

# *Fast, simple and clear* THE EMPLOYEE OVERVIEW

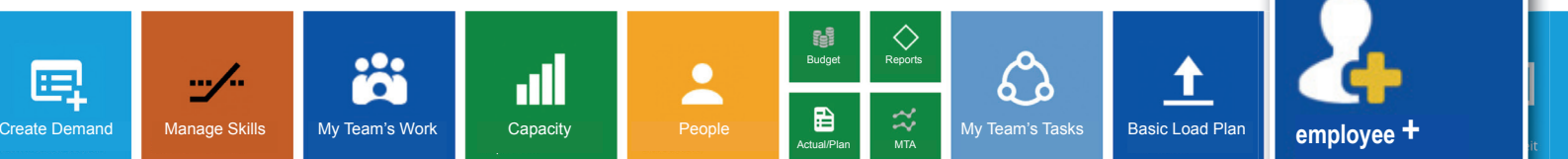
## TASKS, SELF-MANAGEMENT AND TIMESHEET REPORTING AT A GLANCE

The more actively your staff use a software product, the more beneficial it will be. This is especially true for a capacity planning solution that includes a forecast function – as is the case with Can Do – as all the calculations regarding the future are based on up-to-date, actual figures that are often supplied by the team members themselves. To ensure a high level of user acceptance and usage, Can Do has designed a personal employee dashboard that shows staff all the important details they need to know. The personal dashboard lists each employee's upcoming tasks so that they can see at a glance what they have to do, by when, and how much time has been allotted to the task. They can also enter their hours worked and assign them

to the relevant tasks. Staff also have an easy-to-use timesheet app that makes it easy for them to enter their hours worked, even for long periods of time.

## THE EMPLOYEE TILE AND TIMESHEET IN CAN DO

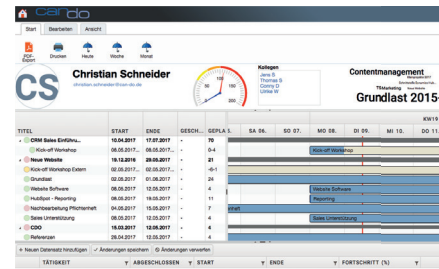
The Can Do Employee Suite comprises two tiles, the employee tile and the timesheet tile. Clicking on the employee tile shows the user their personal dashboard with an overview of their tasks and activities, along with a simple timesheet function. Staff also have a convenient timesheet app at their disposal that makes it easy for them to enter their hours worked, even for long periods of time.



## STAYING ON TOP OF THINGS WITH THE EMPLOYEE TILE

Your staff often work on projects as well as on their line-of-business activities. To help them keep on top of it all, Can Do gives them their personal dashboard, called the employee tile. That shows them all the information relevant to them – which projects they're working on, their tasks in

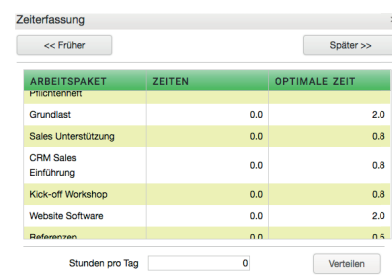
those projects, and how much time is available to them. They can also use the tile to report on progress in their tasks, tick off tasks once they're complete, and leave comments.



## INTEGRATED TIMESHEET REPORTING – ONE-CLICK EASE OF USE

Within their employee tile, your staff can report their task-related working hours with a mouse click. The timesheet is integrated into their personal

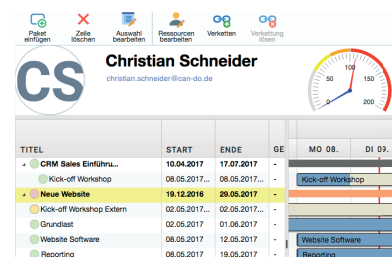
dashboard and can be completed on a daily, weekly or monthly basis.



## MORE FREEDOM WITH MORE SELF-ORGANIZATION – THE EXPANDED EMPLOYEE SUITE

In the expanded employee dashboard (in the extended employee tile), your staff have a wealth of functions to help them organize their own time. They can create new work packages related to projects and phases, modify resource allocation, create and delete

activities, establish links between objects, and change the objects in their personal dashboard.



## TIMESHEET REPORTING FOR PROJECTS AND OTHER ACTIVITIES

Alongside the quick timesheet function that's part of their employee tile, your staff also have a separate app for easy-to-use and complete timesheet reporting. When they want to report their hours worked, they simply choose a view (daily, weekly or monthly view) for the relevant period of time. The solution then shows them an overview of all the activities they were assigned to over that period, along with the hours originally planned for those tasks. Your

staff simply enter the actual hours they worked for each of the relevant activities.

Depending on the configuration, they can also change the status of the task, indicate the level of progress on it, and leave a comment.

Start	Ansicht	Zeitraum: 08.05.2017-14.05.2017	Tage	Wochen	Monate	Auswahl bearbeiten	PDF-Export	Excel-Export	Kommentare: EIN
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FAVORITEN	NAME	MANUELL	STATUS	GESAMT	GEPLAN.	GEMELD.	GEMELDE	MAI	KW 19
<input type="checkbox"/>	Contentmanagement	0	Abgeschlo...	0.0	0.0	0	0	0	0
<input type="checkbox"/>	Grundlast 2015-16 TV2	0	In Planung	0.0	0.0	0	0	0	0
<input type="checkbox"/>	Marketing	0	In Planung	0.0	0.0	0	0	0	0
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<input type="checkbox"/>	Kleinprojekte 2017	0	In Planung	0.0	0.0	0	0	0	0
<input type="checkbox"/>	Website Software	0	In Arbeit	10.0	0.0	0	0	0	0
<input type="checkbox"/>	Reporting	0	Begonnen	2.0	0.0	0	0	0	0
<input type="checkbox"/>	CDO	20	Abgeschlo...	32.0	28.0	0	0	0	0