



WORKBOOK

TIME & MATERIAL BOOK

Customer	Job	Job name	Task	Activity	Mon	Tue	Wed	Thu
Bluebrid Internal 171	1000	BB Internal work	4 - IT jobs...	107	2.00	4.00	2.00	0.50
Bluebrid Newbizz 174	1001	Brochure for Spring Campaign		105	3.00	1.00	4.00	6.00
Customer 1017	5937	Draft/build of new house	2 - sdasda	105	1.00	1.00		
LEO	5665	Audi brochure - new model	1 - A	105	1.50	3.00	2.50	0.50
Customer 1017	5937	Draft/build of new house	2 - sdasda	105	1.00	1.00		
Bluebrid Newbizz 174	1001	Brochure for Spring Campaign		105	3.00	1.00	4.00	6.00
Customer 1017	5937	Draft/build of new house	2 - sdasda	105	1.00	1.00		
Bluebrid Newbizz 174	1001	Brochure for Spring Campaign		105	3.00	1.00	4.00	6.00
Customer 1017	5937	Draft/build of new house	2 - sdasda	105	1.00	1.00		
Bluebrid Newbizz 174	1001	Brochure for Spring Campaign		105	3.00	1.00	4.00	6.00
Customer 1017	5937	Draft/build of new house	2 - sdasda	105	1.00	1.00		
Bluebrid Newbizz 174	1001	Brochure for Spring Campaign		105	3.00	1.00	4.00	6.00
Customer 1017	5937	Draft/build of new house	2 - sdasda	105	1.00	1.00		

WorkBook is an integrated, adaptable business management system that helps you and your employees make better business decisions based on knowledge about projects and finances. WorkBook cooperates and works together with Microsoft Dynamics software, automating and streamlining business processes that help you drive your business to success.

The **'Time & Material Book'** acts as your very own personal time sheet where you can enter every minute of your working day onto a related job. Plus:

- Copy a time sheet. Most jobs overlap into the following week and beyond. You can save time by not having to manually find the same job when completing next weeks' time sheet and just copy the previous weeks' time sheet
- Have an instant overview of your week with the easy ability to look at previous weeks
- Enter absence or holiday
- iPhone time entry through the use of the iPhone application

The Time & Material Book also presents these advantages:

- View your current time utilisation chart from here and also from your dashboard presenting you with where you currently stand regarding your time entered
- Time sheet approval. Approve other people's time sheets from here
- Material entry. You may have needed to have bought some materials in order to complete your task on a job. It is from here that you enter these materials and connect them to a job so the expenditure is registered onto this job within the Jobs Book

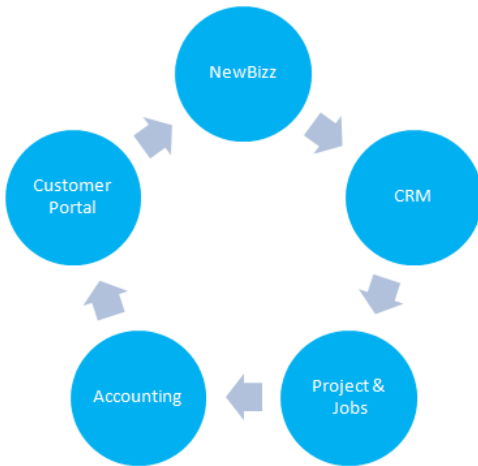
<http://www.youtube.com/watch?v=-Cpipbvg41I&hd=1>

This process will be simplified even further if you have been booked to the individual job's scheduling plan which would then mean that the job is automatically entered into your 'To-do' book where you have the option to use the 'Start-Stop Timer'. Using WorkBook for your time registration this way means just 1 click to start the timer and 1 click to stop the timer automatically adding the total number of hours or minutes into your timesheet.



WORKBOOK

TIME & MATERIAL BOOK



WorkBook can be used in the Professional Services industry with a vertical focus primarily on these sectors:

- Consultancy
- Advertising & Design
- Communication & PR
- Architects
- Digital Agencies

Key Benefits + System Advantages

- Easily and highly scalable
- Advanced technology supports your growing business
- Supports connectivity with customers, vendors, business partners and employees
- Robust, comprehensive functionality, all-in-one system
- Supports entities across countries, sites, languages and currencies
- Customisable, Adaptable and Modular ERP system
- World leading Project Management Tools
- Always up to date with the latest Microsoft Technology

WorkBook provides a first-class web-based business system for project and resource planning. We create a fantastic day-to-day overview and ensure optimised utilisation of resources.

We know our users and we are here for our users!

Our software contains all the tools necessary for project management aimed at project driven businesses.

WorkBook is extraordinarily user friendly which makes the system highly adaptable for end users.



About WorkBook Software A/S

WorkBook is a specialist in developing systems for project driven organisations with tight integration to business systems like Microsoft Dynamics and other Microsoft platforms. Our system handle all working related processes - from CRM and new businesses, project and resource handling, mileage allowance, expenses, time registration, document handling, invoicing, accounting and management reports.

Headquarters Address:

WorkBook Software A/S
Teglværksgade 37
2100 Copenhagen
Tel. +45 70 20 33 18
www.workbook.net
info@workbook.net

