The ExpressTime Insider

www.expresstime.net   1-888-457-7978

We would like to thank all our current customers who, after reading last month's newsletter, decided to upgrade their service to incorporate the mobile application to their ExpressTime Time Keeping. We appreciate your continued confidence and utilization of our business software solutions.

During the next few months, we want to take a closer look at some of our new and enhanced features in the ExpressTime Solutions program. These improvements will apply to both standalone users and online customers. It has always been our intention to deliver the best possible product at the best price so our clientele have a complete set of tools to assist the efficient operation of their businesses.

For the March edition, we will concentrate on the following items:

A. Approved Employee List
B. Texting Notification

Both applications are designed to promote efficiency and better utilization of the software.

The approved employee list insures that when an employee fails to clock in to an assigned building and the supervisor receives a notification of a no show, the supervisor can look at a pre-approved list of employees who match the specific needs for that building. This list of approved employees can be customized to fit the needs of certification, training, experience or whatever the requirements are. When the supervisor needs to quickly fill a spot the pre-approved list is available for reference and only those employees who match the criteria are displayed. He or she doesn't need to search a vast data base to look for a qualified employee thus saving time and frustration, making the application more efficient.

Approved Building for Employee

The Texting Notification addition allows the company to stay in communications with your employees and supervisors. The texting process can be accessed from two specified points in your ExpressTime Data Manager.
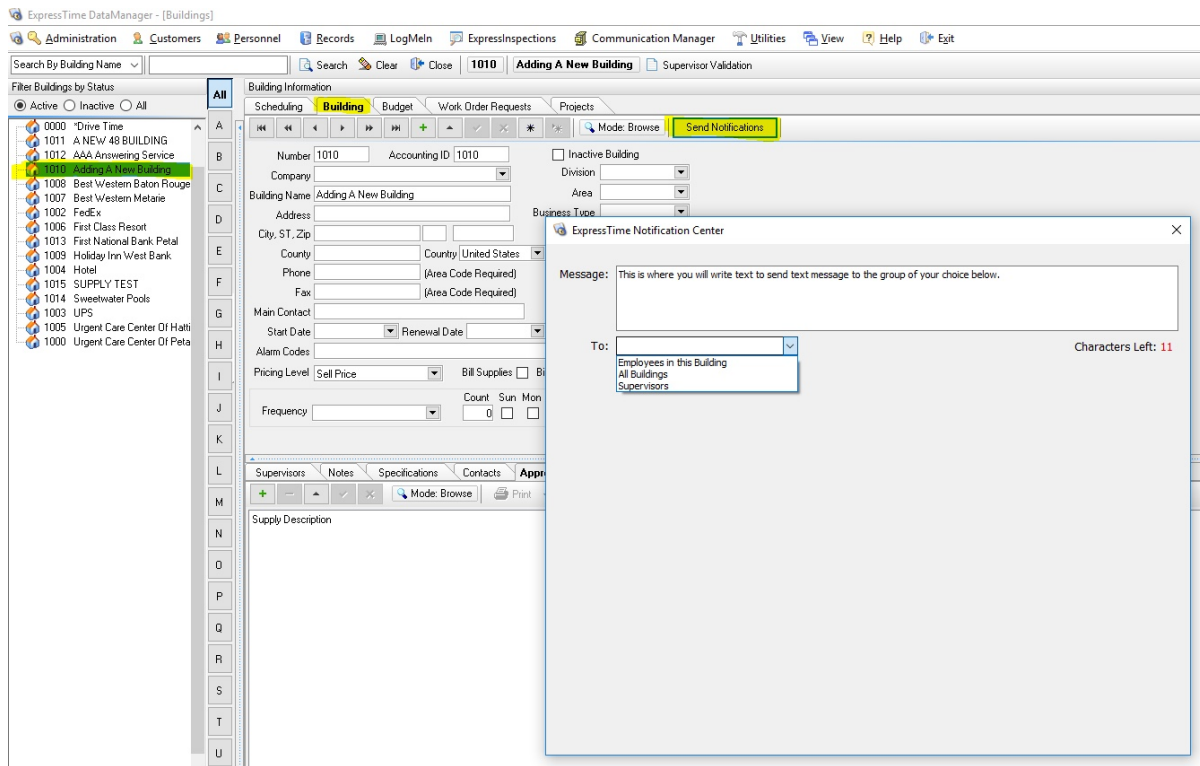
You can text your employees and supervisors from the employee record by clicking on the "send notification" tab.

You can also text your employees and supervisors from the building record by accessing the send notification.
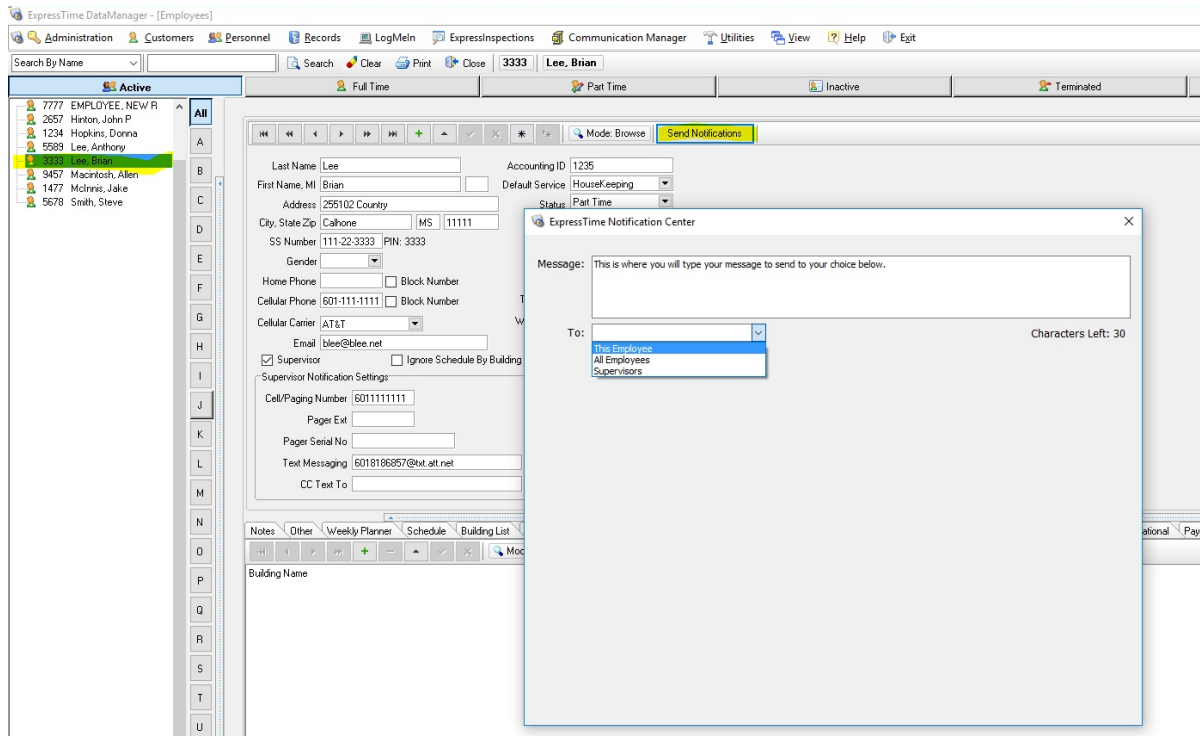
You can choose to send the texting to a specific employee, a group of employees or all employees. You can do all the same for supervisors.

This will continue to keep efficiency at an optimum by keeping everyone on target and focused.

Access via "Building Send Notifications"

Access via "Employee Send Notifications"

Next month, we will continue with this theme and discuss in greater detail two

more additions or amendments to our software solutions. We encourage you to investigate these new or amended applications in more detail to determine if they can be of benefit to you and your business.

Thank you for your continued support and please keep us informed of any issues you would like to see discussed in the newsletter. It is our privilege to serve you and we can best achieve that goal by receiving direction from you.