



The ExpressTime Insider

www.expresstime.net

1-888-457-7978

New Features Offered in ExpressTime

[ExpressTime Solutions](http://www.expresstime.net) is dedicated to producing the finest business management software available to the service industry. To effectively achieve this result, we are continually looking for methods to improve and enhance our software product. This newsletter will introduce you to our most recent enhancements so that you, our valued customer, will be informed and can take advantage of each new feature.

There are two valuable enhancements we would like to call to your attention. First, we have added the ability to designate approved employees for each building. Second is preventing double scheduling your employees.

Designating "approved employees" for a building grew from the necessity to ensure an employee is properly vetted for a building due to certification requirements, security restrictions, license restrictions or other stipulations.

[ExpressTime Solutions](http://www.expresstime.net) now offers you the capability to establish a pre-approved employee list for specific buildings based on the applicable restrictions, thereby allowing you to view only those employees who qualify for that building so you never assign a task to an employee who doesn't meet the standards necessary for the particular building. This saves time and eliminates confusion.

Full Time Part Time Inactive Terminated Term. Pay Pend All

All

Last Name: Adams Accounting ID: 1222
 First Name: Ashley Default Service: Housekeeping
 Address: 101 Oceans Way Blvd Status: Full Time
 City, State, Zip: Santa Rosa Beach, FL 32402 Language: English
 SS Number: 000-11-1222 PIN: 1222 Pay Rate: \$14.00
 Gender: Female Birthdate: 09/27/1966
 Home Phone: 601-111-5151 Block Number: Employed: 04/10/1995
 Cellular Phone: Block Number: Terminated: Work Group: Contract Services
 Cellular Carrier: Email: ashley@adams.com

Supervisor Ignore Schedule By Building Exclude from Payroll Export
 Clock In By Service Prompt for Building
 Sub-Contractor
 Sales Rep
 ExpressTime User
 Print Personal Time Off Information
 Inspector
 International

Supervisor Notification Settings:
 Cell/Paging Number: Pager Ext: Pager Serial No: Text Messaging: CC Text To:

Notes Other Weekly Planner Schedule Building List Personal Time Supervisor Building List Audit History Approved Buildings Medical Certifications Required Forms International

| Building Name | Building Number | Date Entered | Date Updated |
|------------------------|-----------------|---------------------|---------------------|
| A & B Express Products | 1001 | 11/08/2016 01:59 pm | 11/08/2016 01:59 pm |
| A & B Satellite Office | 1024 | 11/08/2016 01:59 pm | 11/08/2016 01:59 pm |
| BMT International | 1052 | 11/08/2016 01:59 pm | 11/08/2016 01:59 pm |

You now have the capability to be notified when you inadvertently double schedule employees. It is not uncommon to accidentally schedule the same employee for 2 or more buildings. You have the choice of being alerted when this occurs.

Building Information Scheduling Building Budget Work Order Requests Projects Task Schedules

Nov 2016

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | 2 | 3 |
| 4 | 5 | | | | 9 | 10 |

Error

You are attempting to enter a duplicate/overlapping weekly planner for Perry, More. The attempted plan conflicts with a plan at the following buildings and times:
 BMT International: 06:00 pm - 09:00 pm

Replace Disable

Set All to Text Set All to Pager

Supervisors

All Current Building

Position Supervisor On Call

- Carroll, David
- Hinton, John P.
- Hopkins, Donna
- Lee, Brian A.
- Lee, David H.
- Lee, David H.
- McInnis, Jacob N.
- Supervisor, AFake

Save Dates

Performed Services Scheduled Services

Building Schedule

Employees (Lookup)

| PIN | Name | Begin Time | End Time | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Time Adjust | Scheduled Hours | Estimated Pay | Budget Hours | Weekly Hours | Weekly Budget | Notify Late | Notify Short | Pay Method | Pay Rate | Service |
|-------|-------------|------------|------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------|-----------------|---------------|--------------|--------------|---------------|-------------------------------------|-------------------------------------|------------|----------|--------------|
| *2352 | Perry, More | 06:00 pm | 12/30/1... | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 0 | 3.00 | \$85.50 | 3.00 | 9.00 | 9.00 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Hourly | \$9.50 | Housekeeping |

0.00 0.00 \$0.00 0.00 0.00 0.00

Our desire is to make the daily function of your service business as productive and profitable as possible. We hope these new features will assist you in optimizing the software products and services we provide. Thank you for being a valued customer.



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www.expresstime.net

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