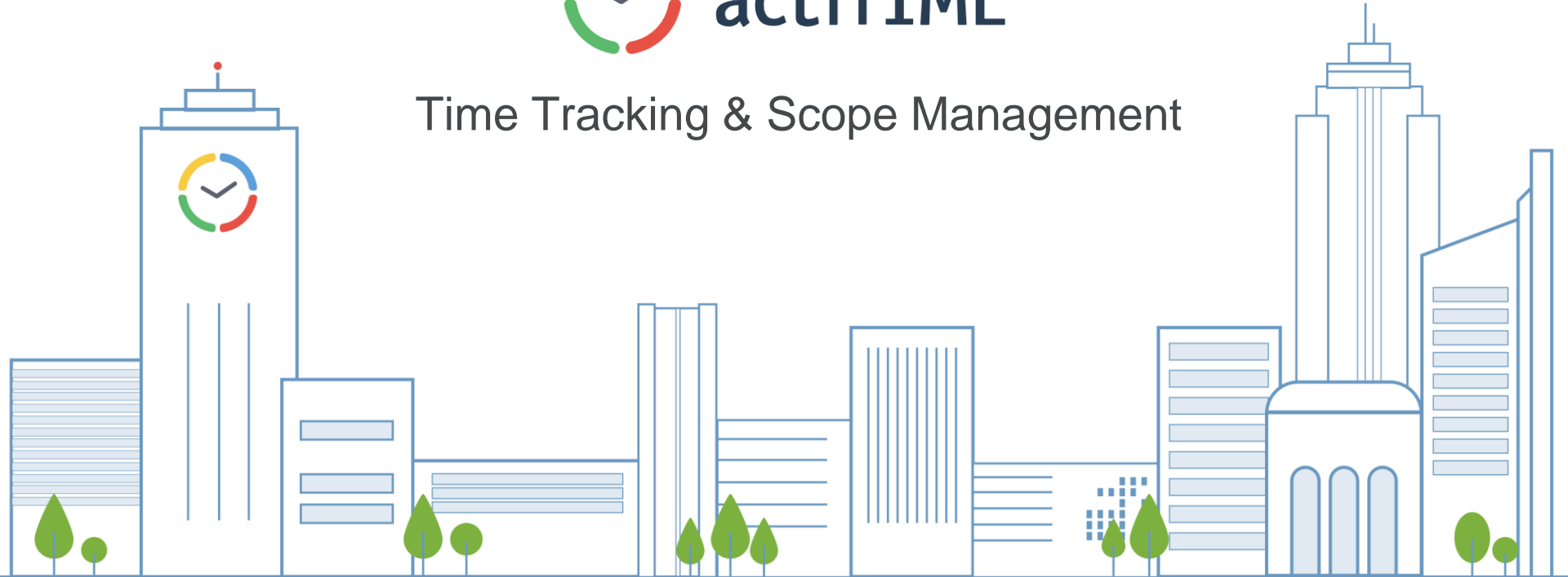




actiTIME

Time Tracking & Scope Management





What is actiTIME?

actiTIME is a time tracking software that allows you to meet the following business needs:

- Capture working and leave time hours
- Configure individual work scope for users
- Manage projects and monitor their progress
- Review project costs
- Notice employee productivity trends
- Calculate paid time off costs and balances



How your business will benefit from actiTIME?



Managers

- Distribute the workload across users and projects
- Monitor team performance
- Gather statistics to improve workflow



Accountants

- Automate payroll calculations
- Manage leave time and overtime costs
- Prepare client bills and invoices



Employees

- Get more organized with time tracking
- Review and manage their tasks
- Request leaves and review their PTO balances



Business Owners

- Review business activities
- Monitor employee performance
- See how costs and revenues stack up



Why Companies Choose actiTIME?



Adjustable Feature Set

Configure actiTIME for your business needs by turning off unnecessary features.



Cloud-Based & On-Premise

Choose between the convenience of a cloud system and the advanced privacy of a self hosted solution.



Flexible Pricing

Get access to the unlimited features set with pricing starting at \$5 user/month.



Regular Updates

Receive new features along with improvements in performance for an enhanced user experience



Data Security

We store your data on Amazon data centers, perform daily backups and advanced security procedures.



Product Support

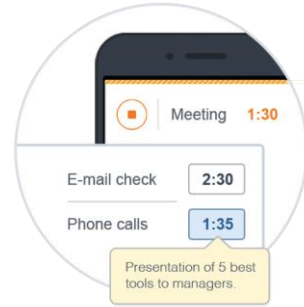
Our support team will advise you on the product, answer your questions and assist with the setup.



Tracking Time in actiTIME

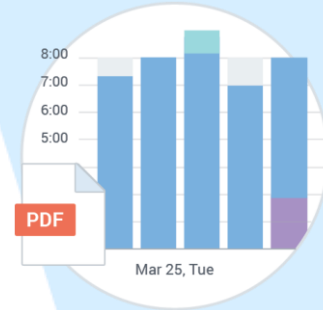
Enter work & leave time

- Enter time in a weekly timesheet
- Track time with a mobile app
- Capture hours using our browser extension



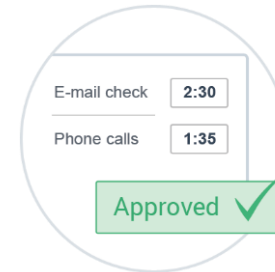
View time-track results in a chart

- Get an overview of personal work & leave time
- Export it to PDF



Approve timesheets

- Submit your timesheet for approval if you're a regular user
- Review and then approve or reject timesheets if you're a manager
- Lock timesheets after review

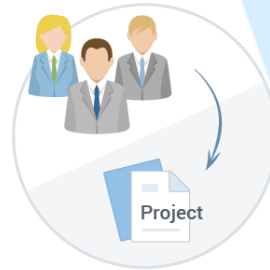




Project Management in actiTIME

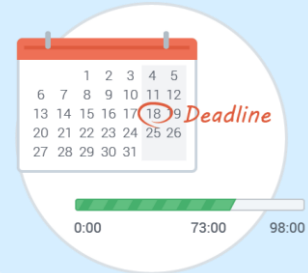
Manage teams

- Assign tasks to your team
- Group users by departments and time zones



Set deadlines & estimates for tasks

- Get email alerts on approaching deadlines or exceeded estimates
- Control variance between estimated and actual time
- Create custom workflows and task statuses



Control project costs

- Get email alerts when project cost exceeds budget
- Review detailed project costs in a report





Reporting in actiTIME

Generate detailed reports

- Review team performance
- Analyze profitability of your projects
- Summarize data for billing and payroll



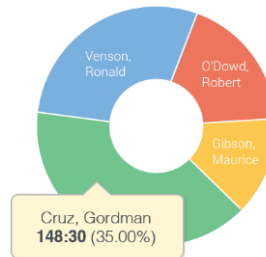
Export your reports to PDF and CSV

- Download data for further processing
- Generate PDF invoices



Create colorful charts

- Build custom charts
- Export charts to PDF

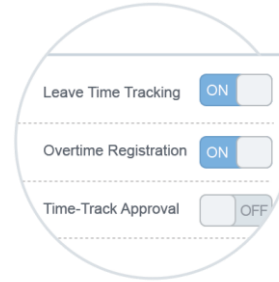




Configure your actiTIME

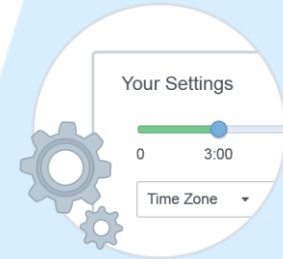
Manage feature set of actiTIME

- Turn off unnecessary features
- Turn them back on at any time



Adjust the tool to your company's needs

- Rename the time tracking levels to suit your team's workflow
- Set up the corporate work schedule
- Choose your currency, time zone and preferred data format



Integrate actiTIME into your process

- Connect with thousands of apps via Zapier
- Import your data into QuickBooks
- Leverage the power of API





Customization and professional services

If our off-the-shelf does not meet your business requirements, we will gladly develop an actiTIME-based software that is tailored specifically to your business needs.

Here are the most common customization requests from our clients:

- Changing the existing functionality, workflow and processes.
- Building additional product functionality or capabilities.
- Building a customized reporting system.
- Integrating actiTIME with other software.
- Data export, import, editing, deletion and restoring.
- API scripts

The customized product will include on-demand features that will be exclusively developed for your company.



Pricing

Online

Number of accounts	1 month	1 year
1-40 users	\$7 per user / mo	\$6 per user / mo
41-200 users	\$6 per user / mo	\$5 per user / mo
unlimited users (>200 users)	\$ 1500 (fixed cost)	\$15 000 (fixed cost)

Self-hosted

Number of accounts	Cost (one-time fixed payment)
1-199	\$120 per user
Unlimited users (>200)	\$25000



Ready to move forward?

Sign up for a 30 day free trial [here](#)!

Don't have time to explore the ins-and-outs of actiTIME yourself?

No problem! Fill out the form [here](#) and one of our product experts will get in touch with you to schedule a demo and walk you through the product.

If you need assistance with setting up actiTIME or have any questions, contact us at support@actitime.com