



Overview

- *Makes timekeeping, billing and project management convenient for small to medium-sized firms*
- *Eliminates costs associated with internally hosted and administered systems*
- *Provides anywhere access to hosted and secure software*
- *Never needs upgrades or internal backups*
- *Proven since 2000*

Take the drudgery out of managing professional services practices with TimeSolv – the proven software solutions since 2000 for small to medium-sized professional services firms to quickly establish billing and time and expense tracking for clients and projects. Offered as a hosted Internet solution, TimeSolv provides the fastest way to be up and running.

Big-Firm Functionality for Small to Medium-Sized Firms

TimeSolv's online solutions are subscription-based solutions for billing and project management functionality typically used by the larger firms, at a fraction of the cost of an in-house solution. Solutions include TimeSolv Plus and TimeSolv Legal time and billing services, and WorkSolv, an online integrated project management solution.

These applications include the following components:

- Client and Project Setup
- Invoices and Payments
- Time and Expense Entry
- Project Management Tools
- Billing with Multiple, Flexible Formats
- Financial Reports

Solutions Highlights

- **Low startup costs for immediate productivity** – There are no set-up costs or implementation fees. The only requirements for operation are a personal computer with a browser and access to the Internet.
- **No system administration fees** – All backups, updates and hardware are maintained by TimeSolv.
- **Ease of use** – Applications are streamlined and intuitive so users can quickly come up to speed with minimal expense.
- **Online training** – We provide full support at no charge including in person and self paced training.
- **Offline synchronization** – TimeSolv includes TimeSync, a MS Windows-based application that allows time and expenses to be entered when a user is unable to get on the Web. The data can be uploaded the next time the user is online.
- **PC and Mac Compatible** - TimeSolv solutions are fully compatible for use with Windows PC and Macintosh computers

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TimeSolv® Plus and TimeSolv® Legal

- *Comprehensive tracking of time and expenses*
- *Monthly, weekly, and daily views*
- *Ability to enter information Online and Offline*
- *Approval by clients and managers*
- *On demand and automated reports to monitor your business*
- *Role based access control*

TimeSolv Plus and TimeSolv Legal – ONLINE TIME AND BILLING Solution

Time and Expense Management Made Simple

Tracking and managing time and expenses for billable professionals is a critical yet difficult task. Since TimeSolv provides online solutions, it simplifies the process of capturing information by allowing time and expense information to be input from anywhere in the world, any time of the day. Employees and subcontractors can opt to either enter time manually or utilize automatic timers that measure time spent on any given task. Both hourly and project-fee billing methods are fully supported.

By providing a timely and accurate method of entering time and expense information, TimeSolv helps speed up the billing and collections process. TimeSolv can be used in conjunction with WorkSolv, the integrated online project management solution, which provides the ability to trigger billing by milestones or percentage of project completion.

Multiple Billing Delivery Methods Serve Client Needs

With TimeSolv you can satisfy the needs of the widest range of client billing preferences. Invoices can be delivered via:

- **Printer** – Bills can be printed and mailed by in-house staff.
- **Email** – Invoices can be included within an email message or sent as an attachment.
- **Auto-mail** – For an additional charge, client invoices can be routed to TimeSolv for mailing.
- **Web-bill** – Bills can be viewed online by clients through a secure login. When opting for this service, clients receive email notification of new or outstanding bills. Web-bill also allows for online payment of bills using PayPal, an online payment service that is fully integrated with the system.
- **LEDES** (Legal Electronic Data Exchange Standard) format for law firms and their corporate clients.

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WorkSolv®

- *Online collaboration on project plans*
- *Effective control of project budgets and resources*
- *Milestone as well as time and material billing*

WorkSolv – ONLINE PROJECT MANAGEMENT SOLUTION

The ability to manage multiple and complex tasks is critical to the success of any professional services engagement. A fully integrated companion solution to the TimeSolv online time and billing service, WorkSolv provides comprehensive project management in an online environment. With WorkSolv, entire team can effectively manage projects from multiple locations. And because WorkSolv is online, WorkSolv is easy to implement and use. You can immediately put the features of WorkSolv to work without the expense or administration of an in-house system.

WorkSolv Project Management Capabilities

WorkSolv incorporates a variety of project management and collaboration features, including:

- “Project Roles” for controlling access and categorizing users according to their job function.
- Online viewing of project status and progress information.
- Multiple views, including calendar, outline and Gantt chart.
- Automatic email notifications regarding project status changes.

Seamless Integration with TimeSolv – A Complete Solutions Approach

Because WorkSolv is seamlessly integrated with TimeSolv, users have an online view of project management as well as billing and collections information from a single login ID. Activities that incorporate usage of both applications include:

- Milestone based billing for billing based upon percentage of completion or achieving milestones.
- Project status inquiries, such as unbilled time and expenses, billings, collections and other relevant financial data.
- Assignment of specific personnel to a task.
- Control of rate structures for individual projects or structuring billing rates by timekeeper or activity.
- Creation of budgets and tracking of billings against budgets.

A Solution that Makes Sense for Today’s Professional Services Provider

Automating an individual practitioner or small firm with a traditional in-house system can be expensive, time consuming and a burden on resources needed for pursuing the true goals of the practice. Online Solutions offers an easy and cost-effective method of managing time/billing information and project management data in a secure, online environment.

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