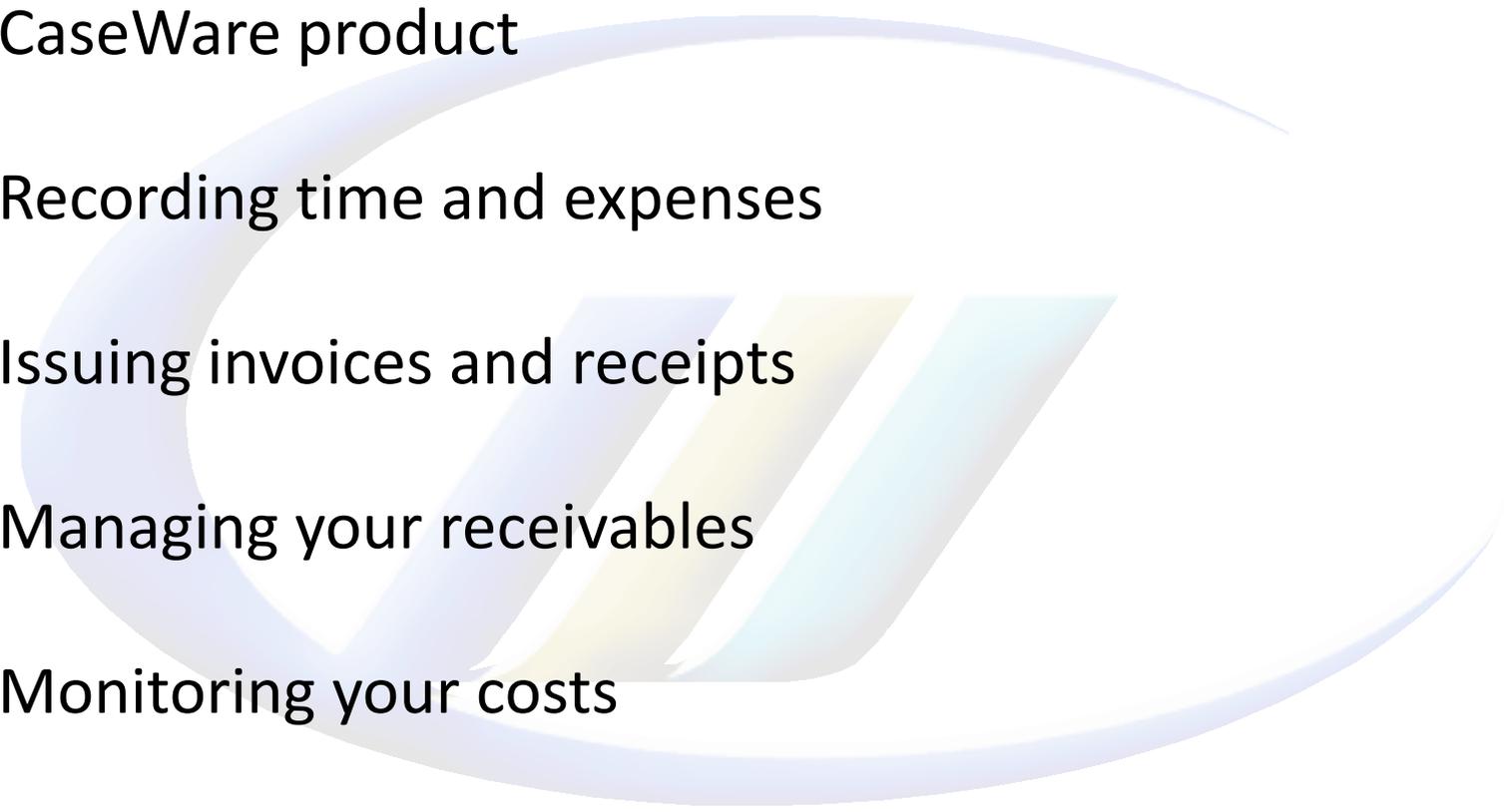


The logo for CaseWare TIME features a large, light blue, stylized 'C' shape that frames the text. Inside the 'C', there are three diagonal bars in light blue, yellow, and light blue from left to right. The text 'CaseWare TIME' is centered within the 'C' in a bold, black, sans-serif font.

CaseWare TIME

More than just time and billing

TIME Overview

- CaseWare product
 - Recording time and expenses
 - Issuing invoices and receipts
 - Managing your receivables
 - Monitoring your costs
 - Flexible/Customizable to your needs
- 

Key questions answered with TIME

- What is our WIP?
- How many receivables do we have?
- Is the audit of this client profitable?
- What is our employees utilization rate?

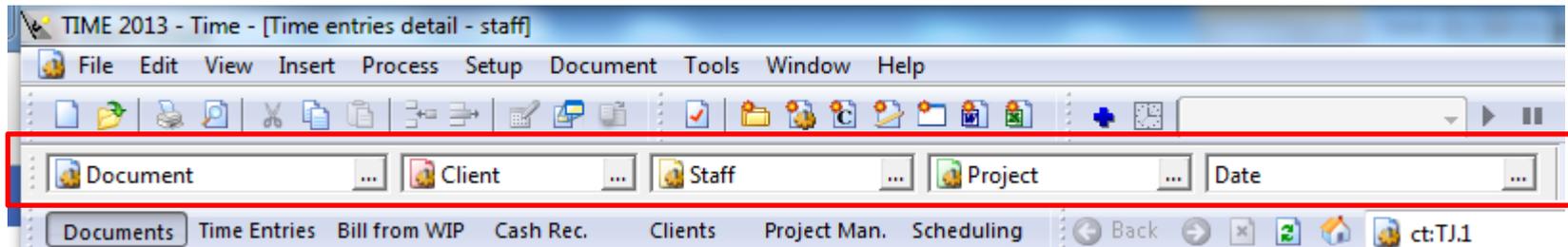
Managing Your Practice

- Ready-to-Use reports covering all facets of your Practice
- Customization of these reports based on your needs
- Creation of new reports with specific requirements
- Fast and easy filtering of information

Reports available

- Aging of receivables per client/partner/manager
- WIP per client in detail/as a summary
- Time entries per staff
- Unbilled time entries
- Cash receipt journal

Easy filtering



- All the reports are automatically filtered based on these selections
- The filtering is separate for each user

Manage your clients

- Have all your client information in one place
 - Client details (Phone numbers, address)
 - Key contacts
 - Billing info (WIP limit)
 - Tax info (VAT number, VAT rate)
 - Engagement information
 - Assign staff to the client

Manage your engagements

- Create projects/subprojects and assign clients to them
- Assign staff to specific client projects
- Manage your projects and staff using the scheduler

Scheduler

Apr 07-11, 2014						
		Work Week		Full Week		Week Month
	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	
CP Christina Psatha					IR4	▲
JS Julie Stylianou					Review	
KA Kikis Assiotis	Planning	Field Work			Completion	

TIME on CaseWare Cloud

- Enter Time and Expenses from any internet enabled computer, tablet or smartphone device.
- Add and modify Client, Contact and Staff information
- Synchronize between Time 2013 and CaseWare Cloud

How does it look

The screenshot displays the TIME 2013 software interface. The window title is "TIME 2013 - Time - [Getting Started]". The menu bar includes File, Edit, View, Insert, Process, Setup, Document, Tools, Window, and Help. The toolbar contains various icons for file operations and a timer showing 00:00:00. Below the toolbar are tabs for Document, Client, Staff, Project, and Date. The main content area is titled "The Time Workflow" and contains the following text:

Time guides you through your tasks using the Workflow layout. Only those items assigned to you appear in your Workflow, giving focus on what needs to be done. With the Workflow you can access program features, documents, and help with ease from the same screen.

The Time Workflow can be turned OFF/ON with the Time Workflow button . This is found in the Browser toolbar above. If the Browser toolbar is not visible, turn it ON under View menu - Toolbars.

The Workflow layout is divided into three windows. From left to right, they are

- The Document Manager**
This is the list of documents assigned to you in the company file, laid out like Windows Explorer.
- The Main Window**
This window explains each step and provides quick links to the program areas and documents involved. It also gives links to more in-depth explanation in the Time documentation.
- The Navigator**
This window displays the steps in the Workflow that applies to you, in the order that they should be performed. Click on each step to bring up details about it in the main window.

How are the tasks assigned?
The workflow is assigned to each user through the Time security groups. Based on the security set up, the rights given each group and the user assigned to the security group, the workflow is set.

If you are a supervisor
To allow the Workflow to work according to user, protection must be used and the supervisor must follow the steps in the setup area to set up the company settings and the protection security groups per user.

If you are a user
The Workflow is filtered based on the user security group to which you belong. These security groups have been set up by your supervisor. If you cannot access a needed area, contact your supervisor for additional rights.

Status Panel
The status panel gives the user firm statistics depending on their protection rights. The status panel gives balances for productivity, performance and status of projects.

Launch status panel on startup

The left sidebar shows a tree view under "CASEWARE TIME" with folders for CaseWare, CaseView Documents, Time Entries, Time Entries Detail (TJ.1-TJ.5), Time Entries Detail - Time Entries Summa, Time Entries Summa, Time Entries Other, Expenses Entries, Budget Entries, Clients, Groups, Contacts, Contact Companies, Work In Process, Accounts Receivable T, Integrated WIP and Ac, Analysis Documents, Projects, Invoices, Credit Notes, Payment Histories, Accounting Documents, Month End Documents, Staff Documents, Setup Codes, and Diagnostics.

The right sidebar contains the following sections:

- Setup**
 - Company Setup
 - Protection
 - Projects
 - Balances
 - Document Manager
 - User Profile
- Processing**
 - Time and Expenses
 - Billing
 - Cash Receipts
 - Credit Notes
 - Maintenance
- Completing**
 - Reconcile
 - Month End Procedures
 - Year End Procedures
 - Printing
- Shortcuts**
 - Status Panel
 - Diagnostics
 - Home Page

The bottom status bar shows "Done", "TIME 2013 - TIME AUDIT", "kiki.assiotis", "31/12/2014 1", "Monthly", "NUM", and "NUM".

Flow of information in TIME

