



Tracking  
Manager

# *proRM Tracking Manager*



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## *Tracking Manager?*

### *proRM Tracking Manager Overview*

Time tracking systems are one of the most necessary and popular tools among Project management systems. The possibility to combine this system with tracking all expenses makes its useful effect much more significant. The best example of such an application is proRM Tracking. Once you decide to use it, your Project Managers receive the positive experience of improving management efficiency. However, despite a huge amount of advantages the role of the Project Manager within this system remains an observing one.

If you want to have more administrative possibilities the best way is to use proRM Tracking Manager. Its functions transform an observational managerial role to an active one. Apart from controlling employees' workflow and current progress within the projects, it gives you a chance to make personal bookings as well as bookings for your employees. It allows you to create expenses and add them to the system along with reports and receipts. It is also possible to perform those operations for your employees' expenses.

It is extremely easy to correct mistakes in bookings, edit them and shift necessary bookings between projects and subprojects.

Thus, because of the application, a Project Manager has the possibility to observe employees' activity and to directly influence them - having a complete picture of project situation.

# The Advantages of proRM Tracking Manager

## General Concept

proRM Tracking Manager was specially developed to help Project Managers observe, control and influence the time tracking activities of their employees.

## Using of proRM Tracking Manager

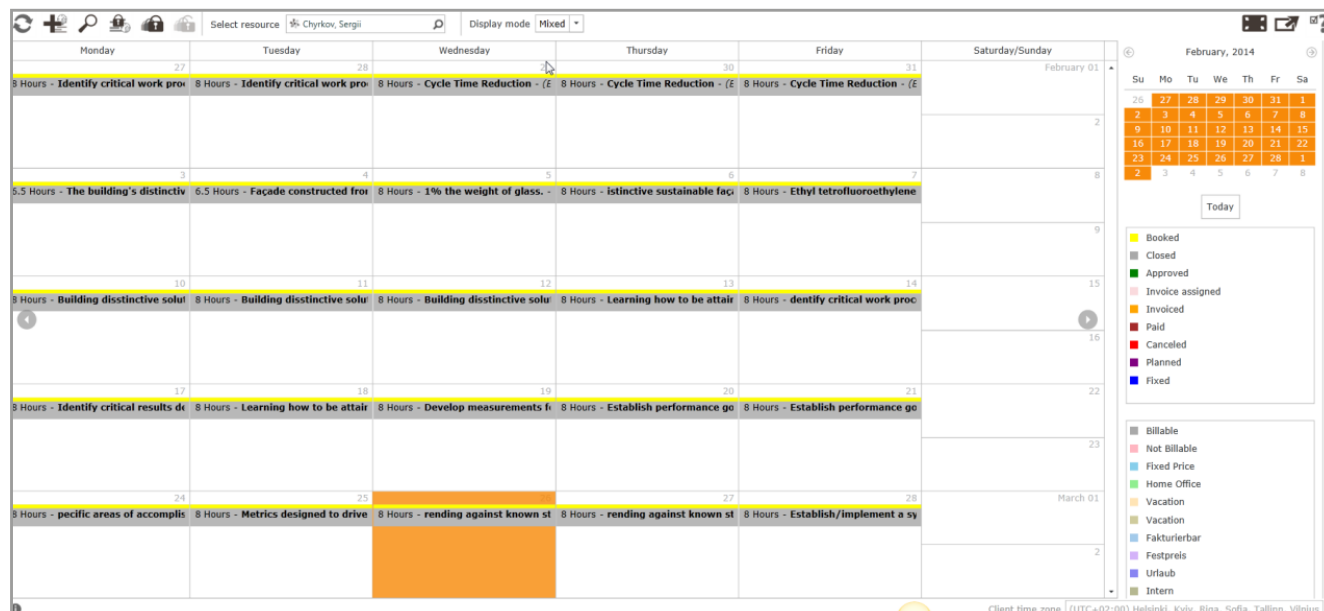
Sometimes it is important and necessary for the Project Manager to be able to make not only own entries, but also bookings, planned bookings and different expenses for employees. This process is similar to the process of making bookings in the proRM Tracking. The only difference is that the required employee needs to be selected.

With just few clicks you are able to create bookings, choose their type, add descriptions, select time period and to estimate time to complete the tasks. There is also an option to make a booking for a whole working day.

Moreover, a very important possibility given by the application is a chance to make not only normal bookings, but also planned ones. This option helps the Project Manager to make a forecast of future activities.

In proRM Tracking Manager as well as in proRM Tracking it is possible to close the necessary period. The utility of this function is an inability to make changes in earlier made entries. The Project Manager is the one, who decides, if there

proRM Tracking Manager.  
A weekly manager view.



is a necessity to close the period to disable editing. All closed periods can be easily observed within a special view.

### *The Usability of proRM Tracking Manager*

A great usability benefit of the application is its calendar view, which has a custom interface. It does not require special skills and knowledge. Special color signals of the application help to have a complete picture of a situation. Moreover, a lot of functions and changes can be made using the drag & drop functionality.