



Features of easyTIMESHEET for Managers

- Multi-level Approval Process
- 3 Types of Manager
- Approval Workflows:
 - Internal Department
 - Project
 - Customer

The screenshot shows the 'Manager Approvals' page in the EasyTIMESHEET portal. The left sidebar contains navigation links: Dashboard, Logout, Timesheet, Balances, Requests, Manager, Time Approval, Request Approval, Reports, View Balances, View Timesheets, Administration, Modules, and Help. The main content area has a title 'Manager Approvals' and a 'Need Help?' link. It contains three numbered steps: 1. 'Please select a Period:' with a dropdown menu showing '16 - 08/01/2006 - 08/15/2006'. 2. 'Please select Approval Role:' with a dropdown menu showing 'Department - Internal Department'. 3. 'Please select a(n) Department to approve from the list below:' with a list box containing: Exec - Executive Management, MktCom - Marketing and Communications, ProSvcOALJ - Professional Services - OALJ, ProSvcUSDA - Professional Services - USDA, Sales - Sales, and Soft Dev - Software Development. Below the list box is a checkbox for 'Include deactivated employees' and a 'Continue' button.

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