

Coretime



onesys

**TRACK TIME,  
PROJECTS &  
PROFITABILITY**



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# TRACK YOUR TIME, PROJECTS & PROFITABILITY

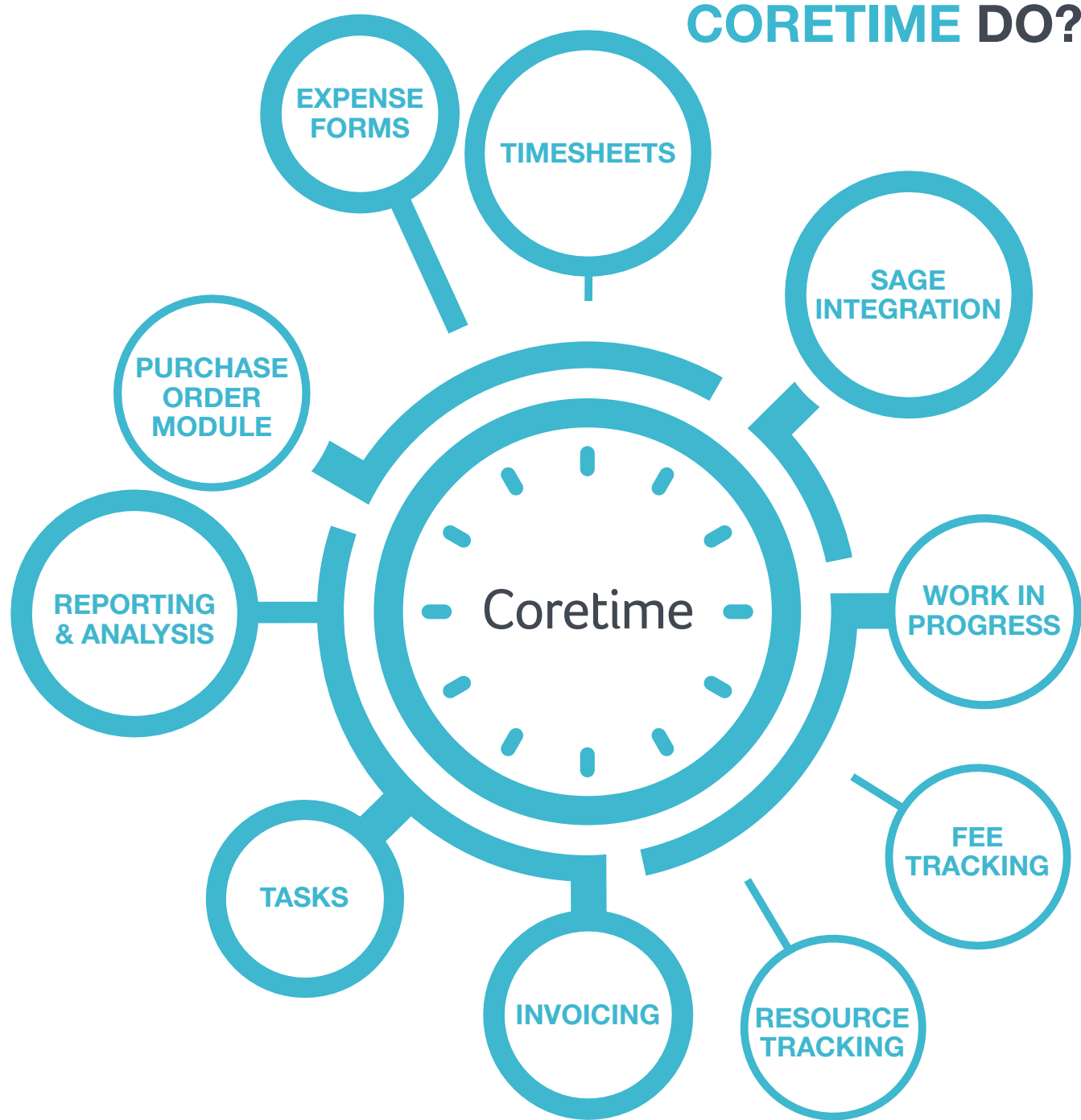
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When time is your business, you need to make sure everyone uses it productively so your business can profit. Coretime helps you keep track of all your projects and bill for the time you spend on them.

Managing tasks and projects efficiently relies on accurate time recording; effective planning to make the best use of your resources; tracking budgets and expenses to make sure they don't run out of control, and billing for the services you provide. Coretime helps you manage all of this and more.

With Coretime, your employees can capture all their chargeable hours quickly and simply, whether they're onsite or working from different locations. And your management teams get a clear view of where time's going, so they know where to direct resources, or recover projects before costs go over budget.

# WHAT DOES CORETIME DO?



Coretime makes life easier for anyone whose business is based on selling a service. Whether you're in finance, construction, engineering, accountancy, consultancy, creative services or any other similar industry, Coretime is easy to implement and adapt. It gives you the clear information you need to manage your time and profits effectively.

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# WHAT KIND OF BUSINESSES USE CORETIME?

Do you bill based on your time as a service? Is your business based around projects, or completed in phases? Do you manage contracted staff, or people who work away from your main site or office? Do you have to factor in time and resources when planning projects, predicting profits or compiling invoices?

Coretime can help you keep track of this, so you can record and bill accurately and keep track of hours spent on all your projects.

It works for a huge range of business types and sectors, from construction to creative and financial services. Simple and straightforward to set up, it's designed to work 'out of the box', but it can also be customised to suit the individual needs of your business.





## CORETIME WORKS FOR:



### IT SECTOR

Professional services, IT services, managed services providers



### BUILDING SECTOR

Engineering, chartered surveyors, architects, estate management and agents, contractors, planning consultants



### SERVICE SECTOR

HRM outsourcers, consultants, project managers, government agencies, marketing/PR agencies



### PRODUCT SECTORS

Oil exploration and production companies, pharmaceutical, manufacturers, mining/exploration, archaeologists



### FINANCE SECTORS

Accountants, insurance, bank/fund accounting, debt agencies, financial advisors, tax consultants, auditors

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## KEY FEATURES AND BENEFITS



Coretime allows your employees to record hours accurately and easily and gives managers a clear view of projects and profitability.

### MANAGE PROJECTS

Coretime gives you a real time, up-to-the-minute overview of your time and resources. Use it to plan and manage projects over different phases. Set up alerts and cut offs to prevent costs running out control and ensure you deliver on time and on budget.

Choose from a cloud or on premise version to make Coretime work for your business. Enable your workers to input timesheets and expenses on the go, for accurate, up to the minute visibility of projects and cost control.

### OPTION FOR CLOUD OR ON PREMISE

## RECORD TIME ACCURATELY

Using a familiar Microsoft Outlook™ style interface through your web browser or using the App, Coretime makes it easy for your hours-based staff to record their time quickly and easily. It prompts accurate time keeping and encourages employees to be aware of the value of their billable hours. Reduce admin time and delays in completing timesheets. With the Coretime App, employees and contractors can submit their hours anytime and anywhere.

Maximise your chargeable time, with the help of real-time reporting and analysis to help you understand exactly where time and resources are being used. Track projects and prevent them from over running. Capture every chargeable hour and bill your customers efficiently. Eliminate paper and Excel timesheets and reduce time wasted on time recording and admin.

## RUN YOUR BUSINESS EFFICIENTLY

## BUY CORETIME YOUR WAY

Coretime is a modular solution, so you only buy the functionality you need. You can purchase Coretime outright or on a monthly subscription basis and it can be deployed either in the Cloud or On Premise. We've seen Coretime Customers see a return on investment in as little as 6 weeks.

## SO HOW DOES IT WORK FOR YOUR EMPLOYEES?

### Finance/Managing Director

- Online access to individual projects from most web browsers
- Full suite of reports at Business, Client, Project or Employee level
- Real-time Project visibility = better control = improved Job Profitability
- Measure and improve Employee Utilisation
- KPI Dashboards
- Integration with Accounting systems

### Manager

- Manage project budgets and profitability
- Approve or Reject timesheets, Purchases
- See instant reports on project performance
- Email alerts when things are going wrong
- Improve team and resource planning

### All time-based employees

- Clear and simple Time & Expense input
- Mobile App for Time and Expenses
- Clear feedback on own productivity
- Holiday requests and visibility on leave taken
- Purchase Order request/production

### Administration

- Clear access to information
- Remove double-keying of time, expense, purchases and invoice information
- Simple setup and database management
- Store Documents against Projects
- Integration with Sage Accounts and Sage CRM



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## RETURN ON INVESTMENT (ROI)

MEASURED IN WEEKS NOT YEARS

Coretime focuses on the business model of Productivity, Recovery, Profitability (PRP). PRP is all about keeping things clear, simple and responsive. It's about a free flow of information between the person doing the work, the person issuing the invoice, and ultimately the client.

Coretime delivers clearer data recording and sharper data analysis, so you know what you're doing as you go along - and can adapt to do it better.

### VALUE FOR TIME

In an organisation of 25 fee earning staff, time spent on conventional paper timesheets and expenses can cost over £800 per week. With Coretime, the paper trail ends. Data entry is fast, easy and done in real time, saving you money and time that you can put to use on chargeable tasks.

**DON'T JUST TAKE OUR WORD FOR IT**  
**SEE YOUR RETURN ON INVESTMENT HERE**

## CORETIME

- Encourages and rewards frequent timesheet updates
- Makes data entry easy through the Coretime App
- Creates a feel good factor with employee productivity graphs
- Focuses staff attention on chargeable time

10%

**This smarter approach should increase productive chargeable time by around 10%.  
So a company with 25 employees could increase revenue by more than £80,000.**

Projects evolve and change. With a clear picture of your true activity, you can see how closely your project has stuck to the plan. So, if it's outgrown your projections, you can then recover fees and reduce time wasted on time recording and admin.

## RECOVER MORE





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# HELPING YOUR BUSINESS RUN MORE EFFICIENTLY

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Coretime is designed to be tailored to your business. Whatever you need to record and measure, however you want to view time and expenses, you can see it in a way that's meaningful for you.

## PROJECT MANAGEMENT

Whether you're controlling budgets, timelines, resources, multiple teams, multiple locations, you need to know what's happening where, right up to the minute. Coretime helps with on-time and on-budget project delivery, while providing managers with a real-time view of performance and profitability. Coretime allows for flawless planning and pinpoint precision in execution.

## TIME AND EXPENSE MANAGEMENT

With Coretime, keeping track of time is painless. Your employees can record their time and expenses wherever and whenever they need to wither through a web browser or the Coretime App, while management can enjoy an expansive view of exactly where the hours are being allocated and how the costs are stacking up. Feed Coretime the gritty details and it will give you more clarity, so you can maximise your chargeable time.

## BUDGET MANAGEMENT

Everyone loves transparency. It keeps things simple, clear, deliverable and safe. Coretime helps achieve 100% transparency, so you can keep track of your budget, update stakeholders easily and tailor your budget needs in response to your evolving project-in-progress. You can also set up alerts and cut-offs for greater control and automation.

## HOLIDAY MANAGEMENT

The Coretime Holiday Planner allows employees to submit requests for leave to approvers for sign off. Approvers can view who else is off at that time before deciding whether to grant the request. Once approved, the holiday record is automatically created in the employee's timesheet.

## REPORTING MANAGEMENT

Coretime comes with 100 standard management reports, which means you can start analysing your projects and profitability from day one. We know that all businesses are different, so Onesys has an inhouse development team that can customise and tailor reports and layouts to suit your specific needs. Talk to our team and get the most from your projects.

## BILLING MODULE

With Coretime, how and when you bill is up to you. Bill by item or on a fixed fee. Draft invoices can be checked by Project Managers before being issued to customers. Invoices can be distributed automatically by email. Coretime's integrated Debtors Ledger allows quick insight to a Client's payment position. Invoices can then be seamlessly transferred to your accounts system.

## SAGE INTEGRATION

Coretime integrates with Accounting software making it the logical choice for any business already running Sage that needs to able to track their time and expenses.

## PURCHASE ORDER MANAGEMENT

Do you still have a Purchase Order Book/Spreadsheet or want to introduce a more rigorous system for managing purchases and disbursements? Coretime can help with a full, browser-based Purchase Order Management system. Employees can submit Purchase Requisitions, Managers can approve, PDF Purchase Orders can be created and sent to Suppliers, Goods / Services can be flagged as received and Purchase Invoices can be matched against Purchase Orders. These matched transactions can then be sent to your accounting system saving more time and effort.



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# HOW CORETIME ADAPTS TO YOUR BUSINESS

## INTEGRATION

Need to share data with other applications across your business? On demand or in real time as the action happens? Coretime has been integrated with many other tools and systems. Try Coretime's easy to use 'out of the box' integrations with Sage 50/Sage 200 Accounts and Sage CRM providing your business with a holistic solution.

## GETTING SET UP

Moving to Coretime? What about data on your old system? Simple. Bring it with you. We'll show you how. How about installing the software on your server? No problem. We'll carry out the installation locally on your server. Set up and transfer is easy with Coretime.

## CUSTOMISATION & BESPOKE SOLUTIONS

Coretime provides a great range of project and time management tools and reports straight out of the box. But of course, needs develop and one size never fits all. That's why Coretime is easy to customise to suit your business needs.

Have a challenge that needs a creative solution? With over 1000 customer sites worldwide, we've got decades of experience at creating bespoke solutions for smarter business.

## HOW TO MAKE CORETIME WORK HARDER FOR YOU

Why not arrange a consultation? We can review your day-to-day business processes and align your software to your needs. We then tailor a training programme so you get the most out of the software and your resources.

We can train at your workplace, or remotely over the internet. We tailor training to different user levels and focus on getting you up and running quickly, so you get a speedy return on your investment.

## HOW TO ACCESS CORETIME



Coretime is all about making your life easier. That's why there are three ways to access it:

- Cloud or Software as a Service (SaaS) – we host the data on Microsoft Azure servers. Rather than purchasing the software, you access it on a rolling monthly charge
- On Premise solution – You purchase the software outright or on a subscription basis and host it on your own server
- Hosted options – we can host your data on our cloud servers even if you have purchased the software outright

## WE'RE HERE TO HELP



We offer a comprehensive Technical Support Package - including free product upgrades. Our expert team is waiting to help Monday to Friday, 9am to 5pm, excluding Bank Holidays. Whatever your challenge, we'll find a great solution.

## 7 VISION, MISSION & CULTURE



At Onesys, we believe our passion for technology and service excellence will make a positive difference to you and your business.

We really care about the quality of the services we provide and understand the value of creating a long- term relationship with you.

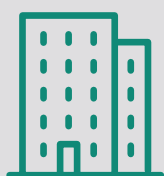
Our team of over 50 skilled IT professionals always abide by the principles of clear communication, transparency and mutual respect.

We take pride in our work, our team and our achievements and we look forward to working with you.

# 8 WHY CHOOSE US?

As with so many things in life, you have a choice. Choosing your technology business partner is no different. So, why should you choose Onesys to work with for Coretime rather than anybody else?

## LET US GIVE YOU A FEW REASONS



**500**  
INSTALLED  
SITES

First of all, we have been working in the professionals services sector for over 15 years. We now have well over 500 installed sites and over 10,000 users.

With all these successful installs, we know almost everything worth knowing about the product, who it works for and, just as importantly, who it might not work for.

We are a Sage Strategic, Platinum and Development Partner – these are our ‘badges of honour’ earned because of our size and experience. The Development aspect is important too, because our experienced team of programmers can enhance Coretime or other Sage products to give that last 5% of functionality that could make a real difference.

We have offices all around the country, so our team are never far away, plus we can also deliver services remotely.

We take time to understand your requirements. We adopt a consultative approach to selling our software. We will put together demonstration sessions for you, arrange for test systems and give you as much, or as little, hand-holding as you want. We want to make sure you select the right solution and we will be the first to tell you if a product is not appropriate, even if this means recommending a product that we don’t sell.



**10,000+**  
USERS

Our team of experienced Project Managers will help you implement your software so that you get the most out of your investment. They will work on site in collaboration with you, giving you the benefit of their experience of working with dozens of other clients, many in similar sectors to yourselves.

We provide really good customer service. Our Technical Support Team is UK based and you don’t have to email in to get assistance, you just pick up the phone and speak to us. We have all the latest tools to remotely fix any issues, so we can get you back up and running with the minimum of disruption.

And finally, we don’t just sell and support software. Our hosting service provides a secure and cost-effective means of deploying Coretime and other applications. So, if your current server is creaking or you have migration to the Cloud as a company policy, the Onesys Hosting Service could be for you. But don’t just take our word for it, please take a look at what our customers say about us by reading some of our case studies. Case studies can be found at [www.coretime.com](http://www.coretime.com)

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# CASE STUDY: CAULMERT



Caulmert is an Engineering, Environmental and Planning Consultancy operating over 4 sites with ambitious growth plans. The company was founded in 2008 and started trading in 2009 from their head office based in North Wales with 3 employees. Now in their 5th year of trading, with a further two regional offices located in Derbyshire and Cheshire, their business has evolved and diversified and now employs 45 full time

staff. From its original client base which was primarily in the waste management industry, they have since undertaken a wide variety of projects in many other sectors notably commercial, education, healthcare, industrial, leisure and re-generation. Future plans will see further growth to establish themselves in the market as a fully multi-disciplinary Engineering, Environmental and Planning consultancy.

## THE PROBLEM

Donna Milne, Finance Director for Caulmert explains, “When we first started the business, we agreed on a vision of where we wanted to be in 15 years’ time. We then needed to decide on a strategy to help us achieve that vision. Part of that strategy was to ensure that we had a robust time management system in place which could cope with our growth aspirations. As the company continued to grow it soon became evident, as predicted, that we couldn’t rely on using spreadsheets to manage our time and projects. We were very exposed and the potential for generating incorrect time management data was high. Manual

collation of spreadsheets was also very time-consuming. We were could see the potential for lost revenue on occasions where we were under-billing on projects because costs had not been allocated to a client.”

Donna continues, “We needed a timesheet system which was easy to access by employees either in or out of the office, quick and easy to use and would give us a clear picture of business performance at any point in time.”

## THE SOLUTION

“When we found Coretime, we could immediately see how it could enhance the management and performance of our business. We trialled it and spoke to other businesses already using the system which gave us confidence. We could see that Coretime would grow with us and help us achieve our growth

plans. Once implemented the effect on our business were immediate. Management efficiency improved and for the first time we had real time data for monitoring our performance.”

Coretime is now used by 45 users across the Caulmert business and like many other Coretime clients they have integrated with Sage Accounts which removed another layer of double-entry of data which is common within businesses of this nature.

Users at Caulmert are very happy with the software Donna comments, “New users take the system on board very quickly and training requirements are minimal for every-day use. We manage any training in-house and build up users’ knowledge on a phased basis. It is so user-friendly that it appeals to everyone and it really works well for us.”

Donna explains how they use the system, “We have adapted our internal systems to work alongside Coretime. All proposals are allocated a project number at the enquiry stage and credit checks are carried out immediately on all new clients. Allocating a project number from the outset ensures that all related costs are allocated promptly and the project is visible at every stage.”

Coretime gives time-based businesses much greater control of their projects and staff. It allows tracking of time on either fixed fee or hourly rate projects so that budgets can be set up and allocated across different phases of the project as required. Charge out rates can

vary depending on the project requirements and where subcontract staff are used, they can be added as temporary users of the system as required. Employee access rights and expense limits as well as timesheet approval can all be managed easily within Coretime.

Coretime builds up a valuable history of project data which can be analysed and used for forecasting. Donna explains, “We use Coretime project history to help cost projects for new and existing clients. We can see where variations against budget have occurred and where additional work has been required. That helps us factor in extra activities on future projects to ensure we provide more accurate budgets for projects.”

As Caulmert has expanded they have increasingly won larger and more complex projects and Donna describes how Coretime has helped them, “Larger projects need to be well managed to ensure we keep on track with budgets. We need to be in full control of costs. The simplicity of Coretime means we can allocate resources and budgets then monitor staff time and expenses much more effectively. We also use Coretime to assist with monitoring of cash flow and financial forecasting.”

## OUTCOME

The benefits of Coretime are very clear to Caulmert. Donna says, “With staff based at different office locations and sometimes different parts of the world, having Coretime has brought us all together using one easily accessible web based system. It allows us to manage many small projects as well as those large and complex projects over extended time periods. It’s responsive, quick and effective and gives us great project visibility. It has made us more efficient in many different ways as a business.”

Mike Caulfield, Managing Director adds, “When you are trying to grow a business, time can soon run away from you. When we implemented Coretime, there was a clear transition from previously spending a lot of time

administering spreadsheets and then still not being able to see information clearly. Now we have immediate visibility on the performance of individual projects and our business as a whole. Coretime operates well within our quality management system and has greatly assisted the business in achieving our ISO 9001 accreditation. We are confident that Coretime will continue to assist us in achieving our vision and our growth aspirations!”

**FOR YOUR  
FREE 30 DAY TRIAL  
PLEASE CONTACT  
ONESYS**

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