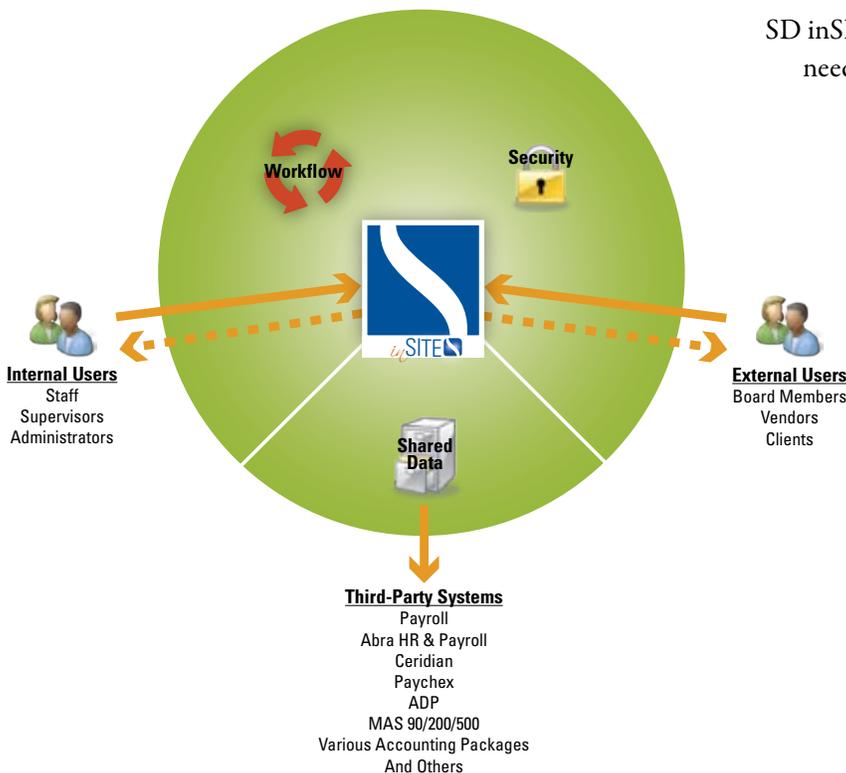


What is SD inSITE? SD inSITE is a web-based application that gives employees and other individuals associated with your organization a central place to go where they can submit and retrieve information. SD inSITE is an automated workforce management tool that can assist your organization with:

- Tracking and reporting on time for payroll and billing
- Tracking and reporting on employee expenses
- Tracking and reporting on customer/client demographic data
- Tracking and reporting on the employee evaluations and peer reviews
- Tracking and reporting on general business data collection
- Remotely accessing key business management documents

Individuals can submit time and expenses, and they can keep personal contact information up to date.

Individuals can retrieve documents, view organization-wide calendars, perform online employee evaluations, view time-off balances and perform many labor-saving tasks.



SD inSITE requires no software installation – all that’s needed is a connection to the Internet and a web browser.

SD inSITE is easy to use and manage – again, all done from inside of a web browser. From the onset, a major goal of inSITE was ease of use. Ease of use also means easy to train, so rolling out inSITE to your staff can be a snap.

Built-in utilities allow for direct export of your critical data at any time to interface with your accounting software, payroll software, or a third-party payroll processor. Pre-existing interfaces have been developed for Sage MAS 90, Sage MIP, Sage Abra, Sage Business Works Gold, ADP, Paychex and Ceridian.

TIME ENTRY

Is collecting time more of a hassle than it should be?

SD inSITE offers a variety of different methods of time collection that allow you to provide your staff with the simplest and most effective method of time collection possible. Options from as simple as collecting just a date and number of hours to collecting comprehensive project-based details, SD inSITE has a time collection screen that best suits your organizational needs (and your users' abilities).

The right interface makes all the difference, but it is not everything. Providing an easy-to-use interface helps eliminate the age-old "garbage in = garbage out" problem, but SD inSITE does more. Centralized administration of work codes and projects ensure that your staff has access to only what they need; no more, no less. Eliminating confusion increases the accuracy of the time entered, which means less time required to cleanse the data before it goes to your payroll or accounting system. Using SD inSITE for project-based time collection also allows for the automatic distribution of worked hours across projects, eliminating the need for inaccurate and time-consuming time studies.

Time can be submitted directly to accounting, or you can use "workflow" to provide supervisor review and approval.

Company/Division	Project	Work from Home	Total
Projects in your 90-day list (3 total)			
<i>SD</i>			
3310 - Exec Mgt/Finance/IT/HR	General	<input type="checkbox"/>	<input type="text"/>
<i>SDCo</i>			
4418 - Insurance	General	<input type="checkbox"/>	<input type="text"/>
<i>SDCPA</i>			
1126 - Development	General	<input type="checkbox"/>	<input type="text"/>

Company/Division	Project	Work from Home	Total
Marketing	General	<input type="checkbox"/>	8
Select One...	Select a Project...	<input type="checkbox"/>	<input type="text"/>
Select One...	Select a Project...	<input type="checkbox"/>	<input type="text"/>
Select One...	Select a Project...	<input type="checkbox"/>	<input type="text"/>
Select One...	Select a Project...	<input type="checkbox"/>	<input type="text"/>

Comments:

TOTAL FOR 5/19/2008: 8.00

TOTAL FOR WEEK ENDING 05/23/2008: 8.00

EXPENSE REPORTING

Are expenses expensive on your time?

As with time entry, expense entry can be more difficult than it needs to be for staff, supervisors and accounting personnel. With too many codes to remember, changing mileage rates and receipts lost in the process of getting expenses recorded and approved can be a nightmare. SD inSITE builds upon of the idea of easy-to-use interfaces and centralized management to provide a simple, yet effective, expense entry and approval process your staff will understand.

Electronic or paper receipts to match the needs of your situation, automatic mileage rates based on the date an expense was incurred (not when it was entered) and the same set of projects used in time entry make expense entry in SD inSITE easy to learn, and easier to use and gets costs allocated by project and general ledger account.

Date	Miles	Division	Description (To, From & Reason)	Amount
08/03/2009	32	Technology Advisors	IT Conference - Aspinwall, PA	14.40
08/04/2009	124	Marketing	Inter office travel	55.80
		Select...		
		Select...		

Mileage Total: 70.20

Date	Division	Expense Codes	Description	Amount
08/03/2009	Technology Advisors	Conferences	Lunch	19.22
	Select...	Select...		
	Select...	Select...		
	Select...	Select...		

Other Expenses Total: 19.22

Grand Total: 89.42

Document Upload
Upload a Single Document or click to [Upload Multiple Documents](#)

DOCUMENT PORTAL

Do you struggle with safe and secure distribution?

While the Internet provides a new level of connectivity, it also opens the door to a host of new security concerns. One of those concerns is the distribution of sensitive documents. While email gets things to the right people quickly, it also can cause a loss of control. SD inSITE can provide you with a new level of security when it comes to the distribution of documents across the Internet.

The Document Portal in SD inSITE allows for the secure distribution of documents from right inside the same application that people use for time and expense reporting. The same easy-to-use interface your staff is familiar with continues in the straightforward document distribution portal. The document portal allows for the distribution of



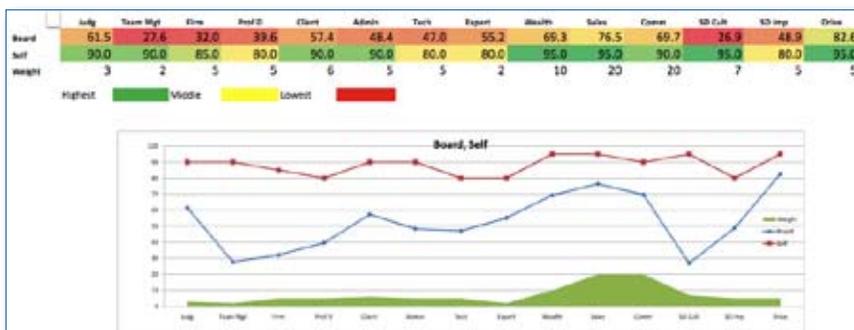
documents to specific users or groups of users and includes functionality for tracking document usage and making sure documents are not available before or after you require them to be. Documents can also be secured, so they cannot be printed or saved or forwarded.

inSITE REVIEWS

Are employee evaluations a mountain of paperwork?

Employee evaluations are important; you should treat them as such. Traditional evaluations create mountains of paperwork that get passed around and forgotten about, rarely being turned in on time. SD inSITE helps reorganize and reoptimize the evaluation process by leveraging both the workflow created for time and expense approval and the easy-to-use SD inSITE interface. SD inSITE offers personal and supervisor evaluations, peer evaluations and project-based evaluations that allow for internal and external responses.

All evaluation information is kept in SD inSITE, where it can be reviewed at a later time or simply kept on file for historical purposes.



AVAILABLE MODULES

Time Entry	Expense Reporting
» Time Clock	» Expense Entry
» Time in by Shift	» Expense Approval
» Time in Block	inSITE Reports
» Time in by Project	Employee PTO
» Time in for Clients	» Request
» Single Time Entry	» Approval
Time Export	» Display Balance for Employee
Time Approval	Inventory Requisition
» By Detail	Client Database
» By Summary	Document Portal
» For Client Time	inSITE Reviews
ezFORM	inSITE Administration
Tickler	Work in Progress Calendar



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