

This fact sheet is a summary of the time entries features of Project Portfolio Office (PPO) to provide an understanding of the functionality. A detailed product brochure, features and technical fact sheets are available on request.

**Project Portfolio Office (PPO)** helps organisations achieve greater project success by implementing and adopting a simple to use, cost effective, configurable yet enterprise scalable project portfolio management application to plan, manage, collaborate, execute and report on their projects, programmes and portfolios.



With numerous offices and a global network of certified partners, PPO is available anywhere and anytime with our legendary 24/7 free support. Our happy users range from 5-people consultancies to global fortune 500 organisations, and no matter the methodology, we help them by ensuring PPO aligns to their way of work!

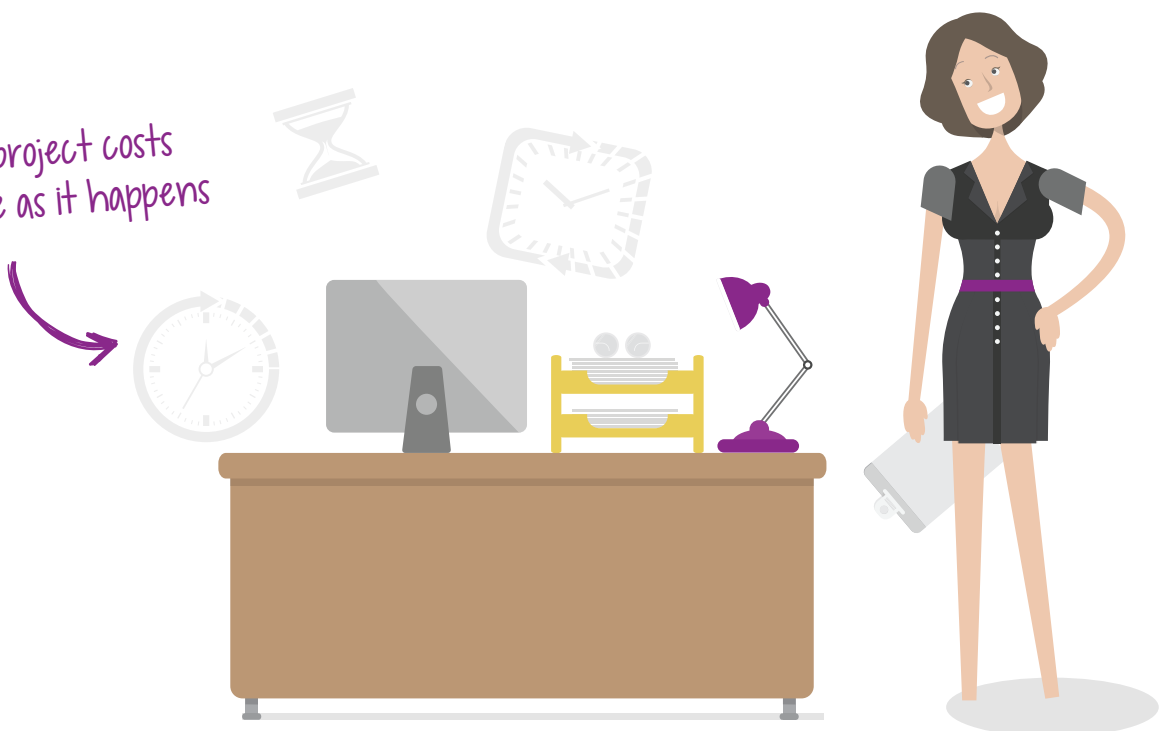


By making use of one of our numerous pre-configured solutions, our free online trial and learning videos, you can self-implement within 30 days or request our awesome team to assist every step of the way.



PPO is a cloud based application that is secure, immediately available with a robust API for configuring and integrating with other tools. With no long-term contract, you can leave us anytime (we hope you don't) and add more team members as required anytime.

*Track project costs  
and time as it happens*





Managing the time and cost of a project is key to successful project delivery. PPO facilitates this by enabling users to log time against tasks, issues, risks and other work items and providing online automated timesheet approvals.



## Time Entry Management

- Pre-populated based on tasks, issues and work items that you have been working on;
- Ability to pin items you regularly book time to, for example weekly meetings;
- Record time at the level that is appropriate for your business i.e. projects, activities, specific tasks, issues or work-items;
- Distinguish between billable and non-billable work;
- Flexible rate calculation driven by any combination of the staff member, role, project type or activity;
- Effortlessly link additional projects or items with powerful search functionality;
- Add notes to any item;
- Easily drill through to any linked project or item;
- Customisable graphical indicators that highlight missing and overtime at a glance.



## Approvals

- Easily approve time entries online;
- Powerful workflow automation and approval routing to allow time entries to be approved by the correct person based on the type of time e.g. non-project work is approved by the line manager while project work is approved by the project manager;
- Supports multiple approvals e.g. first approved by project manager and then by the line manager;
- Time entries that require approvals are shown on the approvers home page;
- Time entries that require modification are shown on the requestor's home page;
- Protect time entries from modification after approval.



## Reporting

- Comprehensive set of standard reports and dashboards including weekly and monthly timesheets, timesheet summaries, billing reports and missing time reports;
- Combine time entry information with planning information for powerful variance analysis;
- Create customised reports that meet your specific requirements;
- Export reports to Excel or PDF;
- Automated mailing of reports on a schedule.



## Integration

- Seamless integration with other applications via our web services API;
- Easily export time entry data to Excel or other applications for further analysis;
- Automatically create cost records on the related project and keep them in sync.



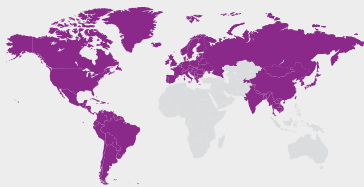
## Customisation

- Add additional fields to the time entry page e.g. sub-activity to fit your requirements;
- Restrict what users can book time to e.g. certain activities can only be used with certain projects;
- Implement timesheet cut-off rules or other rule based restrictions.



## Other

- Cloud-based so no software to install and you can complete your timesheet from anywhere;
- Automated in-app notifications to all timesheet users when timesheets are due.



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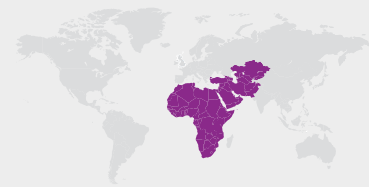
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