



Tracking

# *proRM Tracking*



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# What is proRM Tracking?

## proRM Tracking Overview

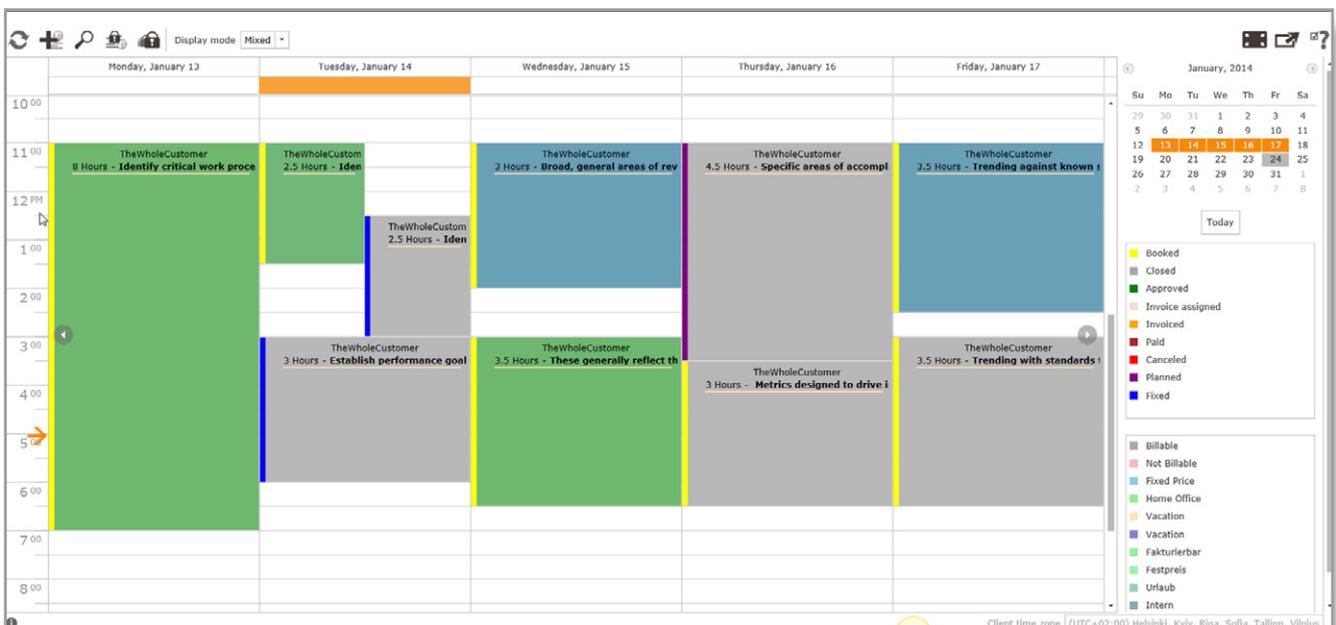
The organization of management processes depends highly on an accurate and disciplined approach by employees - they are responsible for bookings in most cases. Project Managers control, check, and correct those bookings and also make their own entries. That is why the system, which provides them with necessary functions, should be exceedingly easy, understandable, and effective at the same time.

proRM Tracking has a user-friendly interface. It makes time and expense tracking easy and very efficient. The calendar provides you with a choice of different views so you can easily select the preferred one. The application allows you and your employees to enter bookings with a better overview of the project situation, link expenses, and add reports and receipts.

Like other proRM applications, there is a possibility to choose and change Time Units. It allows managing in hours, days, or any other unit appropriate and suitable for your business processes. Moreover, all public holidays and weekends are handled within proRM Tracking. Project Managers and employees are able to take into consideration whether these days are marked as working or non-working days, depending on your unique business requirements.

Project Managers as well as employees do not need to learn how to use the application, because the use is intuitive and does not require special skills. It is also very convenient to use specially developed tracking clients such as proRM Fast Tracking, proRM Outlook Tracking, proRM Windows Tracking, proRM Windows Phone Tracking or proRM Web Tracking.

proRM Tracking: The weekly view of a calendar.



# The Advantages of proRM Tracking

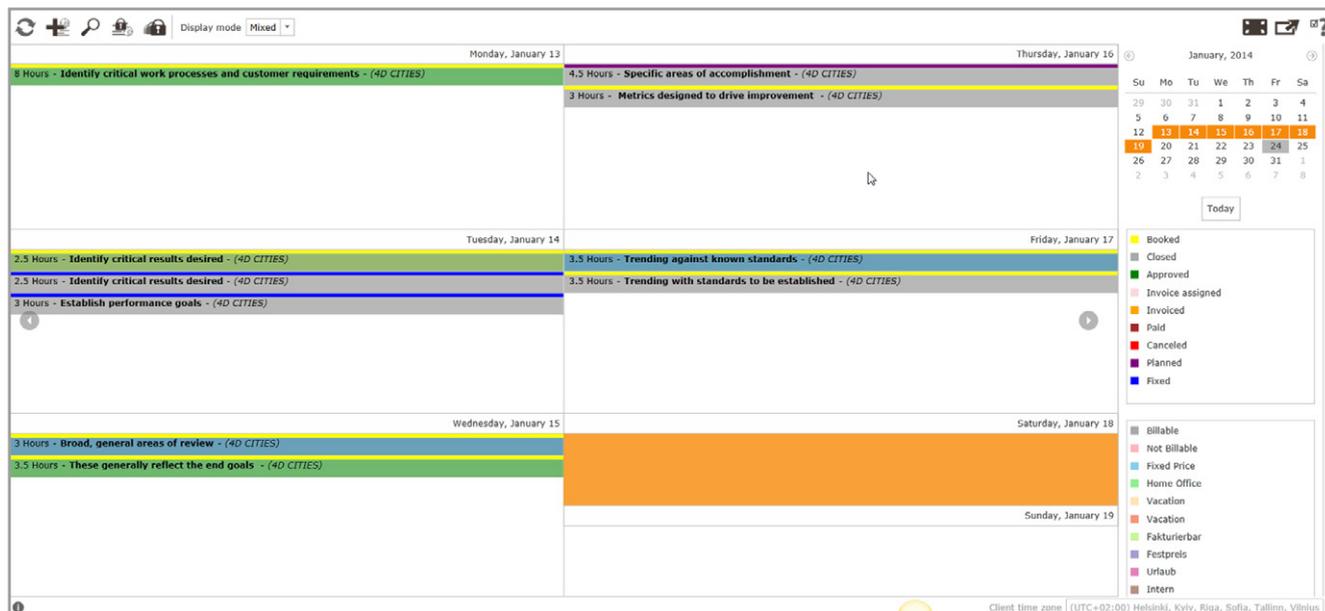
## General Module Concept

proRM Tracking was specially developed to help Project Managers and employees by providing the information about their workflow by making bookings and other entries or quickly inform customers about incurred expenses. With this approach a complete picture of the progress as well as past and possible future efforts is always available.

## Using of proRM Tracking

The first and best association with the time tracking process is a calendar. This is a common and at the same time necessary tool that everybody always keeps in mind. When it comes to complex time tracking procedures it is impossible to imagine them without an advanced calendar. proRM Tracking is the best solution for this purpose.

proRM Tracking: The weekly view  
of a calendar.



On the one hand, the view of proRM Tracking is very conventional and this fact enables a user to understand all the functionality and to have a positive experience with it. On the other hand, it gives a great amount of needed possibilities and makes the process of time tracking easy and effective.

With just few clicks you are able to create bookings, choose their type, add descriptions, select time period, and estimate the time to complete the tasks. There is also an option that

allows the user to make one booking for a whole working day.

All made bookings are given in a convenient project tree. Moreover, employees see their own project trees with only those projects for which they are assigned, while Project Manager is able to see an overview of the whole project structure.

There is also one necessary solution within proRM Tracking. It is the possibility to create general and travel expenses. Both options allow a user to upload the documents or pictures attaching them to entries, for example receipts or tickets. There is also a really convenient alternative, which allows viewing only expenditures.

It is also possible within the application to close a chosen period. This function is useful in cases when the Project Manager wants to restrict the possibility to make changes and the ability to edit previous entries.

### *The Usability of proRM Tracking*

Apart from the familiar interface, there are several viewing options within the application. You can look through simple bookings, planned bookings, and expenses, or all of them at the same time.

It is easy to navigate within the application and intuitively understand how to realize a wanted operation. In several cases you only need to use drag & drop to make changes.

Special color signals exceedingly increase the visualization of the current situation. It can prompt you, if the entry was booked, approved, closed, invoice assigned, invoiced, paid, canceled, or planned. It gives the information about billability of the entries. The colors also show when employees are ill or on vacation.