



from CCAS

CCAS Capture Pro User Guide

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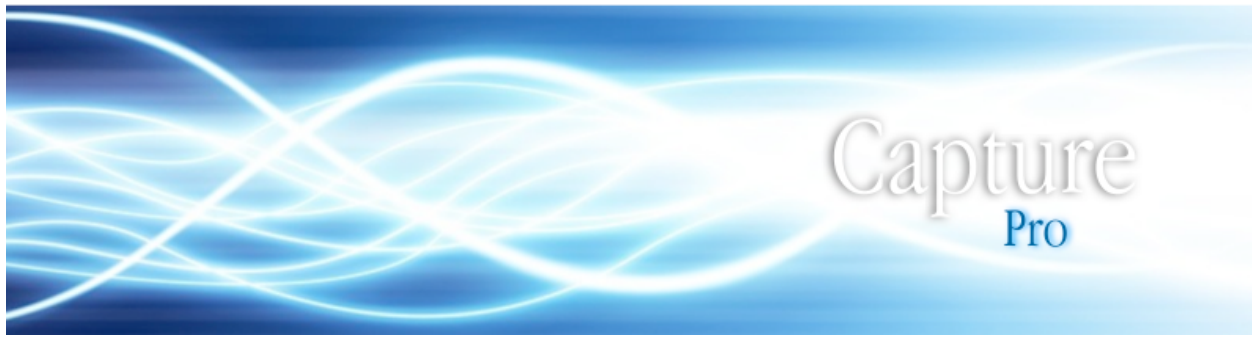
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Overview

CCAS's Capture Pro delivers comprehensive and field-proven timekeeping and expense reporting, time and expense billing, and management reporting functionality to Professionals. It is complete enough that it can also be seen (and used) as a fully adequate single-entry accounting system: think "Schedule C" of Form 1040. It accomplishes its objectives through an interface and methods that are at once simple and strongly controlled, and this while maintaining all-important flexibility.

Built for the Apple iPad, Capture Pro runs under FileMaker Go 12 which is freely available from the Apple App Store. With the Capture Pro desktop application for both Windows and Mac computers that is provided with all license purchases, you are also able to run it on your computer. Whether run on an iPad or the desktop, Capture Pro is feature-complete and self-contained with virtually identical functionality. Because Capture Pro for iPad is not feature-pared or a front-end application, "synching" between iPad and the desktop is not necessary and will not occur. See the "Capture Platform" topic (below) for details and options regarding running it and "serving" it over your network and the Internet.

Included in our notion of "Professionals" are all who provide services to clients and are, directly or indirectly, compensated for their efforts - their hours expended and related expenses - and may have a requirement to account for their efforts in detail. That is: Engineers, Lawyers, Accountants, Contractors, Agents and Consultants on any and all subject matters. And those Professionals whose accounting for their efforts is subject to US Government accounting requirements - including those of the Defense Contract Audit Agency (DCAA) - are particularly well, and fully, served.

You will record your time and expenses (and other items, such as retainers), review and "sign" your entries by pay period, attach expense receipts (captured by your iPad's camera or present on your iPad) to expense claims and record your signature to timesheets, expense reports and invoices prepared for (and, optionally, emailed to) clients.

You will be able to review each of your time and expense entries and review summary and detailed management analyses at any time. Invoices can be prepared in full detail, on a condensed basis, and with current, previously billed and cumulative billing information presented. Each of these invoice formats are available for any Capture Pro invoice at all times. You are also able to review all edits made to your time entries - your entries before and after edits - whenever necessary. All Capture Pro data that you are able to review can be printed, exported and emailed in a variety of file formats at any time. And, with Internet access active on your iPad, it will optionally capture your location coordinates - viewable at "Pay Period Review" - with each time entry recorded. Location Services are set to "N" at system startup and data maintained is not editable: it is for the Professional's use alone (see "Privacy" at "Tips").

For all that Capture Pro accomplishes, it is the essence of simplicity. Once your "foundation" (your "core" data and settings) is established, all you'll need to do is enter who you worked for, your hours worked and, if applicable, the expenses you incurred. Voice, audio, video, picture and other files can be attached as a "Memo" to all time entries with the same being true of expense entries. So Capture Pro could be seen as not only a "timekeeper", but as a time diary as well.

A Professional's efforts require a certain level of expertise and are applied to specific, important, matters. Clients may be actively interested in the Professional's progress toward stated objectives and particularly so in the context of their initially forecasted hours (and costs) to achieve their objectives. Capture Pro - when "served" over the Internet - provides the Professional the option to allow client managers ("XM's" as they are referred to in Capture Pro) to monitor their progress and approve time charges and print reports that detail progress (including invoices submitted) on their Project(s) and Task(s) for any date range - at any time deemed appropriate or necessary. The XM is also able to send emails to the Professional regarding any recorded time charge and review expenses (as well as expense receipts) incurred on their Projects. Note that for XM's to be able to access their Capture Pro data (again, and only when it is "served"), XM access must first be enabled system-wide at "Settings" in System Administration (this setting is "Off" when Capture Pro is started); it must be enabled at "Manage Client Manager (XM) Records" for each XM, and it must also be enabled on a Project-by-Project basis for each XM. If direct XM access is not desirable, Capture Pro also provides for the "off-line" recording of XM approval of Project time entries.

In summary, Capture Pro addresses virtually all of the Professional's timekeeping, expense reporting and time and expense billing requirements. The Professional is able to focus on the job at hand, confident - certain - that the "details" are under full control. It is quickly implemented and is easily maintained.

System Administration

The foundation for your Capture Pro application is established on the screens at "System Administration", each accessed by tapping, or clicking, on the "tab" labels displayed (such as "Overview", see below). Here is where you'll begin.

The screenshot displays the "System Administration" window with a blue header bar. The header includes the title "System Administration", a status indicator "this Pay Period Ends: 9/15/2013", and a red "EXIT" button. Below the header is a tabbed interface with the following tabs: "Organization Data", "Settings", "Manage Data Sources", "User Accounts", "Export & Update", "Help", "Overview", and "Time & Expense". The "Organization Data" tab is currently selected, showing a form with fields for "Name", "Address 1", "Address 2", "Address 3", "Year Begins" (1/1/2013), "Year Ends" (12/31/2013), "1st Day 1st Pay", "Max Daily Hrs." (10), "Pay (Period) Cycle" (Semi-Monthly), and two checkboxes: "Distribute Labor Cost?" (N) and "Show Costs on Mgmt. Reports?" (N). A bracket indicates "2088 Regular Hours" between the year fields. The "Email Settings" tab is also visible, showing fields for "Administrator Name", "Administrator Email", "Administrator Email CC", "SMTP Mail Server", "SMTP Mail Server Port" (25), "SMTP Authentication" (radio buttons: None, Plain Password, Cram-MD5), "SMTP Encryption" (radio buttons: None, SSL, TLS), "Mail Server User Name", and "Mail Server Password". A green message at the bottom of the Email Settings section states: "Client Manager access is currently OFF. Turn ON at Settings." Below the main form area are two text areas: "Administrator's Notes:" and "Message to Client Managers (XM's):".

Capture Pro will, at startup, automatically login with the "Admin" account and its default password. This allows for your initial access to Capture Pro as you configure your application. Because any party so logged in will have access to all system data and settings - and be able to freely "jump" to the Time & Expense screens (if they are not accessing Capture Pro as a "Client") - it is important that the "Admin" account password be changed as soon as possible to prevent unintended full access to your system and data. The "Admin" account's password is changed at "Settings".

Your system is nearly ready for use when the screens associated with the first three tabs - Organization Data, Settings, and Manage Data Sources - have been completed to your satisfaction. Should you later find that changes need to be made, they can be made at any time and the changes will be effective immediately. The final step in preparing your system is to complete the "My Info" screen at Time & Expense...And you may want to consider one more action: it may be desirable (although it is not required) is to "Assign" yourself to Project or Client efforts at "Assignments" in "Time & Expense".

In addition to providing you a “short list” of Projects to select from when recording time and expenses, “Assignments” allows for the full utilization of Capture Pro’s “Task” billing, default labor category billing rate override, and project budget analysis functionality. The data recorded at “Assignments” will be employed even if you do not elect to constrain your Project/Client selections to those assigned (scheduled).

The “Help” tab in System Administration provides you with information regarding each administration area (tab) - its purpose and requirements - and the individual screens themselves will provide important information regarding particular actions, items presented, or special considerations. One such item is “Pay (Period) Cycle”, the default setting for which is Semi-Monthly. In Light3 Capture (for organizations with any number of employees), this setting will correspond to the organization’s default pay cycle. In Capture Pro, this setting has the same meaning but, should the Professional have no established “Pay Cycle”, the selection made in this required field will be that which best matches the Professional’s standard client billing or reporting cycle. Note that only those fields with rounded upper-left corner borders require entries.

System Administration <small>this Pay Period Ends: 9/15/2013</small> EXIT						
Organization Data	Settings	Manage Data Sources	User Accounts	Export & Update	Help	Overview
<p>Organization Data</p> <p>Maintain core system data here. Required "Organization Data" is "Maximum Daily Hrs.", "1st day 1st Pay", and "Pay (Period) Cycle". With these fields completed, your entries will be tested to insure that hours in excess of your established ceiling are not exceeded, and CCAS Capture Pro will be able to automatically determine pay period end dates. "1st Day 1st Pay" is the start date of the pay period that precedes the first pay period you will record through the system and is critical to determining weekly and bi-weekly pay period end dates. All "Email Settings" data fields must be completed if Capture Pro is to be able to send email via your SMTP mail server. The option to maintain payroll labor cost distribution is also presented.</p>						
<p>Settings</p> <p>Here you'll maintain settings regarding the collection of your timecard data. If you have scheduled (assigned) yourself to projects you can elect to constrain the list of projects offered to you to those scheduled. You will elect whether Capture Pro will close timesheets upon your "Submit as FINAL" actions. The allowed hour increment (quarter or tenth, or both) for time reporting is also established here. Additionally, the Administrator password is changed on this screen.</p> <p>Also presented are settings for time and expense invoicing. You'll select your default invoice format and time and expense invoice "headers". A time and expense edit control option for invoiced items and settings for the remittance address for client payments or online payments are also found here.</p> <p>Client (XM) Manager access is activated here and the option to send email notification to XM's upon your timesheet's submission as "FINAL" is set here as well. Note that XM access is set to "N" (off) each time you open the application.</p>						
<p>Manage Data Sources</p> <p>Create, modify and delete Project/Client, Task/Labor Category, Expense/Item Account and Client Manager (XM) records via actions selected here. Also presented is the option to archive and purge time, time edit audit trail, expense and invoice data present in Capture Pro through a specified pay period end date.</p>						
<p>User Accounts</p> <p>The Administrator can view the Professional's current password by selecting their Account and then clicking on "View User Account". Also available is a listing of Client Managers (XM's) and their system access status. Note that all passwords are case-sensitive.</p>						
<p>Export & Update</p> <p>Export, view and print pay period timecard data for importing into Light3 (or other applications) or for management review on this screen. The option to export, view and print a time entry edit audit trail is also presented as is the option to export time and "core" system data. Procedures for backing-up your Capture Pro data for restoration to a Capture Pro update file are presented and detailed here as well.</p>						

All access to Capture Pro is made via accounts and passwords. The Professional's account ID - the account that will be used to record and manage your time and expenses - is “1000”. The Professional’s account ID for the purpose of System

Administration is set as "Admin". Both the Professional and Administrator account ID's cannot be changed. If Client Manager (referred to as a "XM" in Capture Pro) access is desired, their accounts will be established by the System Administrator at "Manage Data Sources". XM ID's can be any text that is not currently in use by any other Capture Pro account.

The default "Admin" password is "Admin" and the Professional's default password is "CT1000". As the "Host" (see Dictionary, above), logging in with the Professional's or the Administrator's ID - while placing you at Time & Expenses or System Administration, respectively - will allow for "jump" access to either area. When the Professional is accessing as a "Client", they will be transported to area associated their login account and "jump" access requires authentication. The default password for each newly established Client Manager is "LT" immediately followed by the XM's account ID. The Professional and all XM's will be required to change their password upon their initial login. Passwords can only be set by the logged-in user and all passwords are case-sensitive.

As to password security, the Professional may retrieve their password (when logged is as the "Host") at "User Accounts" in System Administration. Should a XM's password be forgotten or lost by the XM, the Administrator should "Reset" the XM's password at "Manage Client Manager (XM) Records". Should the Administrator lose or forget their password, their password can be set to its default value by applying the latest Capture Pro update (see the "Export & Update" tab).

For security reasons, Capture Pro is not s not accessible via Internet web browsers.

Time & Expense

Having laid the foundation to make sure that your objectives are properly addressed, it is now time for “action”. Upon login with their “1000” account, the Professional will arrive at the Time & Expense screen, or, if so specified at "Settings" in System Administration, the "Enter Timecard Data" screen to immediately begin reporting time and expenses. Time entry, the review and editing of entries recorded (subject to limitation as described at “Settings” in System Administration), the review of timesheets, entry listings, and expense reports for any pay period is always available. “quick” buttons are presented at the top-right of screens for instant access to time and expense entry and timesheet review screens for the the current pay period. You will be able to print timesheets and detailed time entry listings for any pay period or save these reports as PDF files. If the option to distribute labor cost has been enabled at System Administration and your pay rate has been set at “My Info” in “Time & Expense”, estimated labor cost and estimated project billing amounts will be reported for pay (and other selected) periods as well.

for this Pay Period ending 9/15/2013 choose... [quick T & E Entry](#) or [quick Timesheet](#) [EXIT](#)

Time & Expense Assignments Project Charges Pay Period Review Billing Analysis My Info Help Administration

Select Specify

Pay Period Ending: 9/15/2013 or and Select Action: Enter Time & Expenses Go

Administrator's Notes:

Performance Recap for: Year

	Estimated	Unbilled	Billed
Labor Expended (for the selected year)			
Labor Utilization %'s (for the selected year)		Billable %	Billed %
Expenses & Cost Items (for the selected year)		Total	Billed
Invoiced (Labor & Expenses incurred in any period through the end of the selected year, billed during the selected year)			Total
Payments Received (during the selected year for Labor, Expenses and other items billed)			Total

See "Billing" and "Analysis" tabs (above) for detailed analyses.

Accounts Receivable (now)

The recording of hours spent on Project/Client efforts is accomplished via direct entry or via "time clock" start and end actions. Hours recorded via the time clock are rounded up to the fractional hours increment specified at "Settings" in System Administration, and to the quarter-hour if both tenth and quarter hour entries are permitted. Note that the time clock is presented solely as an aid in accurately measuring and recording time.

Accordingly, the Professional may override the clock's time entry as may be appropriate or necessary.

to change period and action

Select Pay Period Ending: 9/15/2013 & Action: Review Timesheet & Go Location services limited to iPad, iPhone... Return

EXIT

this Pay Period Ends: 9/15/2013

Timecard Entry for:

Date Worked: Tue, 9/3/2013

Select Project/Client No. Select Task/Category

Started Ended Hrs Mins Enter Hours Pay Type Reg Enter Time & Expense

Note

Attach Memo (Tap)

Camera, Audio, Photo, Music or File

Add an Expense/Item for this day and the (above) Selected Project/Client:

Expense/Item ID	Units	Amount	Receipt	Y/N
				N

Note

Enter Expense

System Message: Entries are not saved until the "Enter" button is tapped/clicked.

Time Charge & Expense Recap for Tuesday, 9/3/2013

Project/Client No. & Task/Category	Available Pay Cycle	Hours*	Type	Hours

* Hours available today.

Expenses/Items:	Day Hours Total	Pay Period Hours Total
Expense/Item ID Units Amount Project/Client No. Receipt Delete		

In addition to recording time, expenses incurred and other items to be invoiced can be reported as well and expense receipts can be attached to entries. Expenses and other items can be entered with time entries or independent of time entries on the "Enter Timecard Data" and "Edit Time & Expense Entries" screens accessible at "Time & Expense". Expense entries can be added and deleted, but cannot be modified. Expense entries are deleted by navigating to the entry on Expense Reports, or the "Enter Timecard Data" or "Edit Timecard Entries" screens, and tapping, or clicking on, the delete button for the item in the expense recap section of the screens.

Time and expenses are billed at billing rates that have been specified for the item, or at "alternate" rates that can be specified when invoices are prepared. Fixed amounts, such as retainers, can also be invoiced. Capture Pro details all invoices it generates, allows for the recording of client payments, and reports Accounts Receivable aging, contract backlog and value and performance period percentage completion data in real-time.

All recorded time for the period selected that has been "Submitted" (signed) by the Professional - and which has not been previously billed - is available for billing by Project/Client. All time and expenses incurred for the selected period, or only those

items that are selected, can be invoiced and items not billed currently can be billed on later invoices. If only expenses or items (retainers, etc.) are to be billed and no time has been expended for the Project during the selected period, you will need to directly specify the respective Project/Client via the “Other” option in the selection drop-down list at “Billing/Create Invoice”. All invoices generated by Capture Pro can be emailed to clients in any of the available invoice formats.

When system-wide Client Manager (XM) access is enabled at “Settings” in System Administration - and the logging in XM’s access is enabled at “Manage Client Manager (XM) Data” and “Manage Project/Client Data” at “Manage Data Sources” - an XM will be able to review and approve charges to their projects, print detailed listing of these charges and their approval status and save these reports as PDF’s. They are also able to send emails to the Professional that address individual entries recorded. The XM will also be able to view details of all invoices submitted against projects, their payment status and other details including Project percent complete information.

for this Pay Period ending 9/15/2013 choose...
quick T & E Entry or quick Timesheet
EXIT

Time & Expense
Assignments
Project Charges
Pay Period Review
Billing
Analysis
My Info
Help
Administration

Time & Expense

Time entries for pay periods are added and edited via actions selected from this tab and timesheets for all pay periods are accessed here as well. Entries recorded or edited are only saved with the tapping of a screen’s “Enter” or “Edit” buttons. Until a timesheet has been “posted” (see “Overview” at Administration), you can also access the time entry edit screen for a date in the pay period by clicking on the respective date (a link in green text) at the top each timesheet column. All time and expense actions are available from all time and expense screens.

Time entries may be added and edited for any selectable pay period and for any “Specified” pay period end date that is consistent with your default pay cycle. That is, you are able to “back fill” time entries as may be desirable. When your entries for a pay period are complete you will “Submit” (sign) your timesheet for the pay period by clicking on the “Submit as FINAL” button on the timesheet screen. Submitting a timesheet as FINAL alerts client managers (XM’s) that your timesheet is ready for their review and approval - *if you have enabled their access*. If you have selected “N” to the option to “Close timesheets...upon your “Submit as FINAL” timesheet action (at “Settings” at Administration), until such time as your entries are “posted”, you can still add and edit entries via “Enter” and “Edit” actions: your edit audit trail will note and report all such edits.

Note that time entries can be edited as noted, but they cannot be deleted. Expense entries can be deleted and reentered, but cannot (with the exception of expense receipts) be edited. Also, should selected actions terminate abnormally, error messages will be presented at this tab.

Assignments

You will be able to accomplish the “scheduling” of your time to projects and tasks (or labor categories) from this screen. You are also able to enter budgeted hours for each schedule item and enter associated billing rates - overriding the default category billing rate if necessary - for the item. Your cumulative hours spent on scheduled items, as well as the hours remaining (available), are reported in real-time when entering and editing time.

Project Charges and Pay Period Review

Review your timesheet charges and expenses. Review by Project for a date range or select a pay period to review details of all timesheet entries, their client manager (XM) approval status and their billing status. Note that edits of entries approved by an XM will result in an “E” replacing their “Y” status.

Billing

Create invoices and view them for printing, emailing to clients or, if necessary, to delete them. Once created, an invoice can be generated in any of the three available formats. View invoice recaps by client including open invoices and receivables, client backlog and project completion percentages.

Analysis

Billed and unbilled labor and utilization (the percentage of hours that are billable) analyses are presented by project/client, by year and pay period, and for any pay period and any year for which data is present in Capture Pro. Detailed expense and expense billing analyses are provided as well.

My Information

Your name, current address, contact, email information, default labor category and (optionally) your employee no., pay rate and pay type are established on this screen. You will also maintain your logo and signature graphics and will change your password for system access here.

Lastly, a note on the accounting conventions used when the “Distribute Labor Cost” is set to “Y”. For the “H”ourly pay type, cost is the multiplication of hours by the pay rate at “My Info” in “Time & Expense” or, if the hours are overtime hours, by the pay rate multiplied by the “Overtime Pay Factor” selected at “Settings”. For the (S)alary pay type, the distributed cost is recorded hours multiplied by an “estimated” hourly rate

determined by dividing annual salary by the total regular hours available for the year. Upon “Posting” (finalizing a payroll), salaried hourly rates will be pay period salary (as recorded at “My Info”) divided by total pay period hours (the “Uncompensated Overtime” method). Employed billing rates are hourly billing rates as set for T&M efforts. In the case of CPFF (cost-plus-fixed-fee) efforts, billing rates are those as specified that are the result of a specified “cost multiplier” (i.e. 2.15) multiplied by actual cost.

DCAA Compliance

By design, Capture Pro's features help insure that the requirements of government auditors are fully addressed. That is, full Defense Contract Audit Agency (DCAA) compliance can be expected "out-of-the-box". While the integrity of any system is a ultimately a function of its implementation by users, there is no feature or functionality in Capture Pro that will present any obstacle to full compliance with government accounting regulations.

All time and expense entries recorded in Capture Pro are date and time stamped when created. Time entries can be edited but not deleted: you are writing in "ink". All edits of time are date and time stamped and an "Entry Edit Audit Trail" is always available which details time edits before (lined-through) and after editing. In using Capture Pro you will not need to "prepare" for an audit - DCAA or otherwise - as you are always, by design, fully prepared to instantly respond to any audit request.

Following is an excerpt from the Department of Defense Defense Contract Audit Agency document of January 2005, "DCAAP 7641.90 - Information for Contractors".

"2-302.1 Timecard Preparation

Detailed instructions for timecard preparation should be established through a timekeeping pamphlet and/or company procedure. An automated timekeeping system uses remote data entry terminals to record labor charging data directly to the computer for processing. Supporting documentation normally consists of machine printouts or reports showing data that, in a manual system, appears on source documents. When a manual system is in place, instructions should indicate that the employee is personally responsible for:

- (1) Recording his/her time on a daily basis.
- (2) Recording time on the timecard in ink.
- (3) The correct distribution of time by project numbers, contract number or name, or other identifiers for a particular assignment. To ensure accuracy, a listing of project numbers and their descriptions should be provided in writing to the employee.
- (4) Changes to the timecard. All changes should be lined through, with the employee's initials beside the change indicating the employee personally made the change and that the change is correct.
- (5) Recording all hours worked whether they are paid or not. This is necessary because labor costs and associated overheads are affected by total hours worked, not just paid hours worked. Therefore, labor rate computations and labor overhead costs should reflect all hours worked. Unpaid hours worked are termed "uncompensated overtime." Solicitations over the simplified acquisition threshold contain the provision at FAR 52.237-10, Identification of Uncompensated Overtime, which details disclosure requirements for uncompensated overtime.
- (6) Signing the timecard at the end of each work period.

2-302.2 Recommended Timekeeping Policy

- a. The supervisor should approve and cosign all timecards.
- b. The supervisor is prohibited from completing an employee's timecard unless the employee is absent for a prolonged period of time on some form of authorized leave. If the employee is on travel status, the supervisor for the employee may prepare a time sheet. Upon his or her return, the employee should turn in his/her time sheet and attach it to the one prepared by the supervisor.
- c. The guidance should state that the nature of the work determines the proper distribution of time, not availability of funding, type of contract, or other factors.
- d. The company policy should state that the accurate and complete preparation of timecards is a part of the employee's job. Careless or improper preparation may lead to disciplinary actions under company policies, as well as applicable Federal statutes.”

Capture Pro addresses each of these requirements completely, and completely unobtrusively.

Capture Dictionary

The following terms may be well-known to you. To help insure that Capture Pro's meaning is clear, presented for each is our intended meaning.

Hours and Minutes Hours is the whole number (integer) of full hours worked. Minutes are recorded as fractions of a whole hour in tenth or quarter hour increments or, if so selected at "Settings", both tenth and quarter hour increments.

Project/Client No. The specific activity, or client, for which a specific effort towards a stated objective has been authorized. This may or may not be, in Capture Pro's terms, the identifier of a specific organization. As it is, a given organization can engage you for different objectives, each authorized by a unique contract or agreement and, in these cases, the "Project/Client" will identify the specific effort for which you have been engaged: the effort, or objective, that is referenced by the contract. Accordingly, the Project No. will identify, and must be unique, for each such contract. There is also the possibility that a specific client that has engaged you to perform a number of "Tasks" (see below), each with their own specific objective, funding amount (value) and period of performance, all of which are authorized by a single contract. In these instances the Project/Client No. would, again, represent the client contract and the Tasks you establish for this Project would establish points at which your time and expenses are charged and billed under the contract. Note that your overhead and compensated absences are also examples of "Projects".

Task/Category Entries describe the nature of the services performed and each established Task, or Category, can be associated with an established Project/Client via Capture Pro's "Assignments" functionality. That is, you will record time and expense charges to a Project and a related Task or Category. In instances where the Professional has been engaged to perform services that have an established hour and/or value ceiling by specifically identified efforts or objectives, this will identify each such Task. In other instances, this can be used to the extent necessary or appropriate to identify the nature, the "Category", of the services performed. Examples of categories might be: Legal Services, Senior Engineer, Development, Appraisal, Testing, etc. And, in many instances, a "default" labor category may simply be your name.

Backlog This is simply the difference between the value of the effort - the contract value - and the amount that has been billed against the contract. That is: contract value minus total contract billings.

Utilization (%) This is the percentage of total hours - for a pay period or any other specified period - that are billable or that are, in government contracting terms, "direct hours". Total billable (direct) hours divided by total hours results in this percentage.

Billed (%) This is the percentage of billable (direct) hours - for a pay period or any other specified period - that have been billed to clients by Capture Pro. Total billed (direct) hours divided by total billable hours results in this percentage.

Submit as Final A timesheet and all timecard entries are “signed” by this action. Capture Pro permits post “submit” edits and maintains a complete log of all timecard entry edits and will annotate timesheets with the date of the latest “post submit” edit of entries of the pay period.

Posted This is the action by which Capture Pro fully closes a timesheet - all timecard entries of a pay period - to further edits. While “posting” of pay period entries is not required by Capture Pro, posting is recommended when pay period entries have been “Submitted” and approved to insure the integrity of time entries and the approval process itself.

Host and Client These terms generally apply to how a user is accessing Capture Pro. If accessing Capture Pro directly - if you have opened it on your computer or iPad - you are the “host”. If you have opened Capture Pro with FileMaker Pro 12 (or later) on your computer you are the “host” and - should you enable FileMaker’s “FileMaker Network” sharing - you and Client Manager’s (XM’s) can also access Capture Pro remotely, as a “Client”, via FileMaker Go on the iPad (and iPhone), or by way of a copy of FileMaker Pro (on desktops) over your local network and the Internet.

The Capture Platform

Capture Pro has been designed specifically for the Apple iPad (all versions) and, at the same time, it runs virtually identically on desktop and laptop computers. In order to run it on an iPad, a copy of FileMaker Go 12 for iPad must be present. FileMaker Go 12 is freely available from the Apple App Store - accessible from your mobile device - and can be downloaded and installed in minutes. Optimized for the iPad, Capture Pro also runs on the Apple iPhone and iPod touch with FileMaker Go 12 for iPhone (also free).

Once FileMaker Go is present on your iPad, you are ready to put Capture Pro to work. You will move Capture Pro to your iPad (or other Apple mobile device) via Apple's iTunes in the the "Apps" area and its "File Sharing" section or by simply emailing your Capture Pro application file to your mobile device: it will automatically be made accessible to FileMaker Go 12 at "Files on Device".

As all Capture Pro licenses include the Capture Pro desktop application for both Windows and Mac computers, you will be immediately able to run Capture Pro on your desktop or laptop computer, if necessary. Note that Capture Pro is intended for the iPad and its desktop application is provided as an auxiliary mean of accessing it. Whether run on your iPad or your desktop, Capture Pro is feature-complete and self-contained, thus eliminating the need for data "synchronization". That is, data entered on the iPad and desktop will not "synchronize" automatically or otherwise: neither application is a front-end for the other.

Capture Pro can be "served", providing local network and Internet access to authorized Accounts, with any copy of FileMaker Pro 12 or FileMaker Advanced 12 (or later). FileMaker Server 12 and FileMaker Server 12 Advanced (or later) can also be employed, providing network and Internet access to Capture Pro iPad, iPhone and iPod touch users running FileMaker Go 12 as well as PC or Mac desktop users that are running FileMaker Pro 12. Also see "Capture Pro in the 'Cloud'", below.

Capture Pro, when being run or accessed in its several "platform" possibilities, has features and functionality specific to each, as follows:

FileMaker Go 12 for Apple Mobile Devices Unique to this platform is the ability to capture live, handwritten, signatures. It can also store documents - such as expense receipts which have been photographed using the device's built-in camera - and an array of other file types with any time and expense entry. FileMaker Go is able to run Capture Pro as a host or as a client, but is not, as the "host", able to share access to it over your network or the Internet. All Capture Pro data can be exported in a number of file formats and this exported data can be saved on the device and emailed as may be desirable or necessary. Additionally, the printing, saving (as PDF files) and sending (via email) of reports, invoices - all documents - is fully supported.

Capture Pro desktop application for Windows and Mac Signature and expense receipt documents and other “Memo” documents can be stored for any time or expense records in Capture Pro for desktops, the only difference being that you must already have “signature” files present on your computer (they cannot be captured, or created, “live”). Also, the Capture Pro desktop application is not able as the “host” to share access to Capture Pro over your network or the Internet and does not include charting functionality. Exporting of all system data in a variety of file formats is fully supported as is the printing and emailing of reports, including invoices, as PDF documents.

FileMaker Pro 12 (or later) for Windows and Mac Offers the same functionality as the Capture Pro desktop application and also provides charting and the ability to, as the “host”, share access to Capture Pro over your network and the Internet.

Capture Pro in the “Cloud” A number of services exist that offer to “host” files such as Capture Pro (on a 24-7 basis) via FileMaker Server 12 for a modest monthly fee. As you “own” your Capture Pro application, you are free to move it to any such service, and remove it from any such service, as and whenever you may decide.

Web Browsers For security reasons, Capture Pro is not accessible via Internet web browsers.

Capture Tips

Explore Freely - You Can't Hurt It With new, unfamiliar, software there is often a sense (and often an accurate one!) that care must be taken not to “damage” anything. Please feel free to explore all as there is nothing you can damage. In those cases where you might be deleting blocks of data, you will be warned in advance and, should you continue, Capture always saves a backup copy of your data prior its deletion, or “purging”, and this data can be easily restored.

Simplicity Naming conventions for Project/Client, Task/Labor Category, and Expense Item records that are as brief as possible will enhance both performance and reporting. If you will be importing Capture data into your accounting or another application, it would make sense to use the same naming convention for both Capture and your “destination” application.

Submitting your Timesheet The end of a pay period, after all entries for the period have been recorded and reviewed, is generally the appropriate time to “Submit” your timesheet as “Final”. Remembering that only “submitted” (signed) time entries are available for billing, should you have a billing cycle that does not exactly correspond with pay period end dates, you can “Submit” your timesheet as “Final” with your first entry for the pay period and all later entries for the period will be “signed” as they are recorded. All edits to “signed” entries will be recorded, as usual. Note that your timesheet will report the date of your last edit to pay period data if it is later than its “Submission” date.

Deleting “Core” Data The deletion of Project/Client, Task/Labor Category, Expense Item or Client Manager (XM) records will not result in the loss of the deleted “core” data in any records previously recorded. For example, if Project “XYZ” is deleted at Manage Data Sources, any and all previous entries that used this Project/Client ID will remain intact. Accordingly, you are free to delete any of this data at any time. You are also able to reestablish this “core” data at a later time should this be necessary or desirable.

On-the-Fly Entries If you have not elected to “constrain” your Project/Client selections to those entered at “Assignments”, you can add a new Project/Client as you make time and expense entries by selecting the “Other” item in the list. If you have elected to “constrain” your Project/Client selections, there may be occasions where you need to record time or expenses to a Project that hasn't been established - and taking the few seconds needed to add the new assignment is not possible. Consider establishing a Project with the No. “NewProj” and make this an “Organization - Indirect” activity. Record time spent on this new effort to this “NewProj” No., enter a note as to “who” this new effort is as well, and record time and expenses as usual. When you have the time you can establish the new Project/Client and then edit the entry to reflect its correct coding.

Using the Time Clock When a new time entry is created and the Time Clock is started it is possible to “Enter” this entry - even though it lacks an “End” time and has a zero hour entry. You could then exit Capture (or turn your device “off”), and return to the entry when work is complete, and edit it for the “End” time. The total hours worked will be automatically entered. Alternatively, you can always simply “hibernate” Capture and return to the entry to set its “End” time when finished.

Using FileMaker Go’s Menus At the top-right of all FileMaker Go windows is the “Menu” icon - which looks like a “gear”. This menu provides record or screen printing, file saving, exporting and emailing functionality. These same functions are in many instances provided by Capture via on-screen buttons. In most all cases, using Capture’s buttons, when present, are the preferred option as the data set employed will be preset for you and be fully responsive to your current action.

Device Security Should you switch to another application on your iPad or other mobile device while using Capture, when you return you will, by design, be placed at the exact place from which you departed. Because anyone who has access to your device could then have full access to your “hibernated” Capture data, you should configure your iPad (or other device) with a short “Auto-Lock” time and require a “Passcode” to regain access to it .

Privacy Certain data collected by Capture Pro is maintained for the Professional’s use alone. This is true of “Memos” attached to time entries and any location data recorded. This data can, of course, be exported and employed - as may be necessary or desirable - at any time, at the Professional’s discretion.