



# JTMS

Job and Time Management Software

## WEB TIMESHEET APPLICATION



[www.timesheet.co.in](http://www.timesheet.co.in)



+91 022 28258159 / 28261255



+91 989260 6006



prashant@saibex.co.in



C3, Satyandra Bhavan, New Nagardas Road, Andheri (East), Mumbai - 400 069.

**Saibex**  
Network  
[www.saibex.co.in](http://www.saibex.co.in)



# JTMS

Job and Time Management Software

[www.timesheet.co.in](http://www.timesheet.co.in)

Job and Time Management Software (JTMS) is a web-based staff and project management tool that automates time tracking and approval process. JTMS provides online timesheet input, expenses tracking, comprehensive timesheet reporting.

Top management, managers and employees find the Job and Time Management Software (JTMS) easy to use due to graphical user interface.

## Products suitable for

- Chartered Accountants
- Architects and Interior Designers
- Engineers Firms
- Advocates
- Advertising Agencies
- Consultants

or any professional where project based time tracking is required.

The screenshot displays the JTMS web application interface for 'Demo Company'. The user is logged in as 'Gaurav User Staff'. The interface includes a navigation menu with options like Dashboard, Masters, Transactions, Reports, and Utility. The main content area shows several reports:

- Timesheet Input:** A table showing Timesheet (Aug 2015) with columns for Saved (4), Submitted (5), Rejected (1), and Approved (8).
- Job Summary Till Date (17):** A table showing Ongoing (16), Completed (1), Due Next Week (2), Due Today (0), and Not Started (7).
- Timesheet Summary Monthly : Aug 2015:** A calendar view showing working hours for each day. Red text indicates 'RED defines Working hrs are less than Daily Working hrs'.
- Expenses Summary Monthly : Aug 2015:** A calendar view showing expenses for each day.
- Login Summary:** A table showing Last Login (01/12/2015, Tuesday), Last Timesheet (30/11/2015, Monday), My IP (114.143.53.100), and Today Date (01/12/2015, Tuesday).
- Hourly Detail Summary:** A table showing Worked Today (HH.MM) : 00.00, This Week (HH.MM) : 06.00, Worked Current Month (HH.MM) : 00.00, and Worked Last Month (HH.MM) : 25.00.
- Leave Details:** A table showing Allocated (HH.MM) : 10.00, Approved (HH.MM) : 0, Balance (HH.MM) : 10.00, and Holiday List : 0.

The interface is powered by Saibex Network.

**FIND OUT IF A CLIENT IS PROFITABLE  
IF YOU DON'T VALUE YOUR TIME, HOW DO YOU EXPECT YOUR  
CLIENT TO VALUE IT  
NEXT TIME BILL YOUR CLIENT MORE & JUSTIFY IT**



## Timesheet Tracking Software

- Simple enough for single users or enterprise.
- From Time - To Time timesheet input format.
- Total Time timesheet input format.
- Weekly / daily timesheet input.
- Shows clients and jobs / project / assignments in timesheet input.
- Single-click processes for submission for approval.
- Multiple approvals process.
- Freeze timesheet.
- Validation for working hours in a day.
- Validation for working hours in a week.
- Validation for working days in a week.
- Reports export to various formats: CSV, TXT, PDF, HTML, etc.
- Assign hours to clients and projects.
- Chart your hours spent on each client by day, week and month.
- View projected hours for the month for each client.
- View history of all hours spent on a given project.



## Expense Tracking

- Book your single / multiple expenses.
- Associate expenses with clients, jobs, and trips.
- Expense reports.



## Track your leaves

Job and Timesheet System leave management module lets you request for your leaves in advance and have it is approved by your manager or enter the leaves already availed directly in the timesheet. Keep track of all the leaves availed with the click of a mouse. Leave accrual engine will automatically calculate the leaves you have earned and the leave validation will deduct the leaves consumed over a period of time. Our leave management software will let you know the leave balance available for you on any given day.

- Create Unlimited Leave.
- Distinct Leave for Each Employee.
- Track Leaves Availed and Leave Balance.
- Export Leave.
- Approve / Reject Leaves from Anywhere.



## Project Budgeting

Estimated budgeting hours and cost for a project can be defined irrespective of staff estimated hours. Which will give you analysis between budgeted hours and cost vs. actual hours and cost, client wise and project wise.



## Staff Budgeting

Estimated budgeting hours and cost for a staff with relates to each project independently. Which will give you analysis between budgeted hours and cost vs. actual hours and cost, client wise and project wise.



## User Administration

- Can assign manage permissions to various team members like menu, reports.
- Hierarchy of groups and users, with password protection.
- Unlimited hierarchy of groups and users.
- Active Directory integration.
- User and admin rights for users, groups, and company.
- Turn off features for users, groups, or company.
- Limit administration capabilities by user or group.
- Limit data access to users.
- Scales to thousands of users and tasks.
- Filters, views, and menus are limited by admin rights.



## Automated Notification

- Email notifications and reminders.
- Automated reporting, e-mail notifications, job assignments.
- Receive notices via e-mail when targets for time or costs have been reached.
- Send all reports/ bill to clients/ staff through emails.



## Reports (Over 90 reports)

- Staff Reports  
Staff Attendance, TimeSheet Summary , Staff Profitability, Staff List, Day to Day Timesheet, All Clients - All Expenses, All Clients - All Jobs - Hours Consumed, Staff List - All Departments, All Clients - All Jobs, Single Client - Single Job, All Jobs.
- Client reports  
All Jobs - All Staffs, All Jobs - All Expenses, All Jobs - Hours Consumed Day, All Jobs - Single Staff, Single Job Group - All Jobs, Client Group - All Staffs, All Jobs - All Category, Client List, Client Assignment Staff Summary.
- Job Reports  
All Client - All Staffs, Job List, Expense Reports, All Clients, All jobs - All Clients - All Staffs.
- Budgeting Reports  
Clientwise, Staffwise, Jobwise.
- Reports export to various formats: CSV, TXT, PDF, HTML, etc.





# JTMS

Job and Time Management Software

[www.timesheet.co.in](http://www.timesheet.co.in)

**JTMS** Job and Time Management Software Feedback Logout

**Demo Company** Welcome Gaurav User Staff

[Dashboard](#) [Masters](#) [Transactions](#) [Reports](#) [Utility](#)

**Timesheet Entry Form**

Week : 09/08/2015-15/08/2015

Client : Hind Terminal

Job : COLD STORAGE - ARCHITECTURE

Job Approver : Prashant F

Start Date : 01/04/2015

End Date : 31/03/2017

Hours Spend : 5.00

Budgeted Hours : 450

Date	From Time	To Time	Total Time	Billable	Location	Expense Entry	Expense Amount	Narration	Submit	Save
09 Aug 2015							0		Submit	Save
10 Aug 2015	20.00	21.00	01.00		Client Office		0		Submit	Save
11 Aug 2015							0		Submit	Save
12 Aug 2015							0		Submit	Save
13 Aug 2015							0		Submit	Save
14 Aug 2015							0		Submit	Save
15 Aug 2015							0		Submit	Save

**Summary for : 09/08/2015-15/08/2015**

Date	Location	Job	Client	From Time	To Time	Time	Status	Time Edit	Exp. Edit	Delete
09/08/2015	Saibex	eTDS Support	SN	10.00	12.00	02.00	Approved			
10/08/2015	Client Office	eTDS Support	SN	19.00	20.00	01.00	Approved			
10/08/2015		eTDS Support	SN	17.00	18.00	01.00	Approved			
10/08/2015		eTDS Support	SN	16.00	17.00	01.00	Approved			
10/08/2015		eTDS Support	SN	14.00	15.00	01.00	Approved			
10/08/2015		eTDS Support	SN	10.00	12.00	02.00	Saved			
11/08/2015	Client Office	eTDS Support	SN	20.00	21.00	01.00	Approved			

**JTMS** Job and Time Management Software Feedback Logout

**Demo Company** Welcome Gaurav User Staff

[Dashboard](#) [Masters](#) [Transactions](#) [Reports](#) [Utility](#)

**All Timesheet**

[All Timesheet](#) [Staff Summary](#)

Client : All Job : All Staff : All

Status : All From : To : Search Reject Timesheet Approve Timesheet

Client Name	Job Name	Staff Name	Date	From Time	To Time	Total	Expense	Narration	Status	Remark	Location
KBT	RJBX - Arch Drawing	Gaurav	30/11/2015	10.00	14.00	4:0	1000	fgfdgfdgd	Submitted	Remark	Client Office
KBT	RJBX - Arch Drawing	Gaurav	30/11/2015	15.00	17.00	2:0	0		Saved	Remark	
Demo Company	26 Nov 2015	Gaurav	27/11/2015	10.00	18.00	8:0	0		Rejected	Remark	Saibex
Demo Company	26 Nov 2015	Gaurav	26/11/2015	10.00	12.00	2:0	0		Saved	Remark	Client Office
SN	eTDS Support	Gaurav	23/11/2015	10.00	12.00	2:0	700		Approved	Remark	
KBT	RJBX - Arch Drawing	Gaurav	23/11/2015	12.00	14.00	2:0	300		Approved	Remark	
SN	eTDS Support	Gaurav	23/11/2015	10.00	12.00	2:0	700		Approved	Remark	
MIB	MIB - 1	Gaurav	22/11/2015	10.00	11.00	1:0	300		Approved	Remark	
MIB	MIB - 1	Gaurav	22/11/2015	14.00	17.00	3:0	0		Rejected	Remark	
MIB	MIB - 2	Gaurav	22/11/2015	11.00	12.00	1:0	300		Approved	Remark	
Demo Company	SEM929- PROPOSED LIDEX FOUNDATION AND	Gaurav	16/10/2015	10.00	11.00	1:0	0		Submitted	Remark	Client Office



+91 022 28258159 / 28261255



+91 989260 6006



prashant@saibex.co.in



C3, Satyandra Bhavan, New Nagardas Road, Andheri (East), Mumbai - 400 069.

**Saibex**  
Network  
[www.saibex.co.in](http://www.saibex.co.in)