

AVAILABLE MODULES

Time Entry	Expense Reporting
» Time Clock	» Expense Entry
» Time in by Shift	» Expense Approval
» Time in Block	inSITE Reports
» Time in by Project	Employee PTO
» Time in for Clients	» Request
» Single Time Entry	» Approval
Time Export	» Display Balance for Employee
Time Approval	Inventory Requisition
» By Detail	Client Database
» By Summary	Document Portal
» For Client Time	inSITE Reviews
ezFORM	inSITE Administration
Tickler	Work in Progress Calendar



SD inSITE

Process Automation
Data Collection
Paperless Solution

What is SD inSITE? SD inSITE is a web-based application that gives employees and other individuals associated with your organization a central place to go where they can submit and retrieve information. SD inSITE is an automated workforce management tool that can assist your organization with:

- Tracking and reporting on Time for payroll and billing
- Tracking and reporting on Employee Expenses
- Tracking and reporting on Customer/Client demographic data
- Tracking and reporting on the Employee Evaluations and Peer Reviews
- Tracking and reporting on General business data collection
- Remotely Accessing Key Business Management Documents

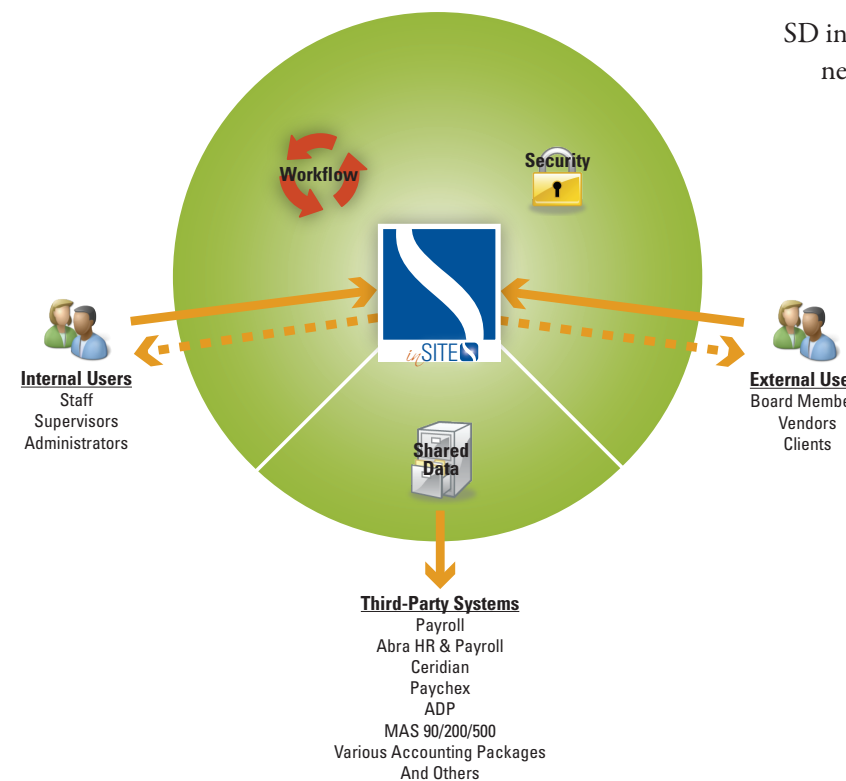
Individuals can submit time, expenses...they can keep personal contact information up to date.

Individuals can retrieve documents, view organization wide calendars, perform online employee evaluations, view time-off balances and many labor-saving tasks.

SD inSITE requires no software installation – all that’s needed is a connection to the Internet and a web browser.

SD inSITE is easy to use and manage – again, all done from inside of a web browser. From the onset, a major goal of inSITE was ease of use. Ease of use also means easy to train so rolling out inSITE to your staff can be a snap.

Built-in utilities allow for direct export of your critical data at any time to interface with your accounting software, payroll software, or a Third Party payroll processor. Pre-existing interfaces have been developed for Sage MAS 90, Sage MIP, Sage Abra, Sage Business Works Gold, ADP, Paychex and Ceridian.



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TIME ENTRY

Is collecting time more of a hassle than it should be?

SD inSITE offers a variety of different methods of time collection that allow you to provide your staff with the simplest and most effective method of time collection possible. Options from as simple as collecting just a date and number of hours to collecting comprehensive project based details, SD inSITE has a time collection screen that best suits your organizational needs (and your users' abilities).

The right interface makes all the difference but it is not everything. Providing an easy to use interface helps eliminate the age old "Garbage In = Garbage Out" problem but SD inSITE does more. Centralized administration of work codes and projects ensure that your staff has access to only what they need; no more, no less. Eliminating confusion increases the accuracy of the time entered, which means less time required to cleanse the data before it goes to your payroll or accounting system. Using SD inSITE for project based time collection also allows for the automatic distribution of worked hours across projects eliminating the need for inaccurate and time consuming time studies.

Time can be submitted directly to accounting or you can use "workflow" to provide supervisor review and approval.

Company/Division	Project	Work from Home	Total
Projects in your 90-day list (3 total)			
SD			
3310 - Exec Mgt/Finance/IT/HR	General	<input type="checkbox"/>	
SDCo			
4418 - Insurance	General	<input type="checkbox"/>	
SDCPA			
1126 - Development	General	<input type="checkbox"/>	

Company/Division	Project	Work from Home	Total
Marketing	General	<input type="checkbox"/>	8
Select One...	Select a Project...	<input type="checkbox"/>	
Select One...	Select a Project...	<input type="checkbox"/>	
Select One...	Select a Project...	<input type="checkbox"/>	
Select One...	Select a Project...	<input type="checkbox"/>	

Comments: _____

TOTAL FOR 5/19/2008: 8.00

TOTAL FOR WEEK ENDING 05/23/2008: 8.00

Buttons: Cancel, Save and Submit »

DOCUMENT PORTAL

Do you struggle with safe and secure distribution?

While the Internet provides a new level of connectivity it also opens the doors to a host of new security concerns. One of those concerns is the distribution of sensitive documents. While E-Mail gets things to the right people quickly it also can cause a loss of control. SD inSITE can provide you with a new level of security when it comes to the distribution of documents across the Internet.

The Document Portal in SD inSITE allows for the secure distribution of documents from right inside the same application that people use for time and expense reporting. The same easy to use interface your staff is familiar with continues in the straightforward document distribution portal. The document portal allows for the distribution of documents to specific users or groups of users and includes functionality for tracking document usage and making sure documents are not available before or after you require them to be. Documents can also be secured so they cannot be printed or saved or forwarded.

EXPENSE REPORTING

Are expenses expensive on your time?

As with time entry, expense entry can be more difficult than it needs to be for staff, supervisors and accounting personnel. With too many codes to remember, changing mileage rates and receipts lost in the process of getting expenses recorded and approved can be a nightmare. SD inSITE builds upon the idea of easy to use interfaces and centralized management to provide a simple, yet effective, expense entry and approval process your staff will understand.

Electronic or paper receipts to match the needs of your situation, automatic mileage rates based on the date an expense was incurred (not when it was entered) and the same set of projects used in time entry make expense entry in SD inSITE easy to learn, easier to use and gets costs allocated by project and general ledger account.

Date	Miles	Division	Description (To, From & Reason)	Amount
08/03/2009	32	Technology Advisors	IT Conference - Aspinwall, PA	14.40
08/04/2009	124	Marketing	Inter office travel	55.80
		Select...		
		Select...		

Mileage Total: 70.20

Date	Division	Expense Codes	Description	Amount
08/03/2009	Technology Advisors	Conferences	Lunch	19.22
	Select...	Select...		
	Select...	Select...		
	Select...	Select...		

Other Expenses Total: 19.22

Grand Total: 89.42

Document Upload: Upload a Single Document [Browse...] or click to Upload Multiple Documents

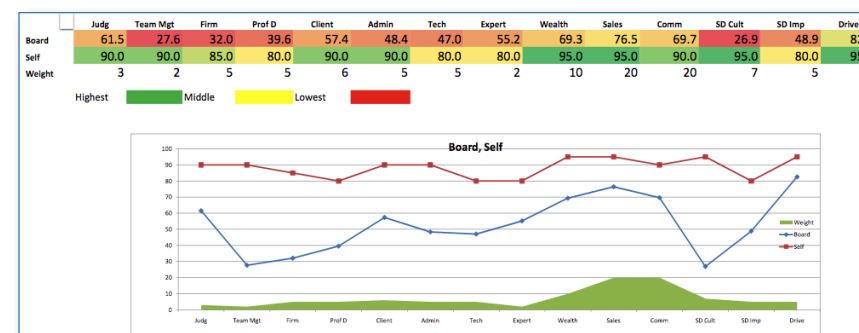
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inSITE REVIEWS

Are employee evaluations a mountain of paperwork?

Employee evaluations are important; you should treat them as such. Traditional evaluations create mountains of paperwork that get passed around and forgotten about, rarely being turned in on time. SD inSITE helps reorganize and re-optimize the evaluation process by leveraging both the workflow created for time and expense approval and the easy to use SD inSITE interface. SD inSITE offers personal and supervisor evaluations, peer evaluations and project-based evaluations that allow for internal and external responses.

All evaluation information is kept in SD inSITE where it can be reviewed at a later time or simply kept on file for historical purposes.



Currently reviewing: Peter Gibbons for Annual Review

Over the last year, has this person performed their job?
 Yes No

What is this person's best business asset?
 Personality

Please summarize your goals for this person for next year.
 Peter needs to spend more time on projects that get him outside of his comfort zone. Peter tends to focus his time and effort on things he already knows and does well instead of expanding his abilities by placing himself in a position to learn more.

On a scale of 1 to 10, how well does this person interact with others?
 Poor 0 1 2 3 4 5 6 7 8 9 10 Exceptional

What areas can this person improve in over the next year?
 Phone etiquette
 Workplace dress
 Attendance
 Conversation

On a scale of 1 to 100 please give this person an overall rating
 0 100 Total Weight 74

Buttons: Cancel, Reset, Save, Save and Submit »