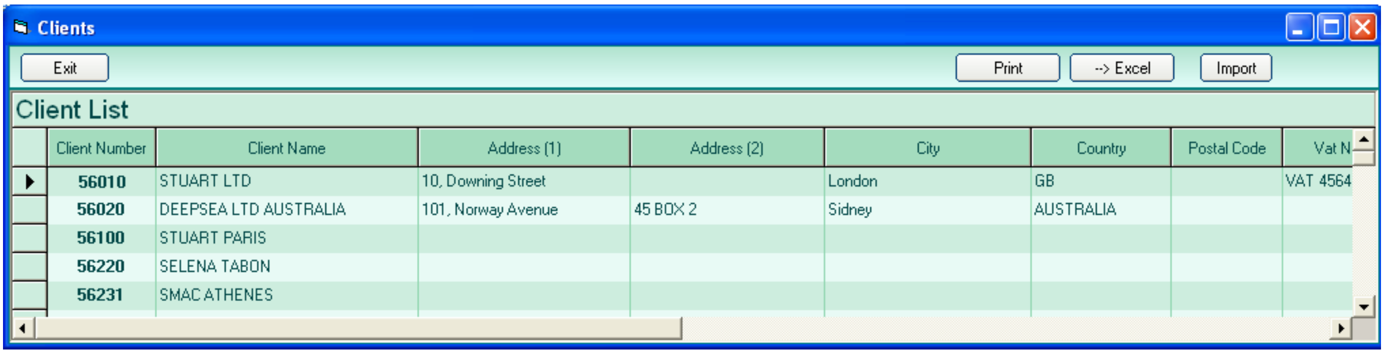
- *Category* – category for this employee. See the chapter ‘Configuration – Categories’ for more information
- *Supervisor Company, Number, Name* **–** person who will supervise the time sheet input for this employee. This supervisor can also enter the time sheet for the employees that he (she) supervises
- *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 **Save** button
- Cancel modifications - press ‘ESCAPE’ to cancel modifications for the current cell. Press ‘CTRL Z’ or press the **CANCEL** 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:



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:

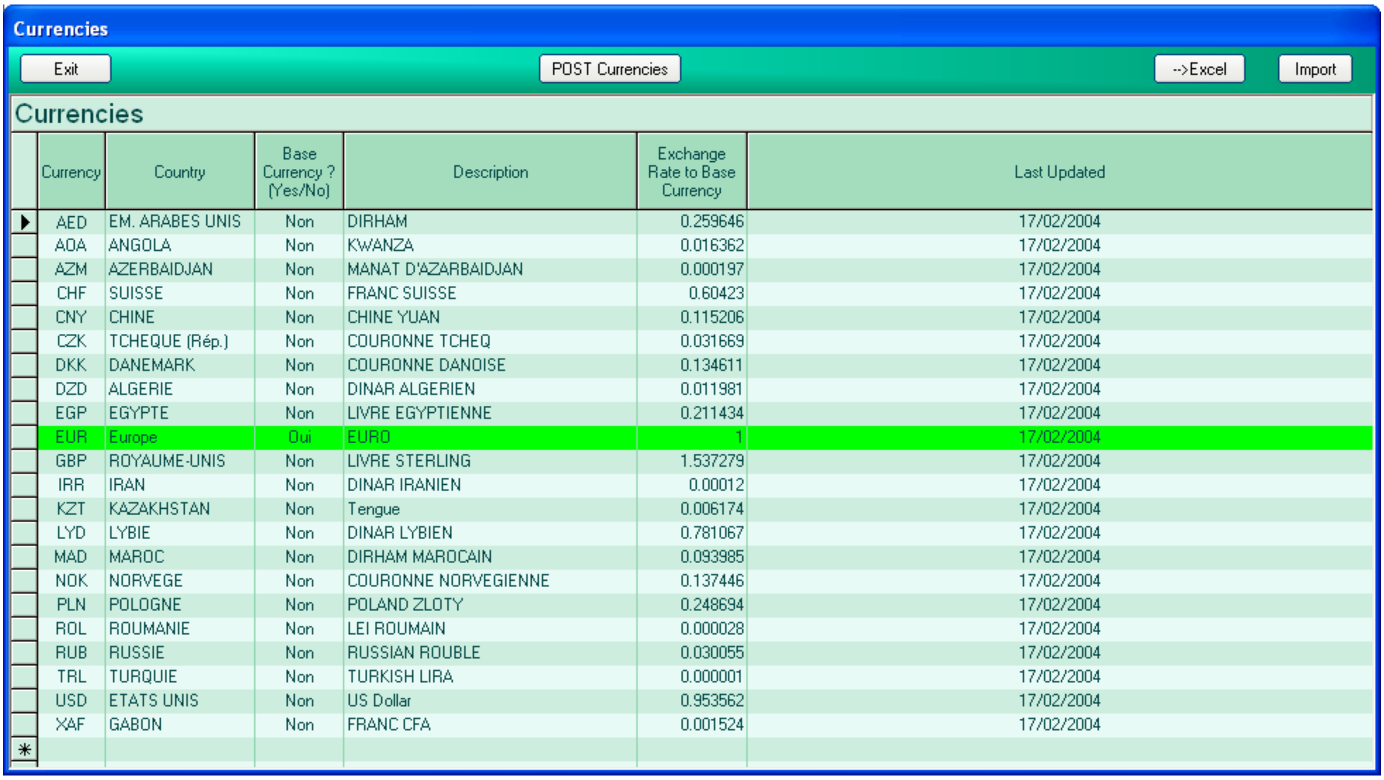
Print - Print the client list

->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:



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
AOA	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	0.031669	17/02/2004
DKK	DANEMARK	Non	COURONNE DANOISE	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:

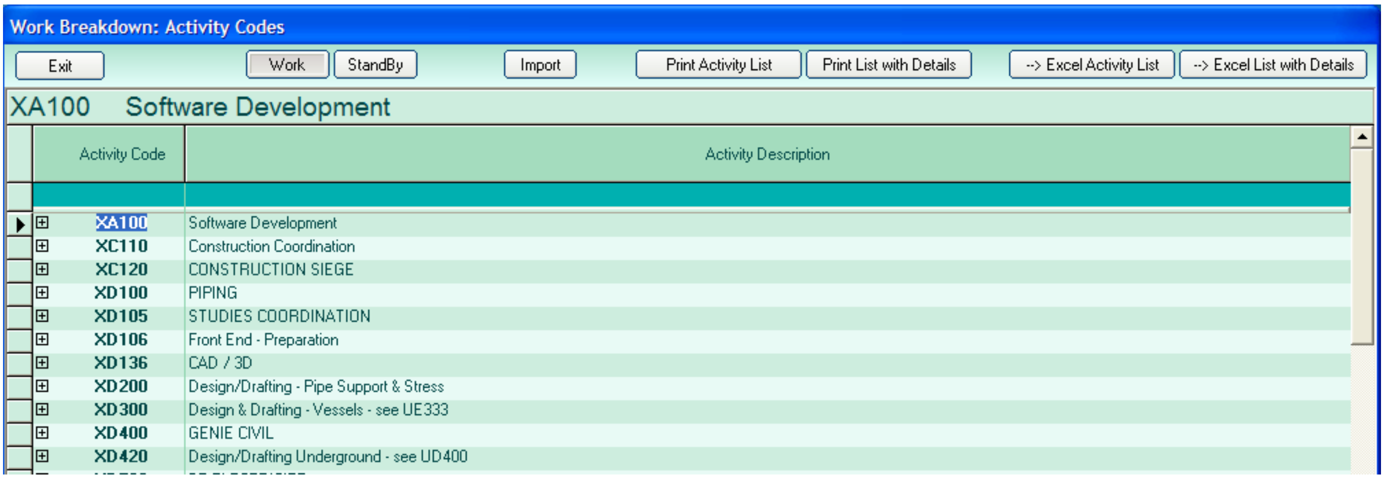
- *Currency Code* - international currency code (three characters)
- Country – the currency country
- *Base Currency* (Yes/No) - 'Yes' if it is your own currency, 'No' if not. Only one currency can be the base currency at a certain moment
- *Exchange Rate to your Currency* -
- *Last Updated* - date when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

How to use this screen:

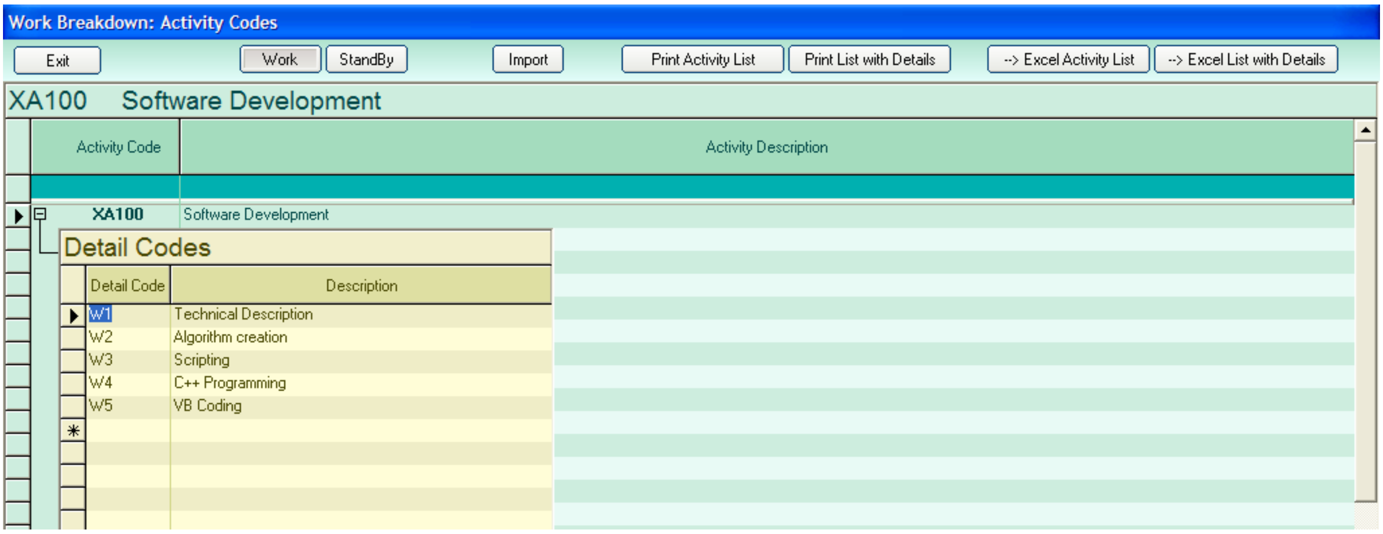
- New currencies - Use the last (empty) line to enter new currencies - be sure the currency code is not already in the list. ***Press the*** **Post Currencies** ***button after adding a new line.***
- Delete - select the entire line by clicking in the leftmost column, then press the 'DELETE' key
- Update 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:



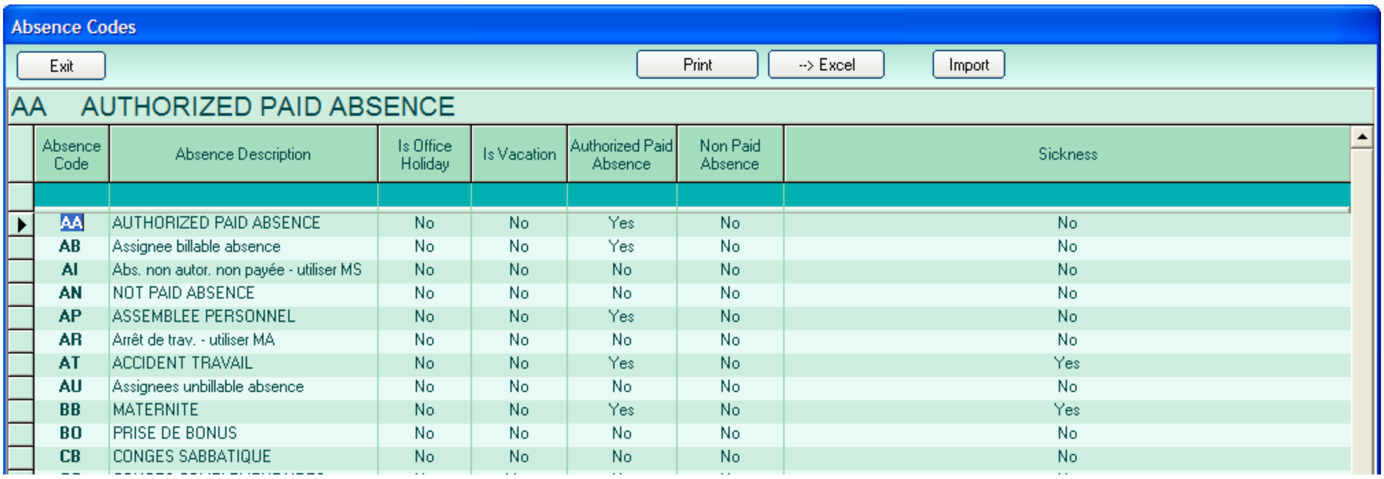
The information to fill in is:
Activity Code, Activity Description
For each activity, you can define sub-activities (details), by clicking on the + sign inside the cell; the following screen will be displayed:



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 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

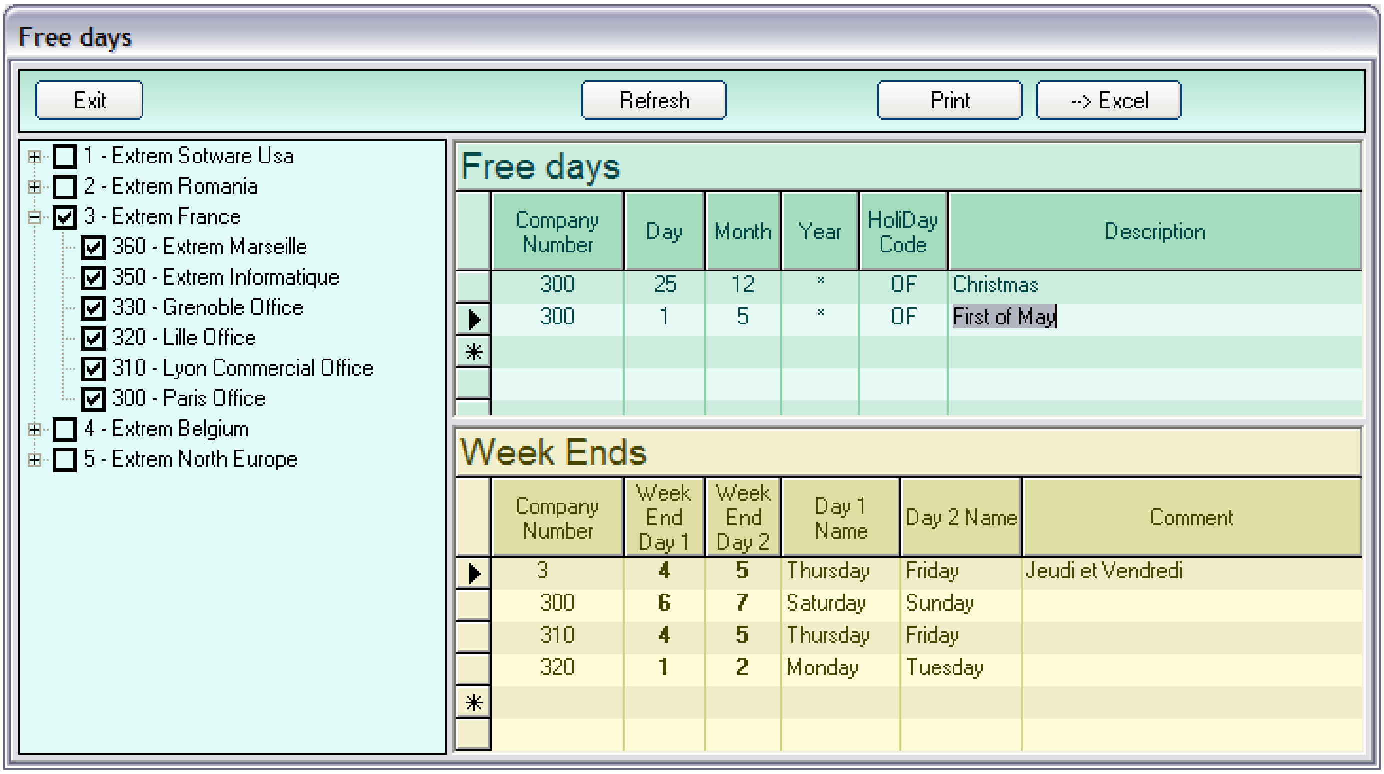
The information to be entered is:

- *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 will 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).



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

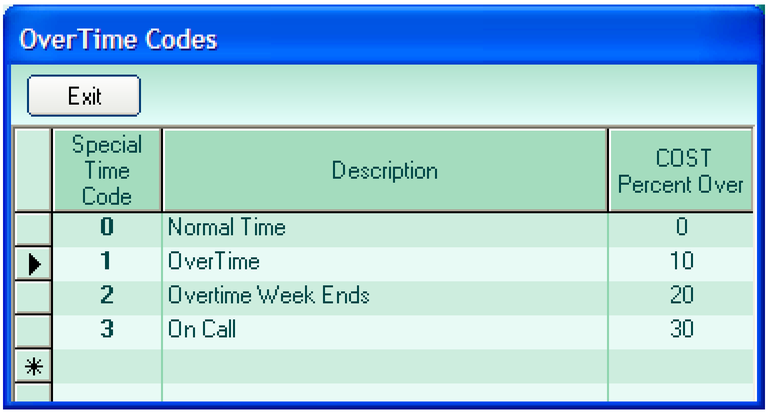
The second table allows entering week ends for each company. The information in this table is:

- *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.

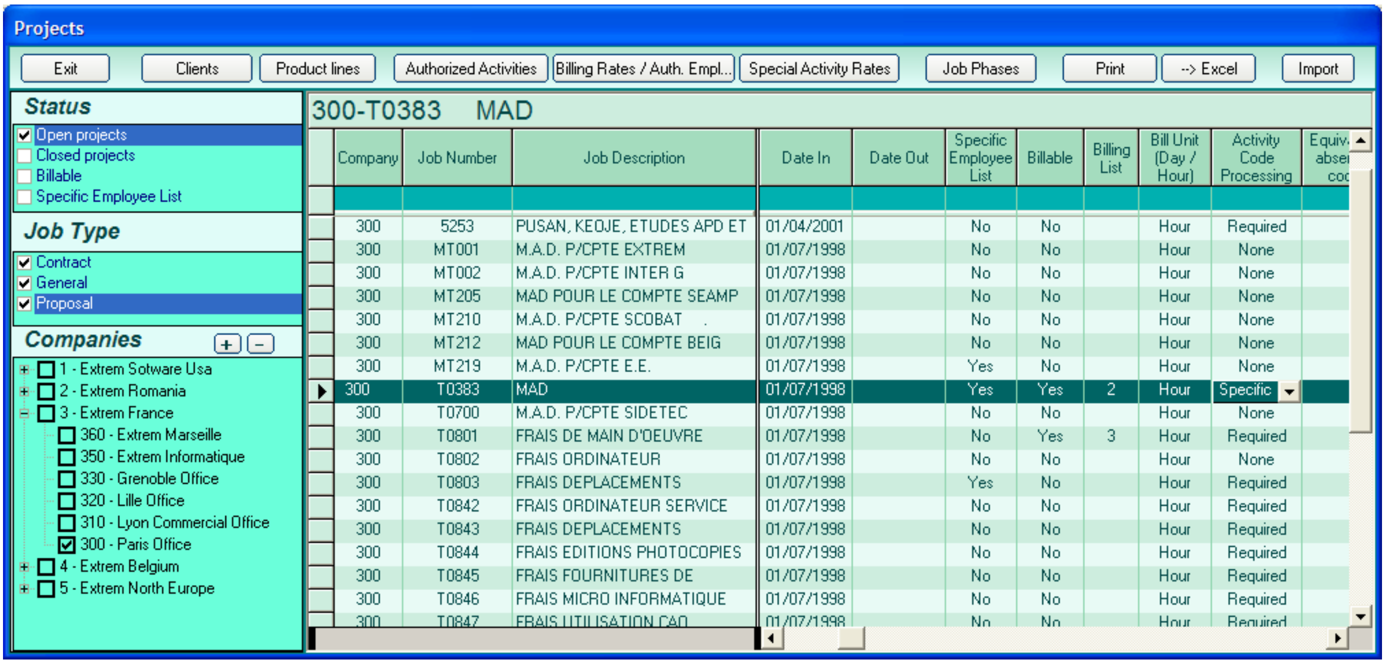


The information to enter is:

- *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:



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:

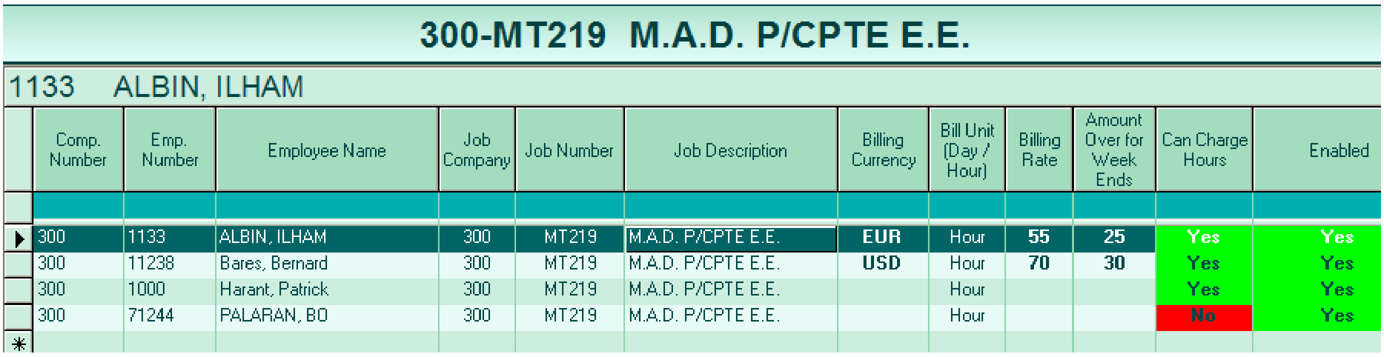
Print - Print the client list

->Excel - Export to Excel

Import - 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.



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.

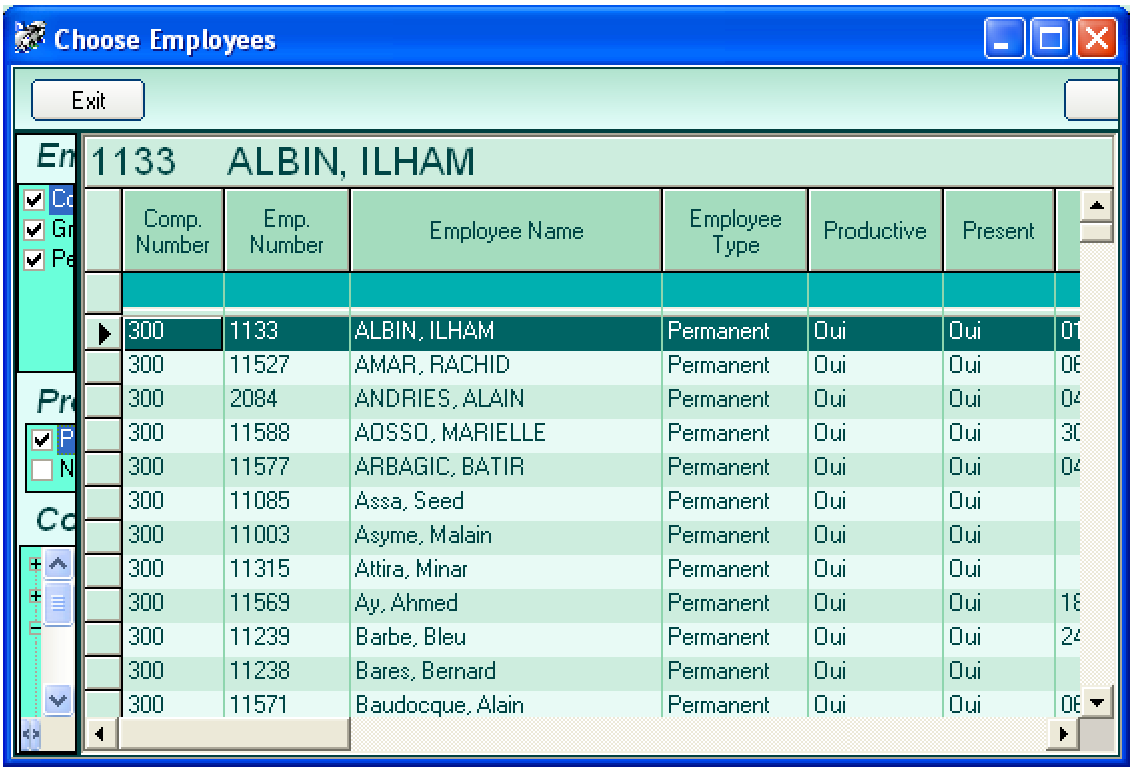
Then, you can begin adding employees to this list.

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.



Comp. Number	Emp. Number	Employee Name	Employee Type	Productive	Present	
300	1133	ALBIN, ILHAM	Permanent	Oui	Oui	01
300	11527	AMAR, RACHID	Permanent	Oui	Oui	06
300	2084	ANDRIES, ALAIN	Permanent	Oui	Oui	04
300	11588	AOSSO, MARIELLE	Permanent	Oui	Oui	30
300	11577	ARBAGIC, BATIR	Permanent	Oui	Oui	04
300	11085	Assa, Seed	Permanent	Oui	Oui	
300	11003	Asyme, Malain	Permanent	Oui	Oui	
300	11315	Attira, Minar	Permanent	Oui	Oui	
300	11569	Ay, Ahmed	Permanent	Oui	Oui	18
300	11239	Barbe, Bleu	Permanent	Oui	Oui	24
300	11238	Bares, Bernard	Permanent	Oui	Oui	
300	11571	Baudocque, Alain	Permanent	Oui	Oui	06

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

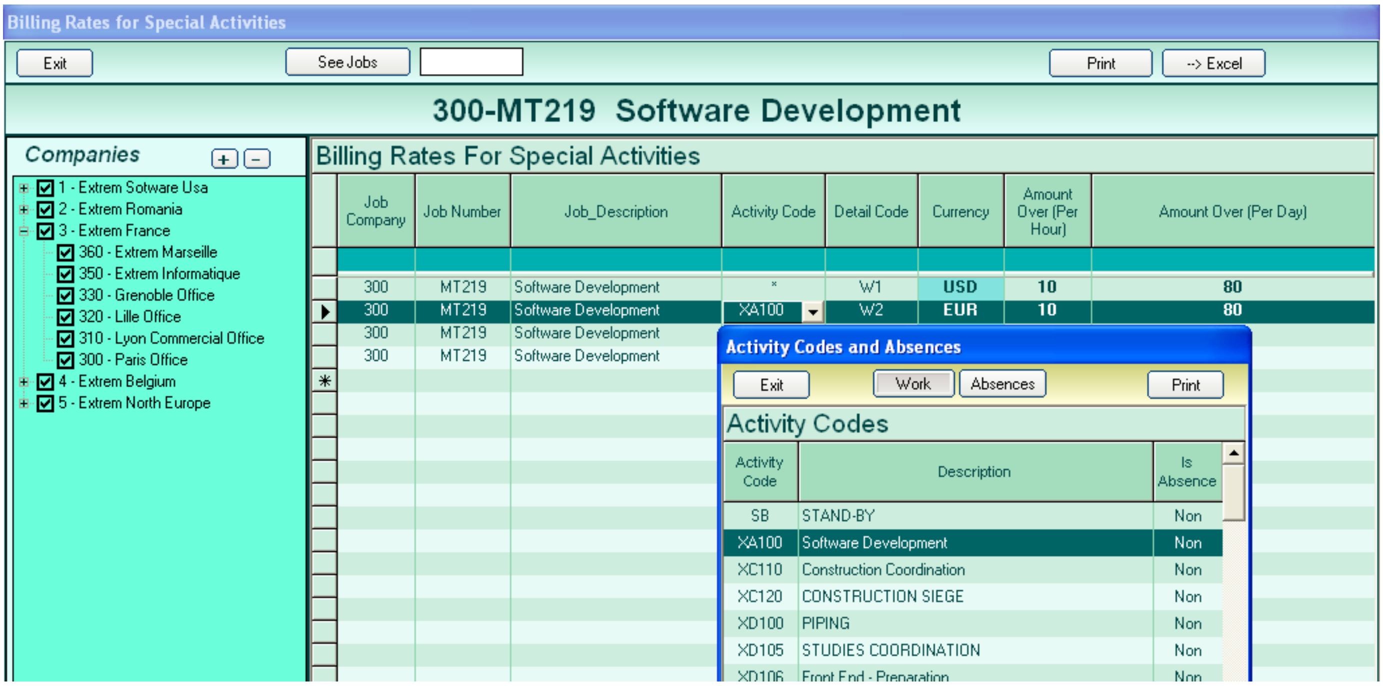
You can define specific billing rates for certain activities / sub activities. That means, if an employee is working on one of these activities / sub activities, the billing rate will be that of the employee on this job + the special rate for the corresponding activity.
To define specific billing rates,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

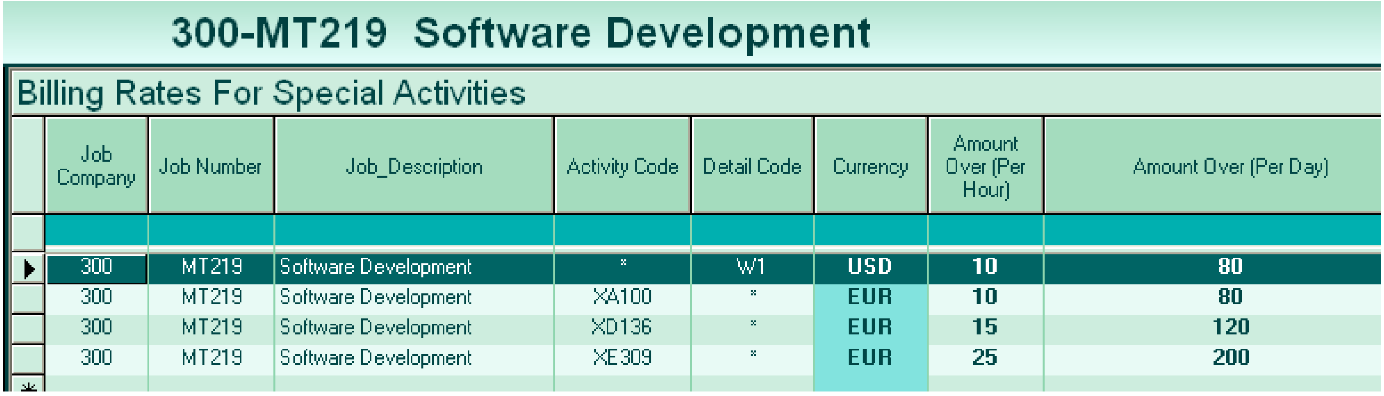
To add a new activity to the list, click on the first free line of the table, then press the small button in the activity cell.



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

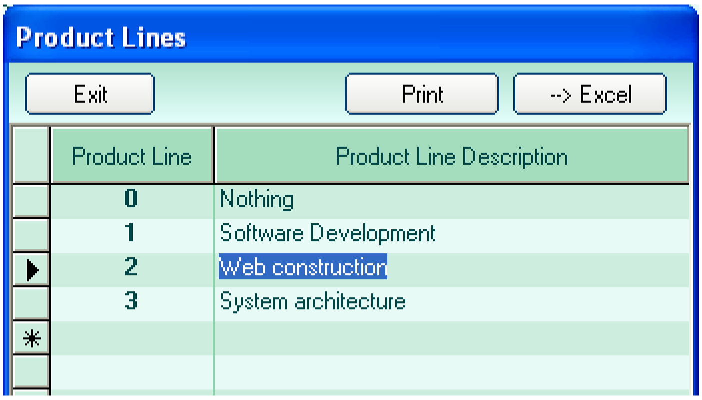
Job Company	Job Number	Job_Description	Activity Code	Detail Code	Currency	Amount Over (Per Hour)	Amount Over (Per Day)
300	MT219	Software Development	*	W1	USD	10	80
300	MT219	Software Development	XA100	*	EUR	10	80
300	MT219	Software Development	XD136	*	EUR	15	120
300	MT219	Software Development	XE309	*	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 XD136and 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

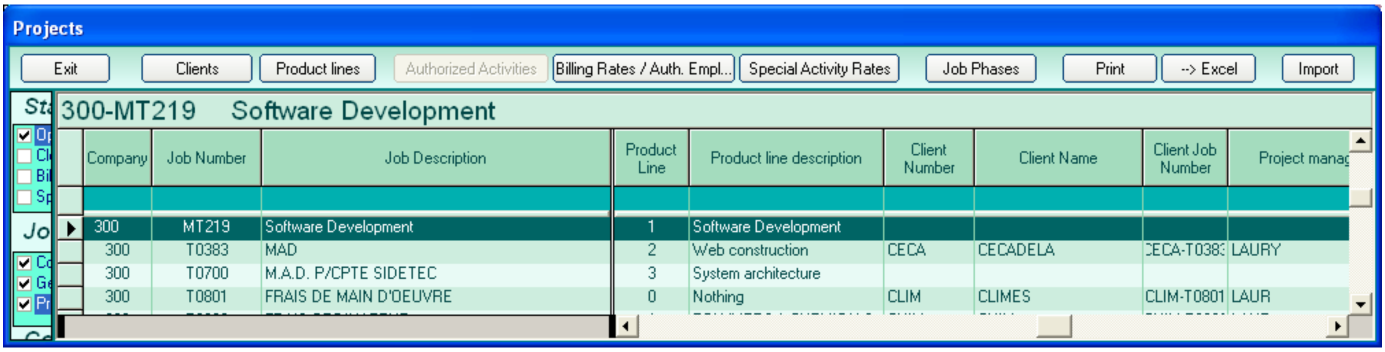
EXTREM offers the possibility to group projects by project line, if needed. To do so, you need first to define your product lines, using the following screen:



The information to be entered is:

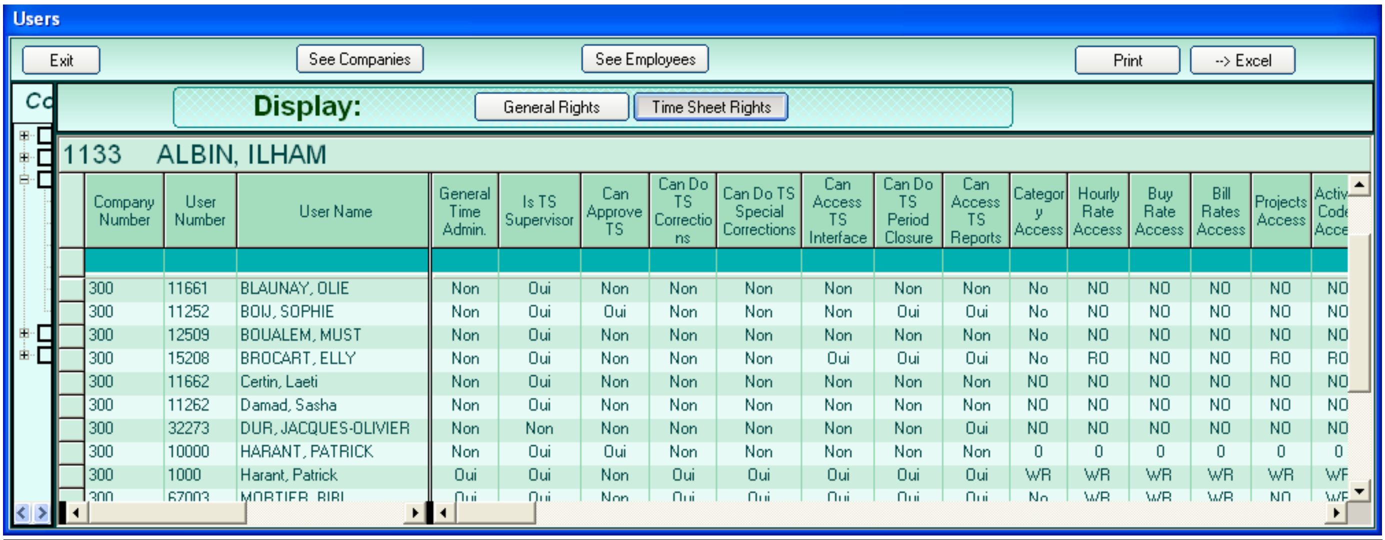
- *Product Line* – product line number
- *Description* – product line description

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:



2.15 Configuration - Users and Security

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



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

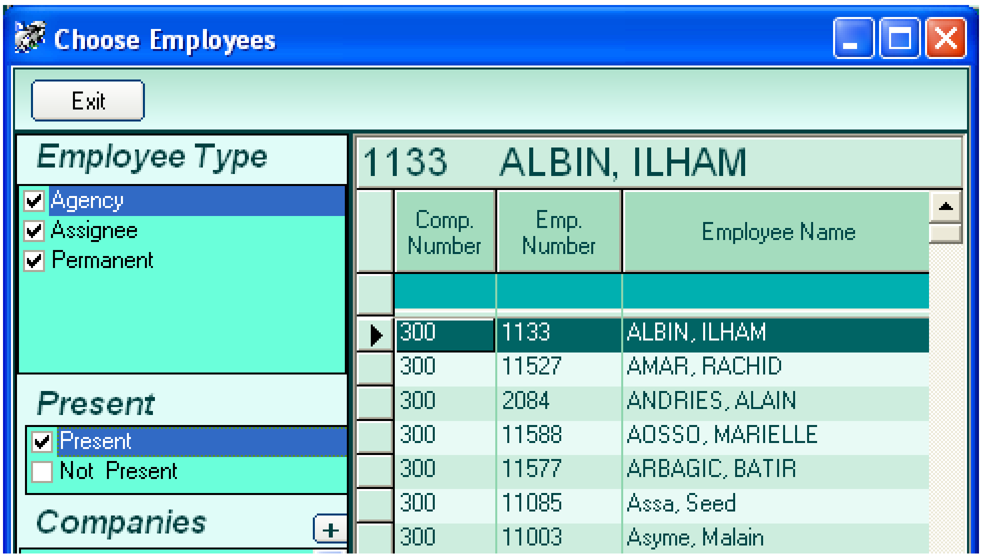
General Rights

- *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 **EXCEL** button - (Excel has to be installed on the computer in order for this to work)
- Click on the **Employees** button to display the employee list:



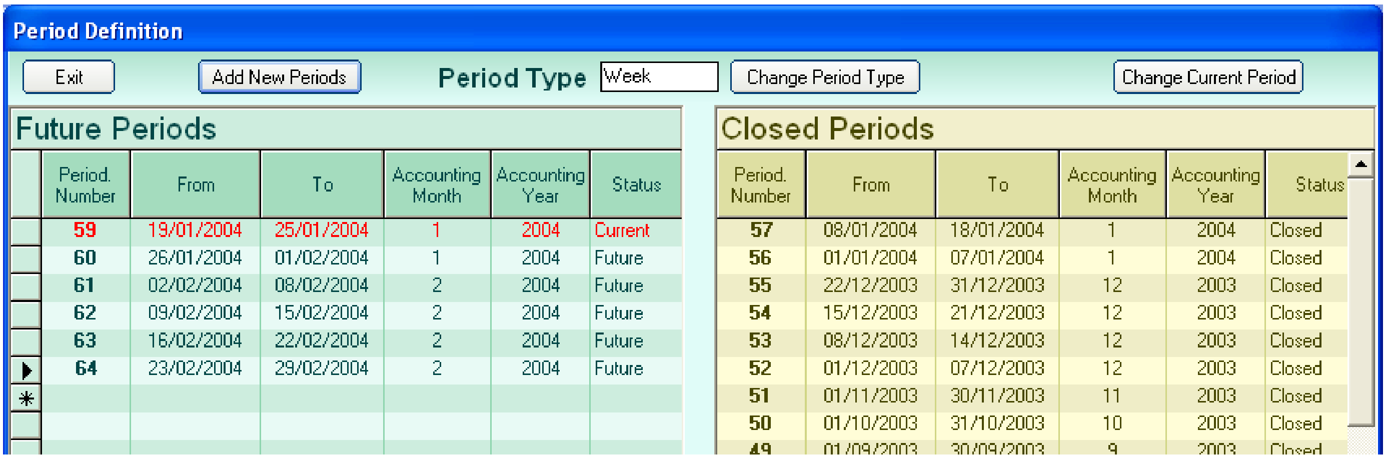
Double click on the desired employee to add him / her to the user list.

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:



Period Number	From	To	Accounting Month	Accounting Year	Status
59	19/01/2004	25/01/2004	1	2004	Current
60	26/01/2004	01/02/2004	1	2004	Future
61	02/02/2004	08/02/2004	2	2004	Future
62	09/02/2004	15/02/2004	2	2004	Future
63	16/02/2004	22/02/2004	2	2004	Future
64	23/02/2004	29/02/2004	2	2004	Future

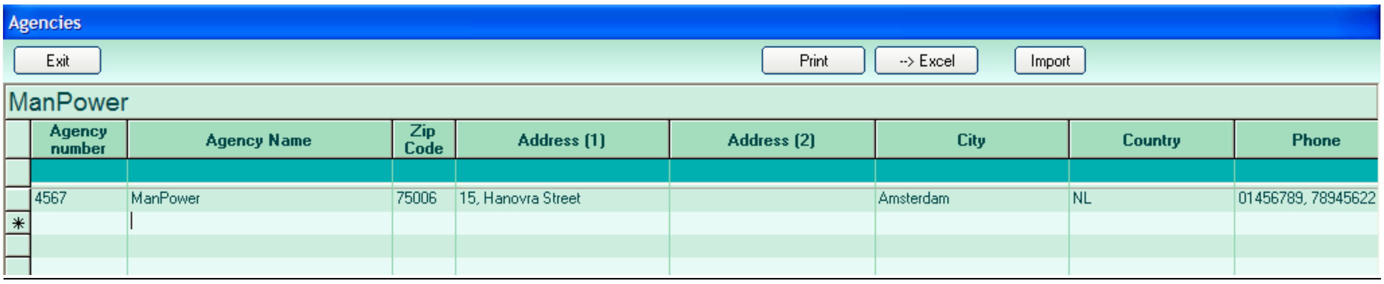
Period Number	From	To	Accounting Month	Accounting Year	Status
57	08/01/2004	18/01/2004	1	2004	Closed
56	01/01/2004	07/01/2004	1	2004	Closed
55	22/12/2003	31/12/2003	12	2003	Closed
54	15/12/2003	21/12/2003	12	2003	Closed
53	08/12/2003	14/12/2003	12	2003	Closed
52	01/12/2003	07/12/2003	12	2003	Closed
51	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.



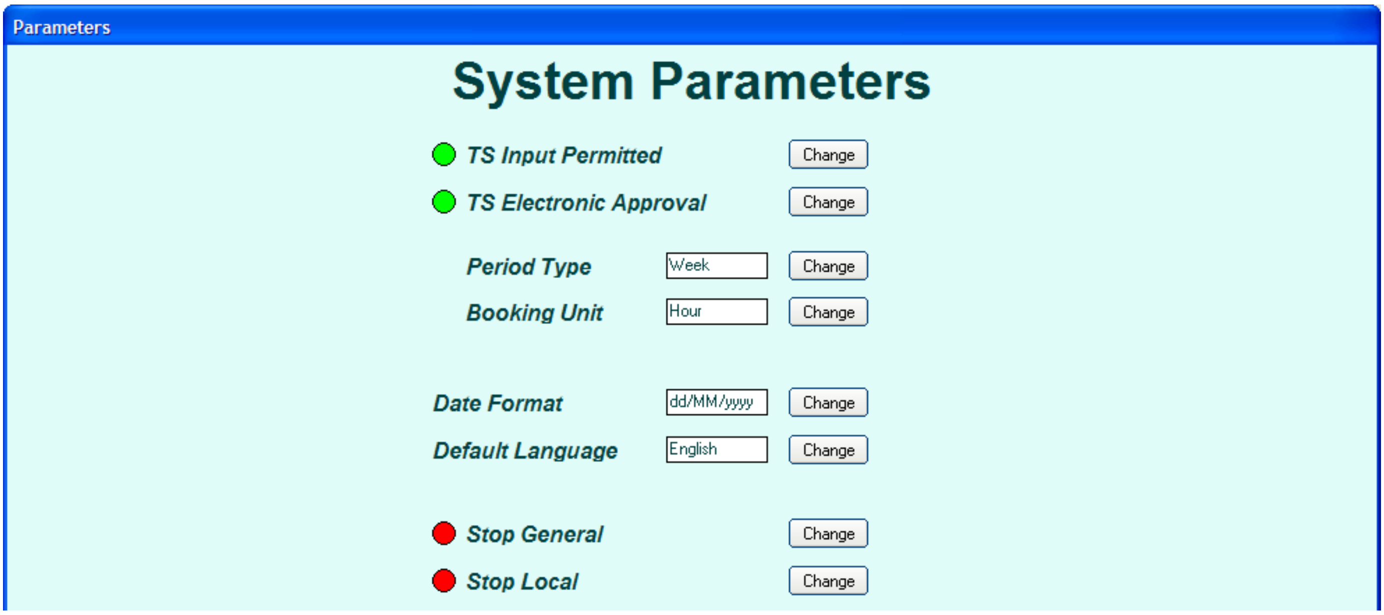
The information needed is:

- *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:



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

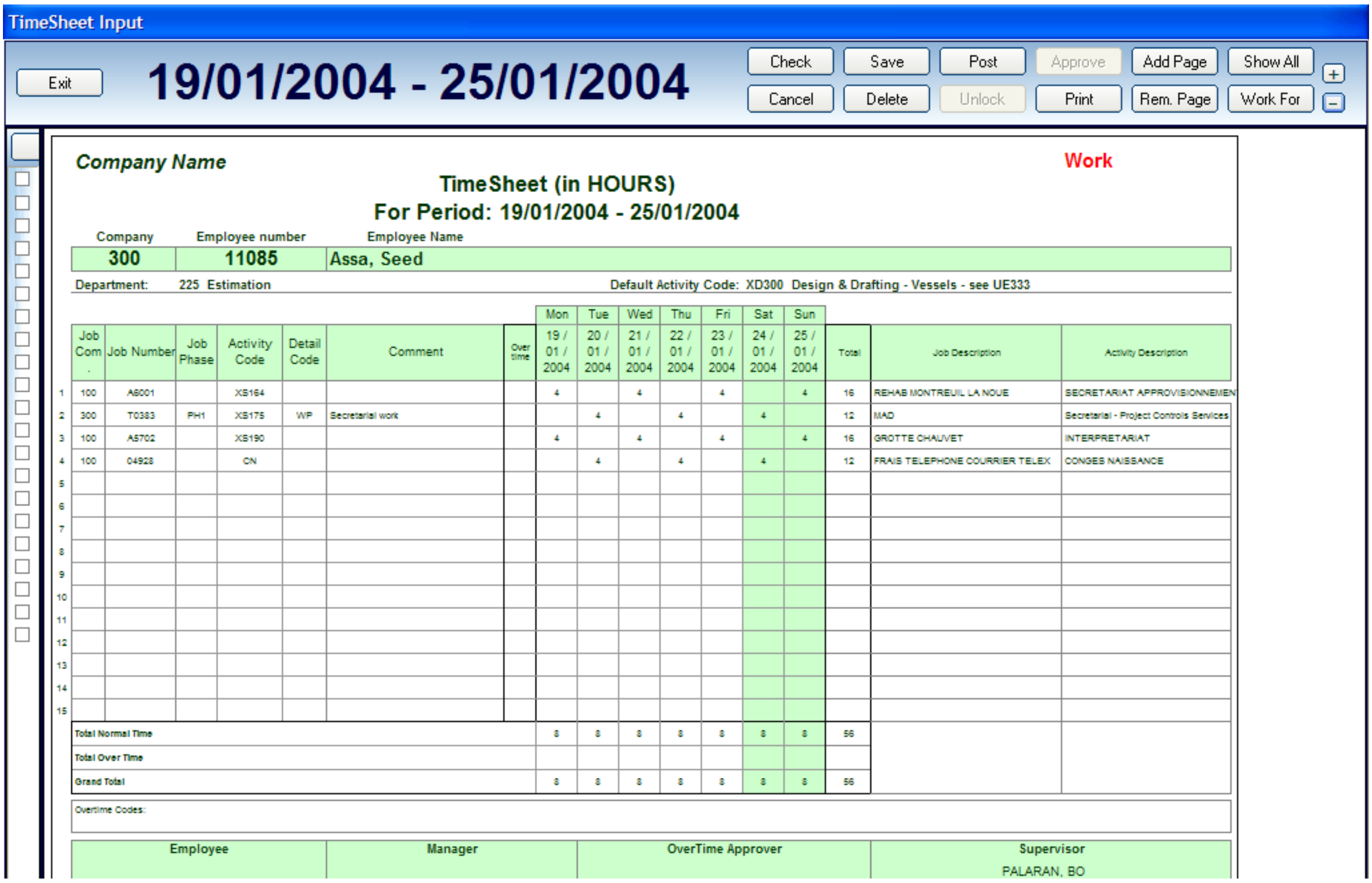
Default language: type the default language (ex: French or English) then press the Change button.

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:



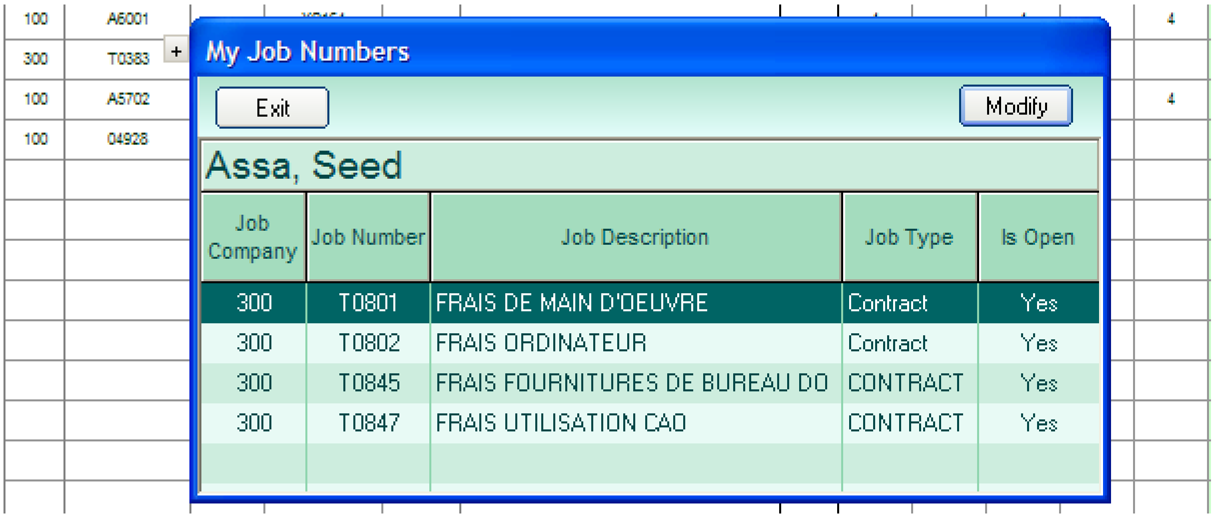
When a person logs into the system and ask for time sheet input, the system displays the form above. Some information, such as employee name, number, department, default activity, period, is automatically filled in by EXTREM.

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 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

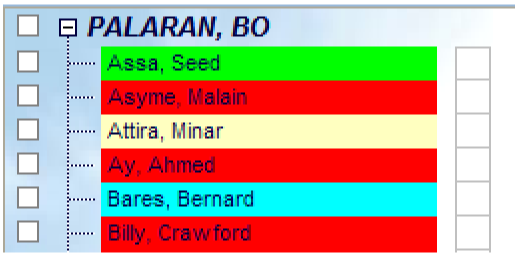
Job description, activity description are completed automatically by the system.
Totals (per job, normal time, over time) are calculated automatically by the system.

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

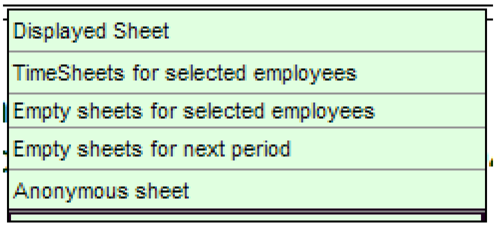
Supervisors have a list of their people that shows the status of their time sheets for the period.



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 the select between the following:



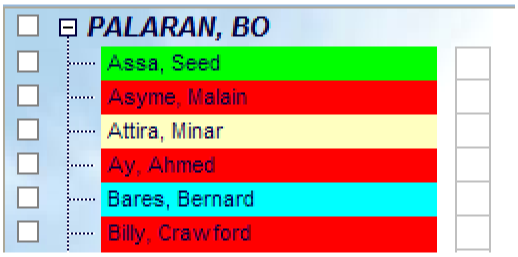
Displayed sheet – prints the current time sheet
Time sheets for selected employees – prints the time sheets for all selected employees
Empty sheets for selected employees – time sheets without hours for the current period
Empty sheets for next period – time sheets without hours, for next period, for 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

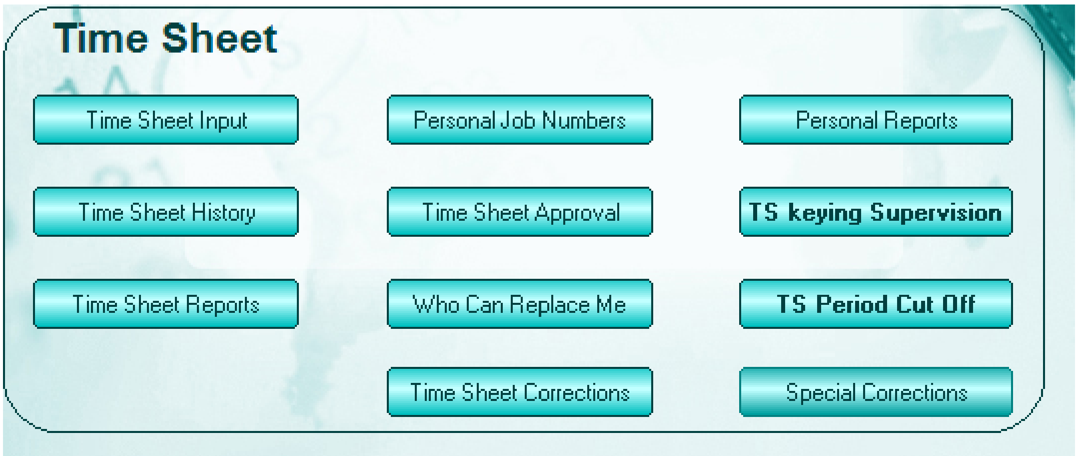
3.2 Time Sheet Corrections

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:

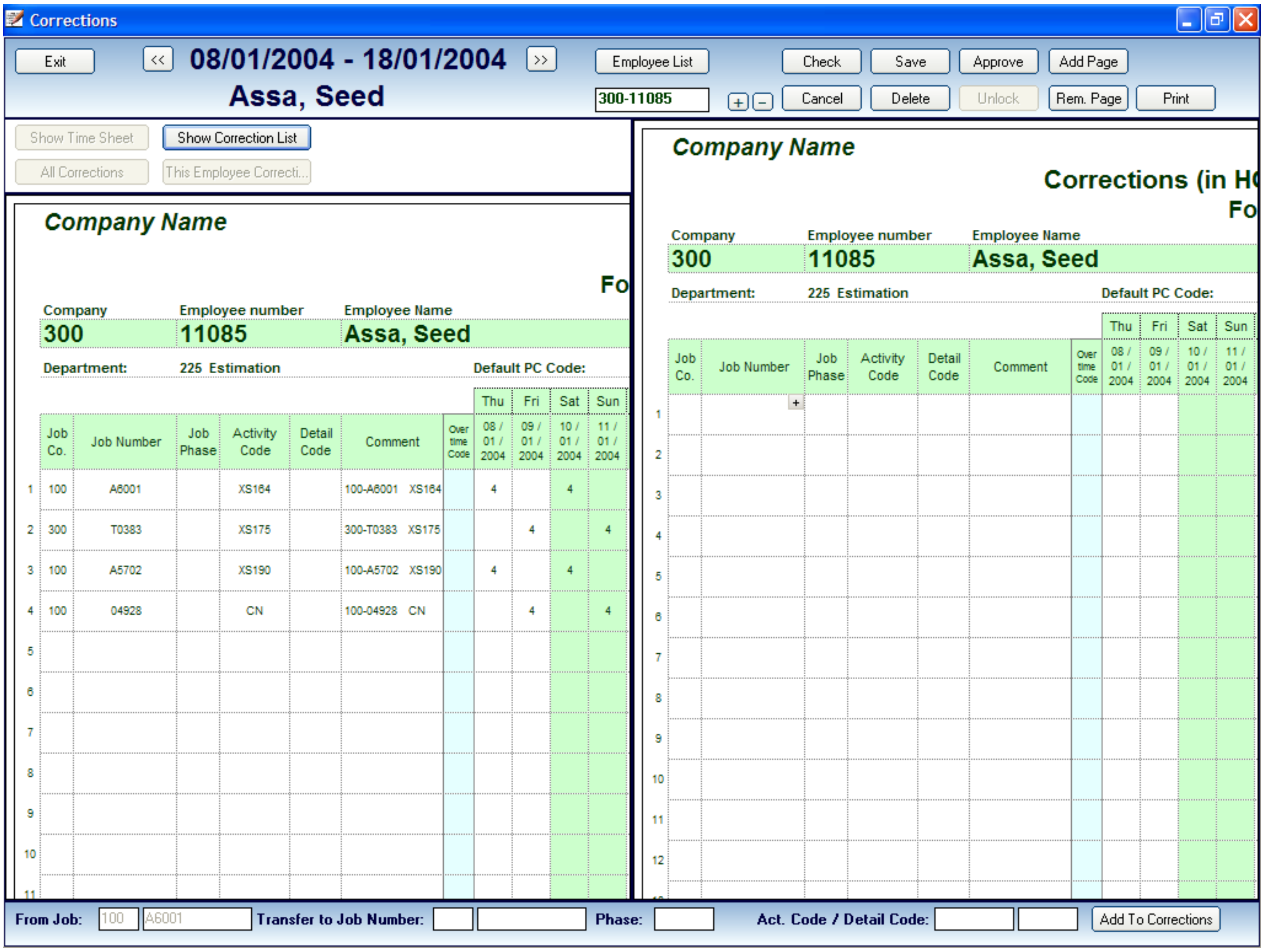
- From the time sheet keying screen, by clicking in on of the squares to the right side of the employee list. See picture below:



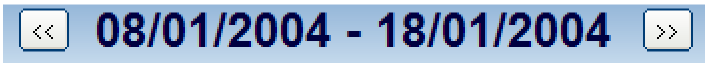
- From the Time sheet menu screen, by clicking on the **Time Sheet Corrections** button:



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.

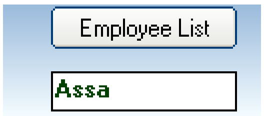
The simplest way to do a correction is to type the new data in the correction form, as you do when you enter a time sheet.
A typical correction is to transfer the hours from one job to another, which can be done by keying as shown below:

	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		XS164				-4		-4		-4		-4		-4
2	100	A5702	PH1	XS190				4		4		4		4		4

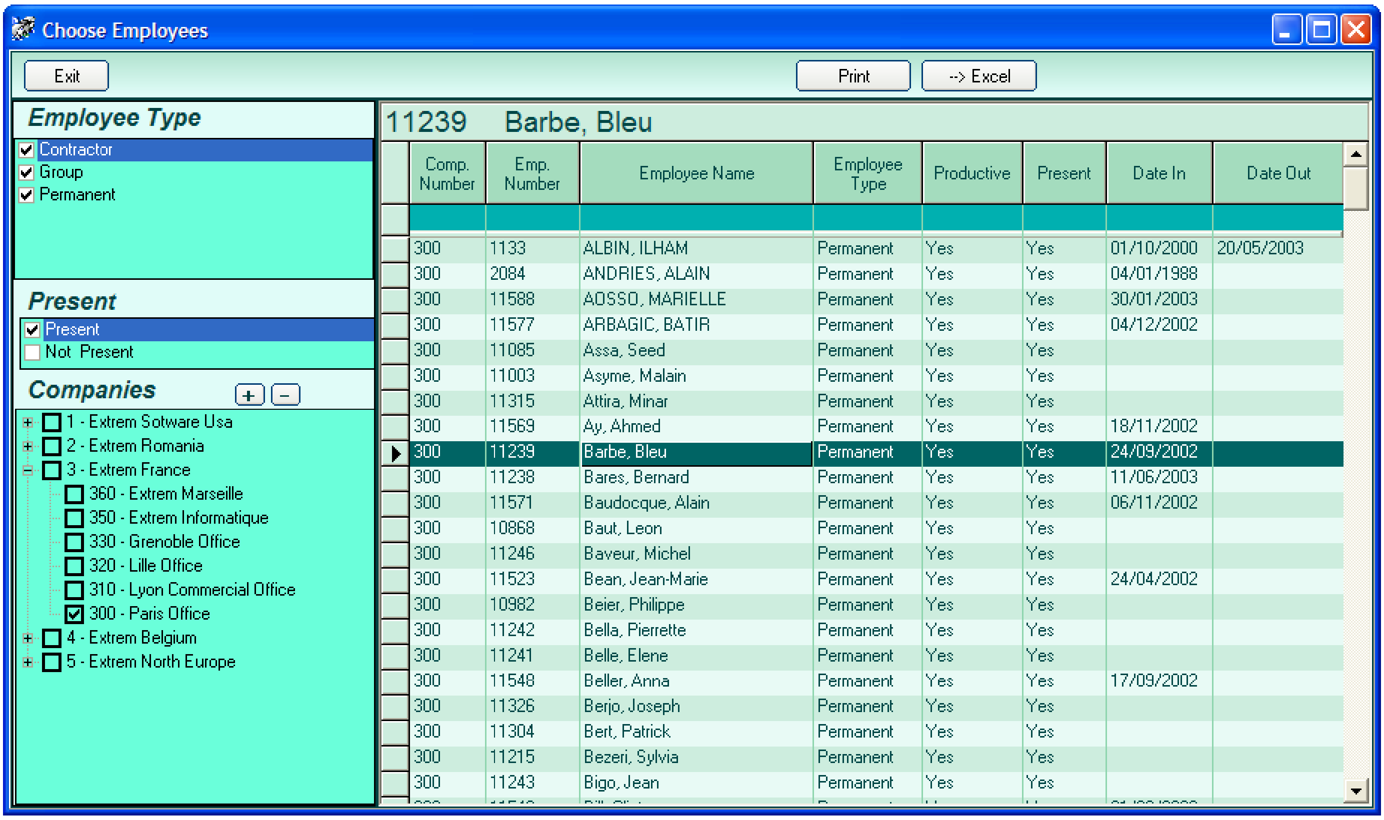
You can do the same kind of transfer using the text boxes at the bottom of the screen. First, select a job by clicking on its line in the Time sheet form (left side of the screen). The job company and number will be displayed in the "From Job" text boxes. Then type the new job (and company), job phase,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

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.

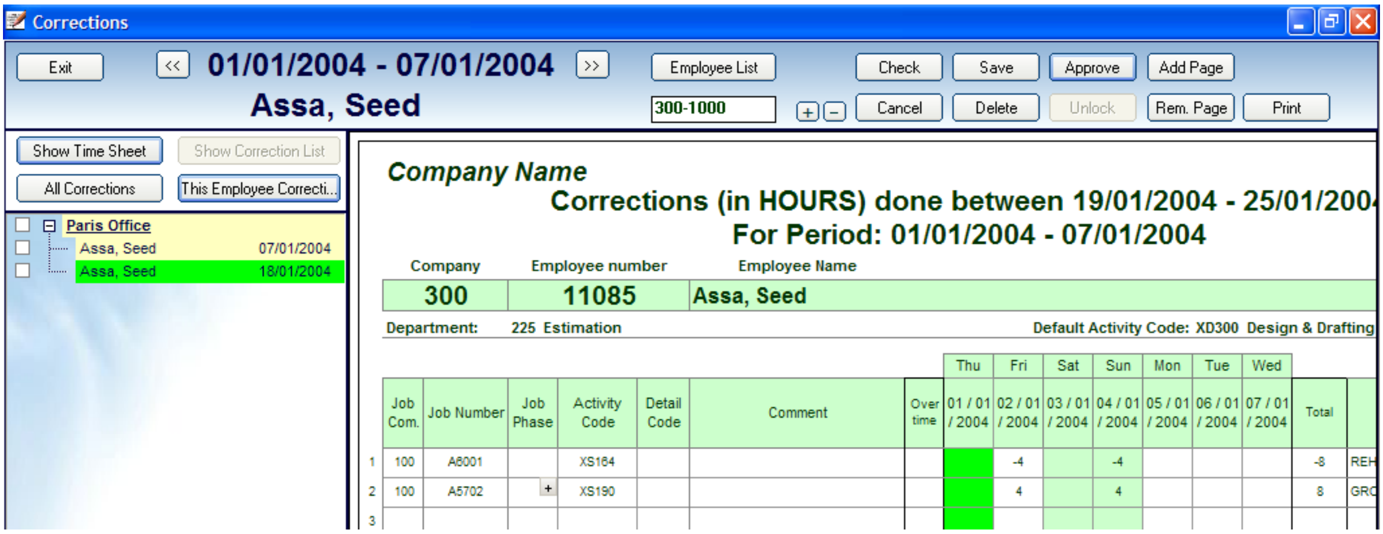


The system will display the selected employee, if found.
You can display a list of employees and select one, by clicking on the **Employee List** button. The list of employees will be displayed, as shown below. Double-click on an employee line to select it.

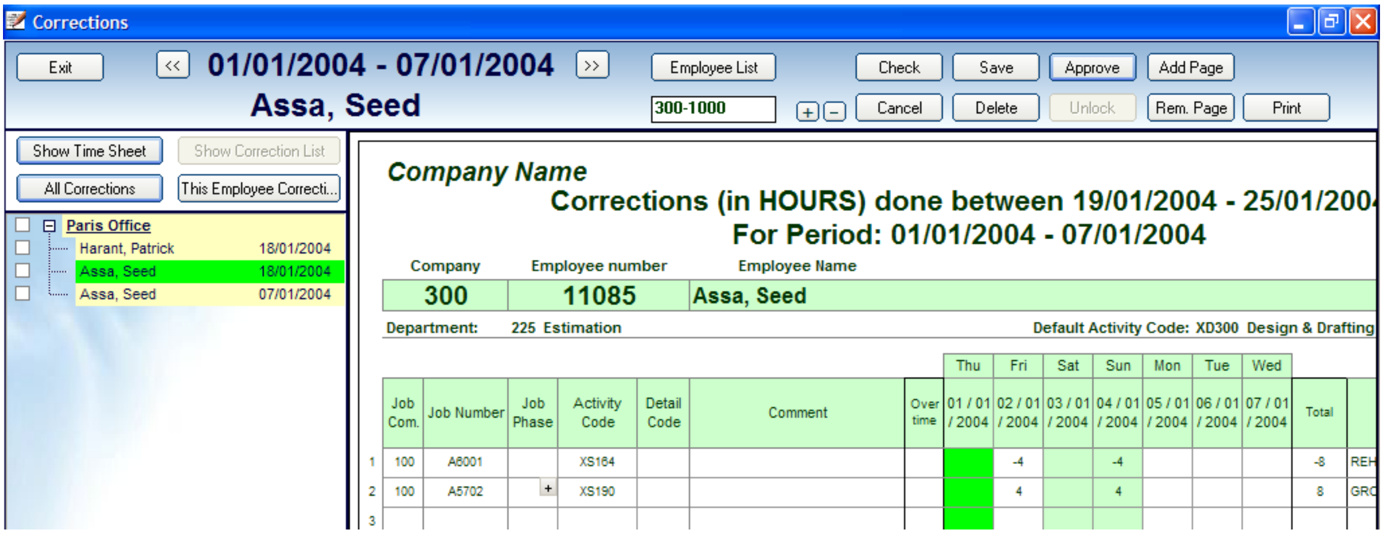


If you click on the **Show Correction List** button

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



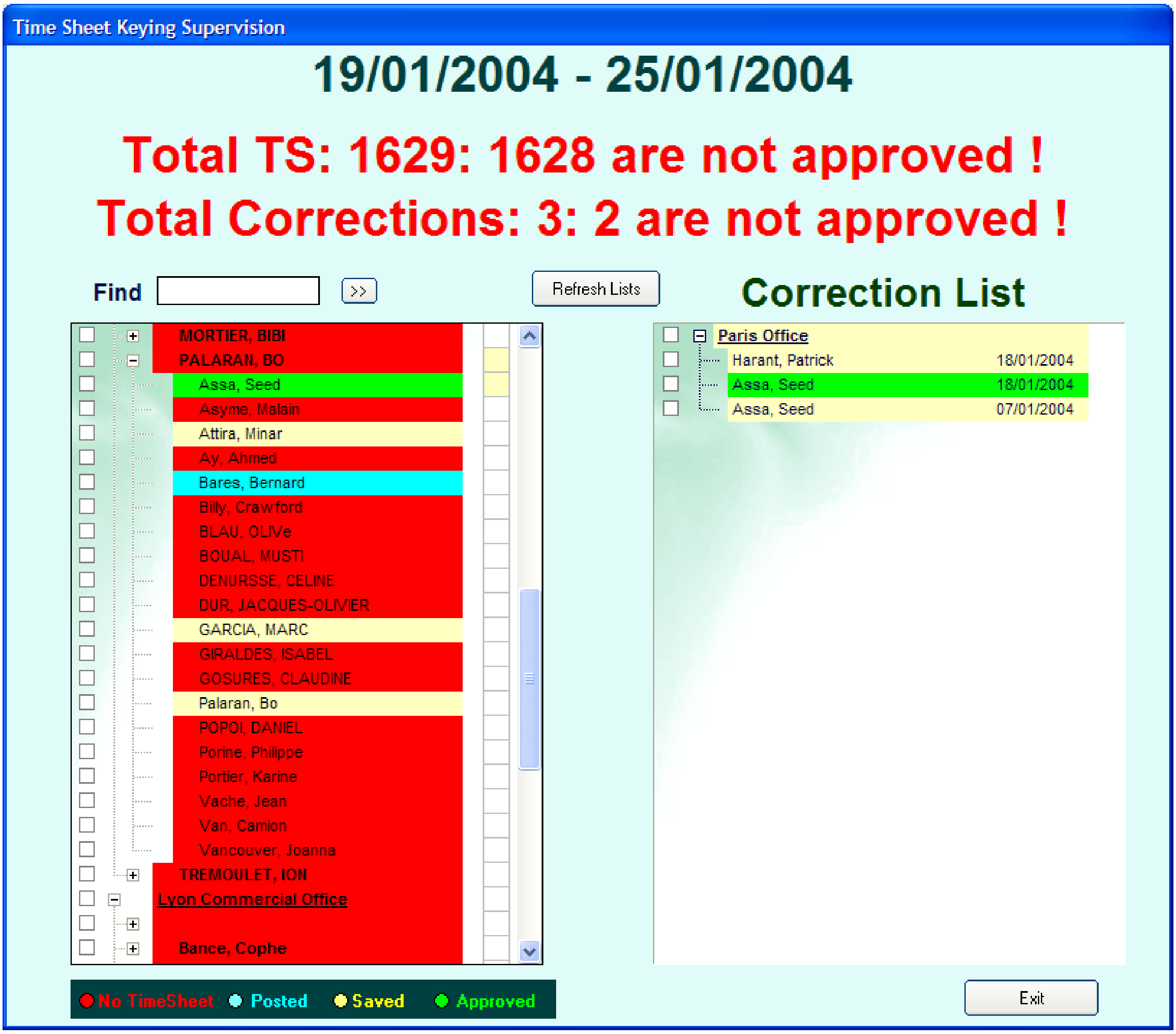
Clicking on  button will display the list of all corrections.



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

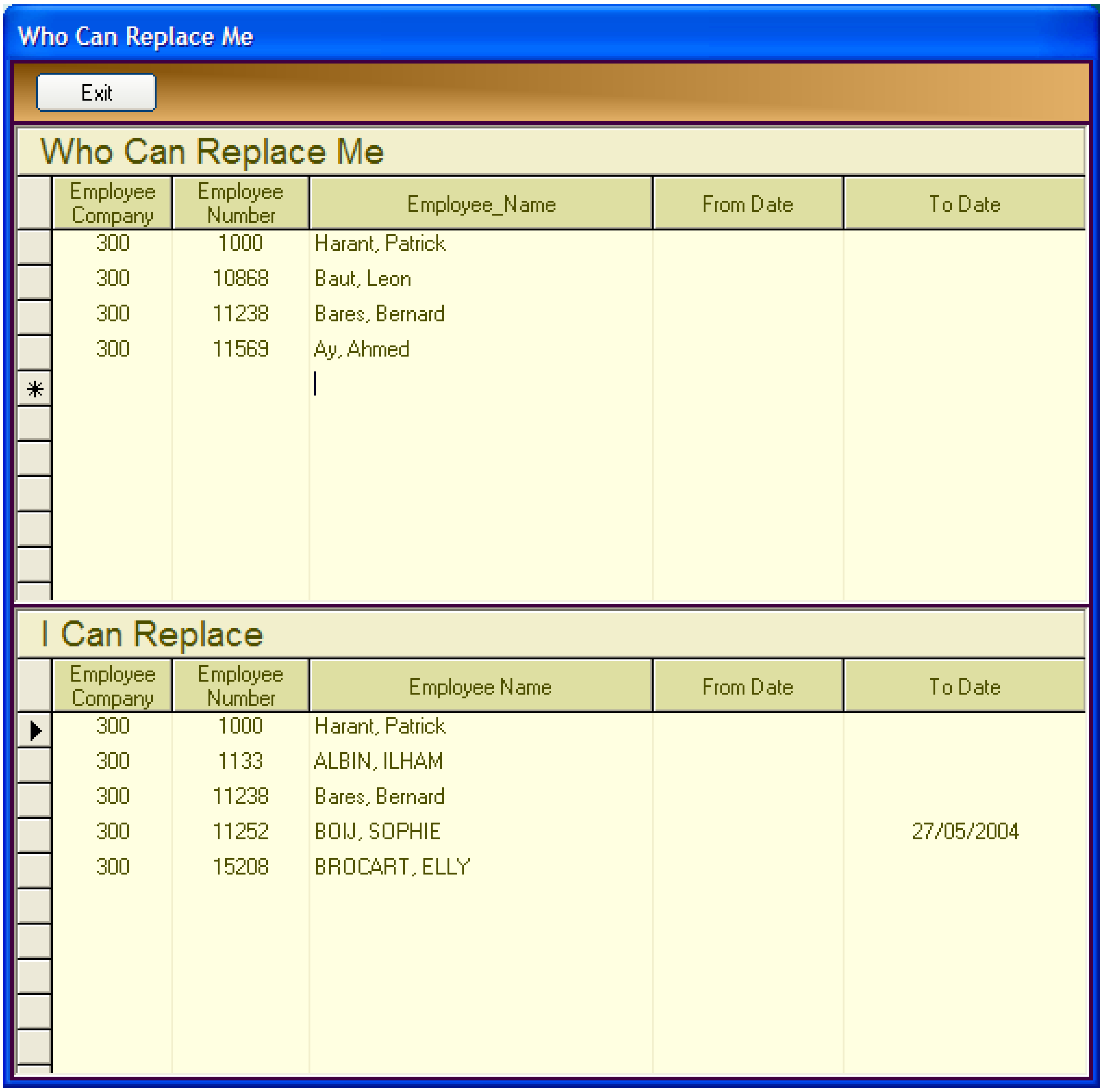
3.3 Time sheet keying supervision

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).



4. Who can replace me

Each employee can define a list of people who can do the timesheet for them. You do this on the following form:


Who Can Replace Me

Exit

Who Can Replace Me

Employee Company	Employee Number	Employee_Name	From Date	To Date
300	1000	Harant, Patrick		
300	10868	Baut, Leon		
300	11238	Bares, Bernard		
300	11569	Ay, Ahmed		

I Can Replace

Employee Company	Employee Number	Employee Name	From Date	To Date
300	1000	Harant, Patrick		
300	1133	ALBIN, ILHAM		
300	11238	Bares, Bernard		
300	11252	BOIJ, SOPHIE		27/05/2004
300	15208	BROCART, ELLY		

The upper table shows a list of people who can replace you, while the lower table shows the list of people that gave you the right to replace them. The second list is Read Only.
You modify the first list as you wish.

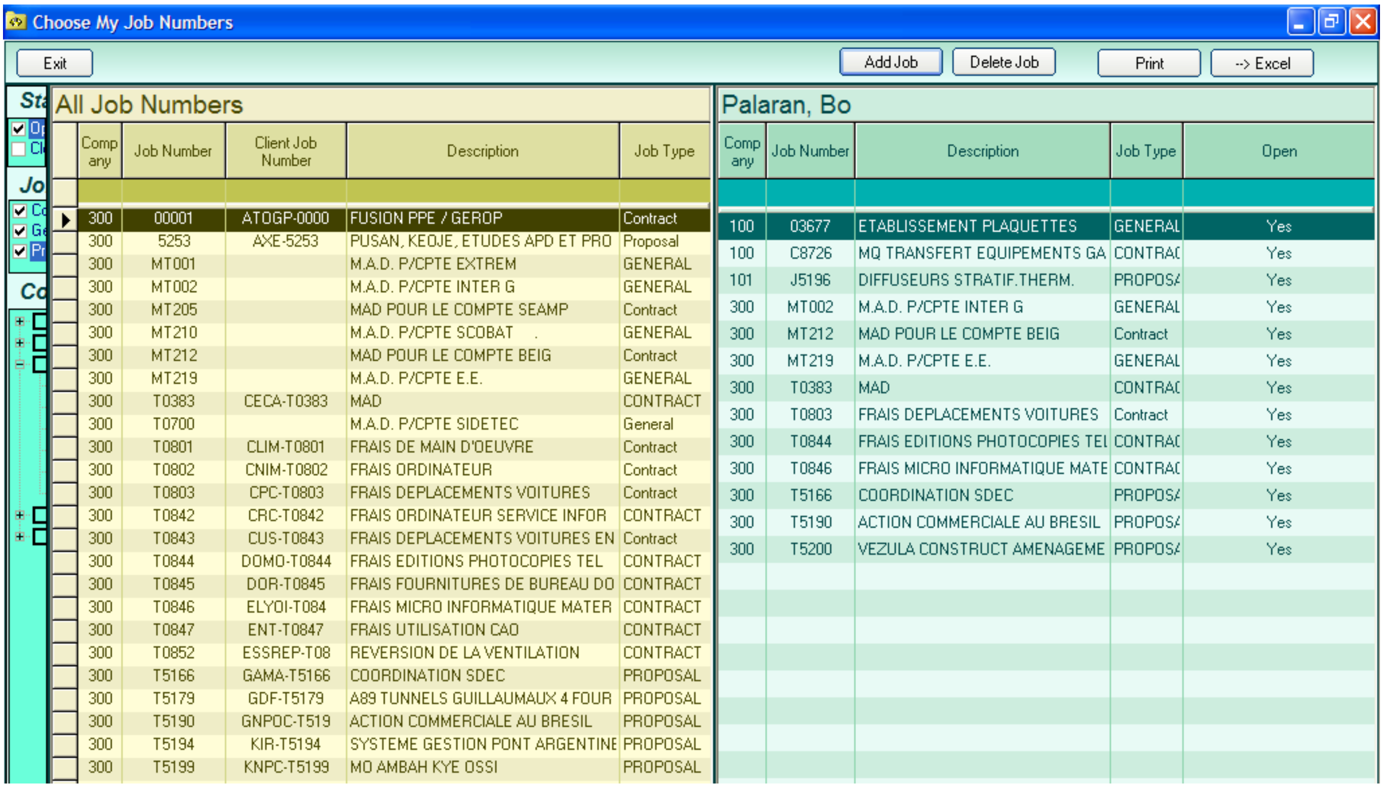
To add someone to the list:
- click on the first empty line at the end of the table
- begin typing the name of the person and after a few letters, hit Return; the system will look for the name, and, if found, will display the employee number, name, and company;
- or click on the small button in the employee number cell; a list of employees will be displayed, where you can select one
- if you want to limit this replacement to a given period, type the dates in the From Date, To Date cells
  - you can type only the From Date information: the replacement is enabled from this date on
  - you can type only the To Date information: the system will enable the replacement from now to this date

To delete someone from the list:

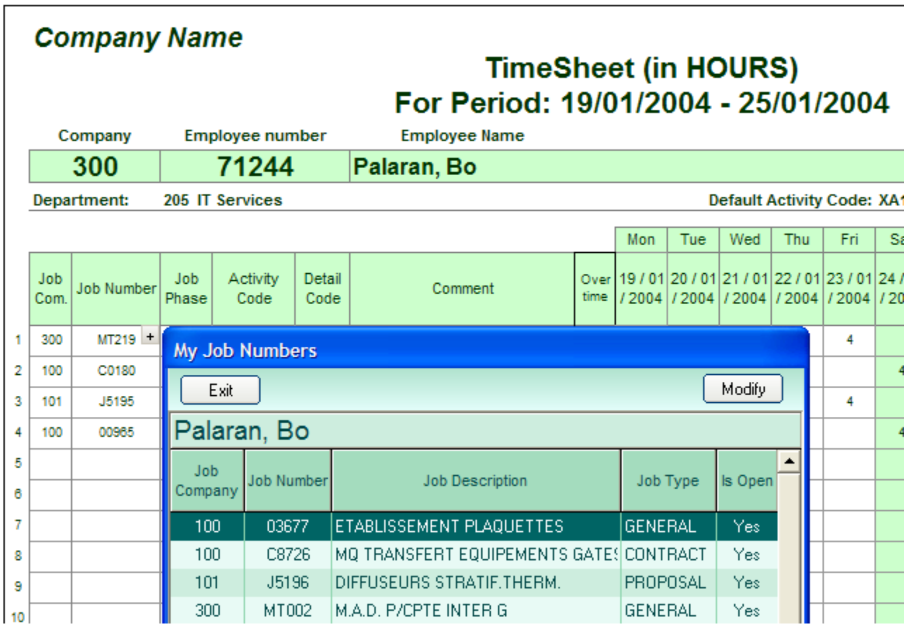
- click on the line you want to delete
- select the whole line by clicking on the row header
- hit the DELETE key; the line will be deleted; no other questions will be asked

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:

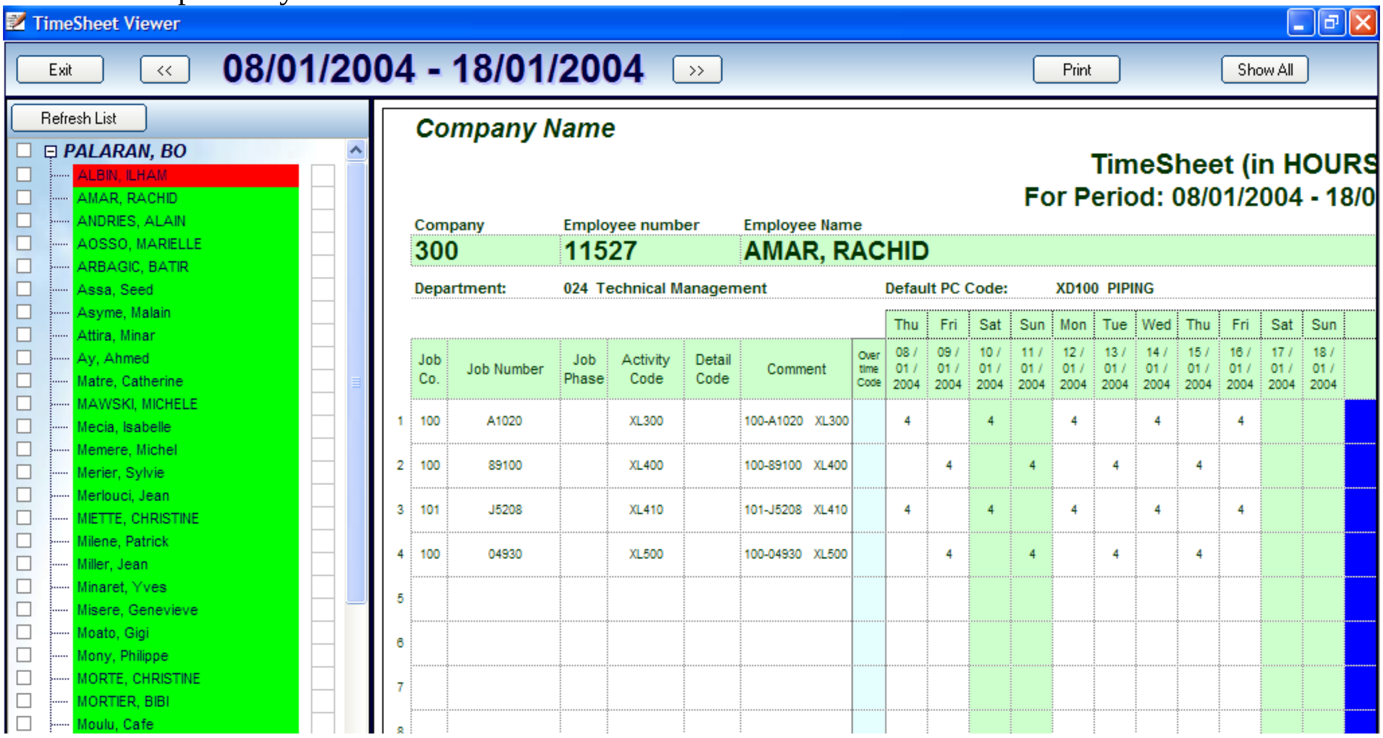


The brown list, on the left, shows all job numbers. The right list shows the jobs you currently use.
Double-click of a line on the left list to add a job to your list (or click the **Add Job** button).
Double-click on a line on the right list to remove a job from your list (or click the **Delete Job** 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:



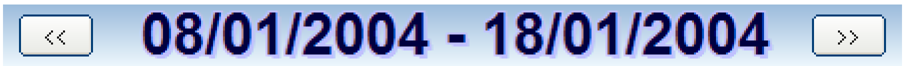
6. Time sheet history

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



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:



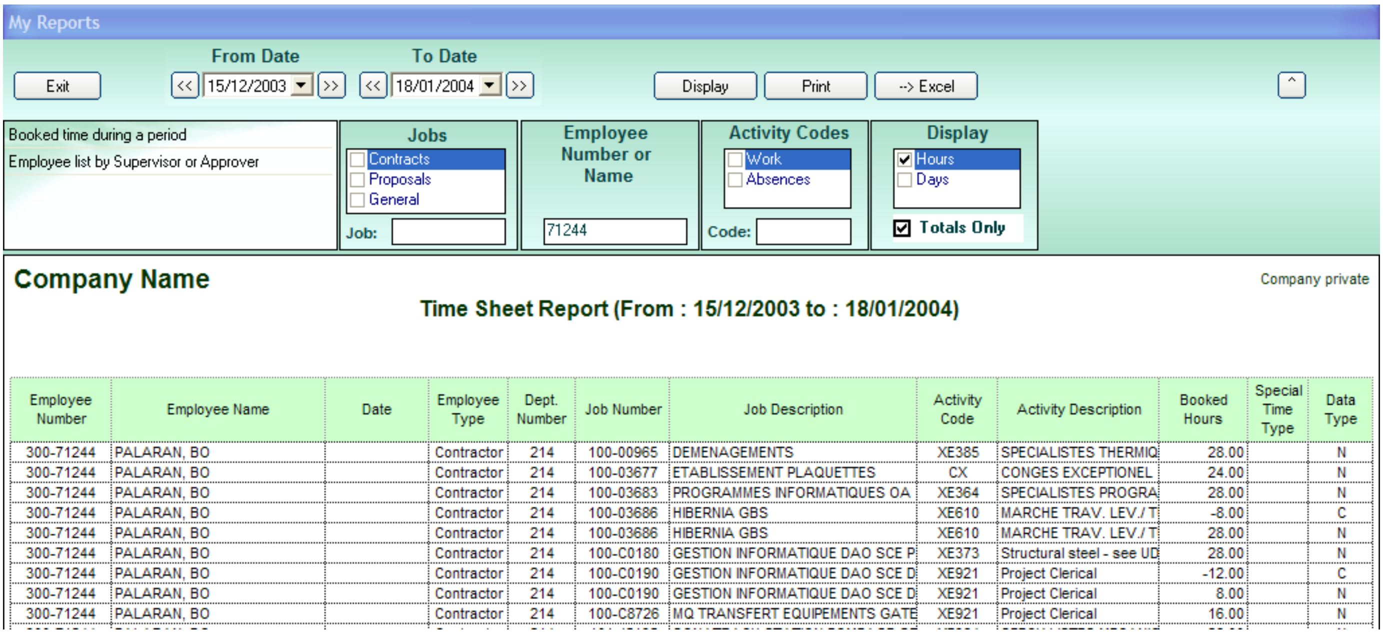
Click on an employee line to display his time sheet.

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:



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.

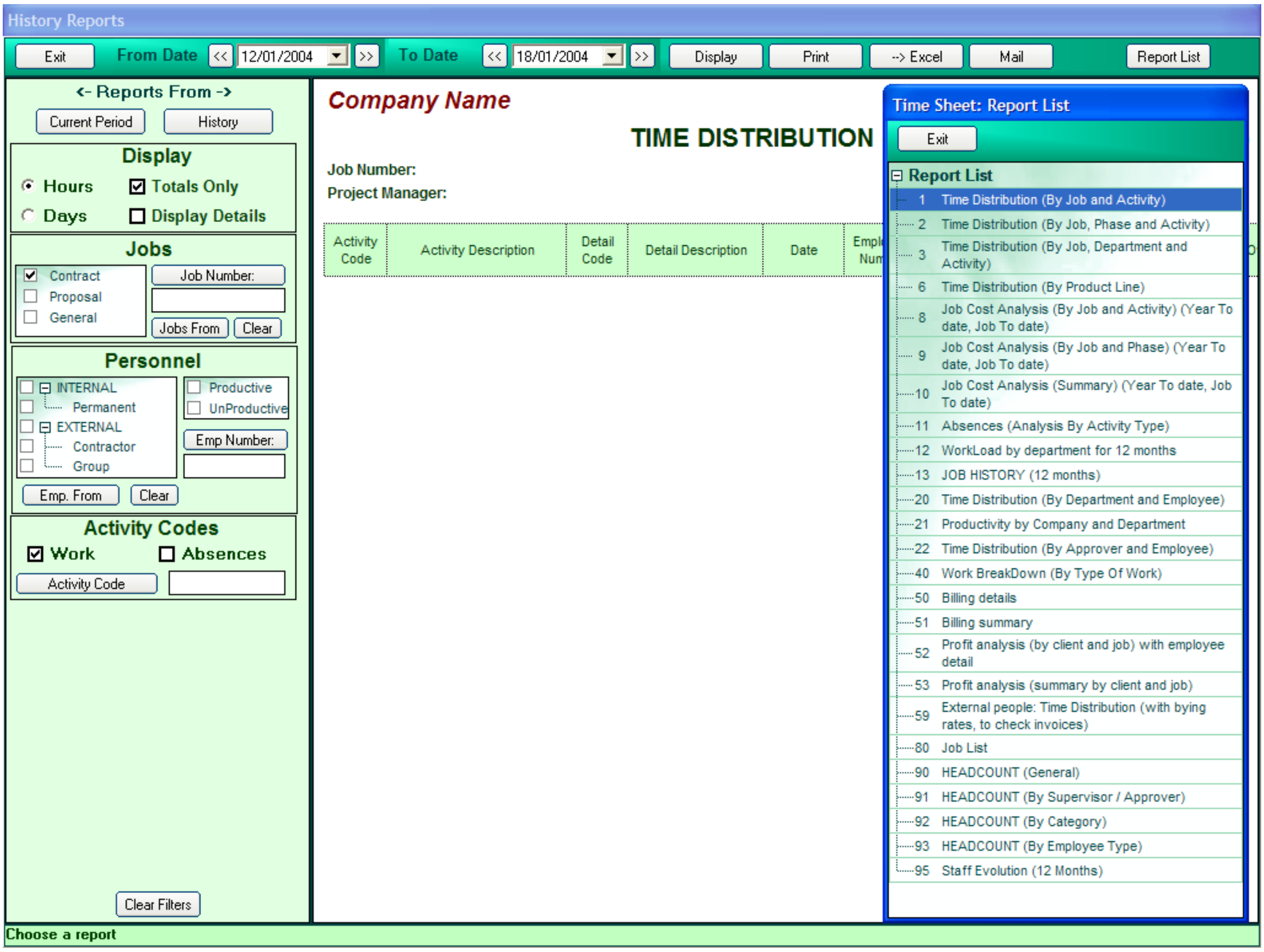
- Display

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

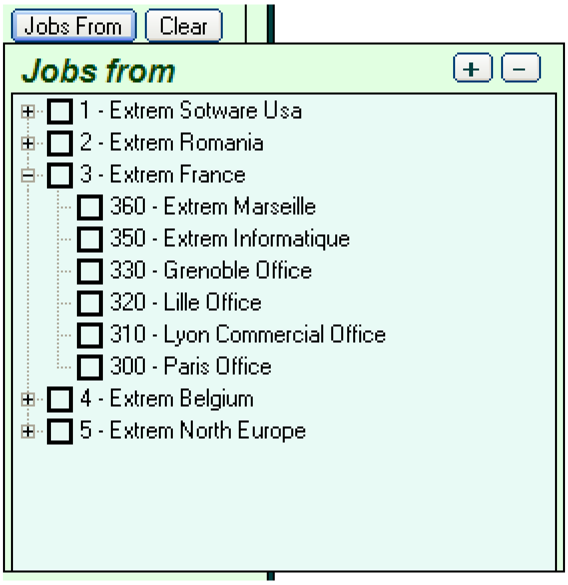
Select the period using the small Left / Right buttons. Clicking on the small arrow will display a calendar, where you can select the date.

- 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

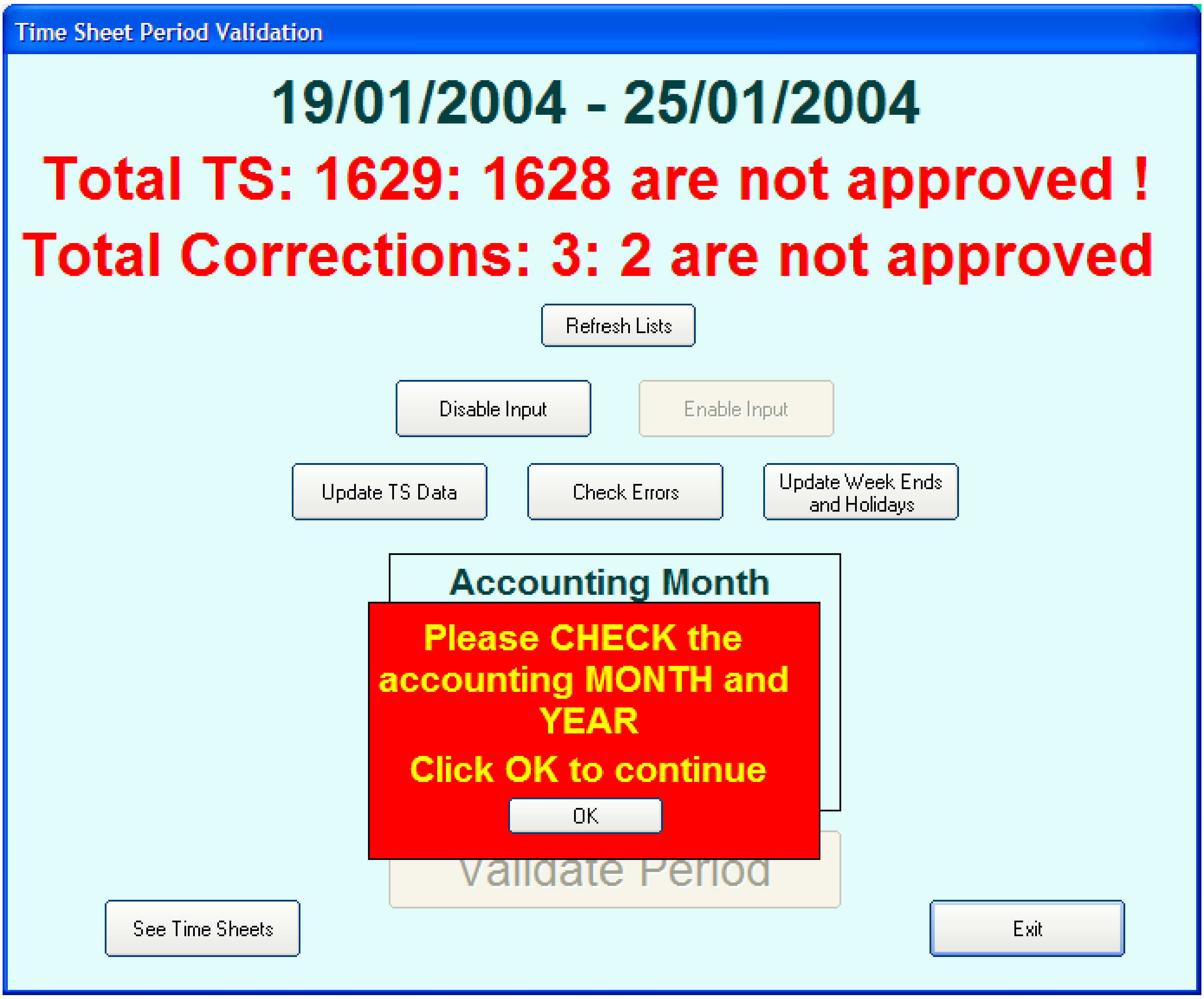
Select Work or Absences by checking the small box on the left side. If nothing is selected, the system will display all options.
Type the activity code or absence code in the corresponding text box to display only this activity / absence.

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:



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-YYYYYYY
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
  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**