

# EMPLOYEE PERFORMANCE MANAGEMENT



# officemetrics™

## Automatically Track and Analyze

- All Application & Document Usage
- Start, Finish & Break Times
- Web, Email & IM Activity
- Meetings, Phone Calls, Personal Time
- Automatically Generated Timesheets
- Automatic Project & Customer Billing



## Improve Employee Productivity

Harness the economic potential of your most valuable resource - Your People.

- Are all employees making the best use of their time?
- Do they know how they spend their time?
- How much time is spent on personal browsing, email and instant messaging?
- Is customer billing time consuming and inaccurate?
- Would employees like to work from home?
- Are internet usage policies being observed?
- Are you maximizing project profitability?

OfficeMetrics is an online 'Employee Performance Management' service designed specifically for small and medium-sized companies who need a full-featured solution at an affordable price.

OfficeMetrics records a user's computer activity, automatically compiling personal timesheets.

Employees can access their performance metrics at [www.officemetrics.com](http://www.officemetrics.com). By sharing and comparing key performance indicators among teams and managers, employees are encouraged to regulate their activity and increase their productivity.

## Key Benefits

**High Level recording features** - OfficeMetrics records time spent on all applications and documents, websites visited, emails sent and received, instant messenger and chat sessions.

**NEW** OfficeMetrics can automatically associate an employee's computer activity with a particular project, client or cost centre!

### Increased Productivity

OfficeMetrics increases employee productivity by

- Reducing personal browsing, email & IM
- Pinpointing inefficient work practices
- Improving punctuality
- Enabling business process re-engineering
- Ensuring employees get recognition for their work out-of-office hours.

### Improved Project Tracking & Billing

OfficeMetrics generates activity timesheets for all users. By automatically associating computer activity with a particular project, client or cost centre, OfficeMetrics makes it easy to track project profitability and increase billable hours.

### Enables Teleworking & Flexi-time

By sharing Key Performance Indicators among staff and their managers in an open and transparent manner, OfficeMetrics makes it easy to track the productivity of employees working remotely or out-of-office hours.

### Improved Compliance

OfficeMetrics provides an audit trail of all computer activity to users and their managers. Employees are encouraged to regulate their own activity and technical misuse incidents are minimized.

**CALL US AT:**  
**+353.1.659.9240**  
8:00 am to 6:00 pm GMT, Mon-Fri

**WWW.OFFICEMETRICS.COM**  
Learn more about our  
products and purchasing



**ONLINE DEMONSTRATION**  
Hourly demonstrations at  
[demo.officemetrics.com](http://demo.officemetrics.com)

## Key Features

### Real Time Monitoring - Record

- Start, Finish & Break times
- Web, Email and IM activity
- All application and document activity
- Meetings, Phone calls, Private Time

in one place and in real time.

**Share Activity Information** - Employees and managers access their personal and team activity information through simple, graphical web based reports.

**Project Tracking** - Employees can 'Tag' or associate their activity with projects, clients or cost centers. Activity can be automatically associated with projects by using 'Tagging Rules' These rules can be created on a per user or per group basis.

**Classify Web Activity** - Web activity reports show how much time was spent on particular web pages and domains plus the classification of the website. E.g. Social Networking, News, Adult etc.

**Track Meetings** - Meeting information can be automatically extracted from Outlook calendar or can be recorded manually.

**Personal Time** - Turn off tracking at certain times of the day or allow employees to temporarily disable tracking for a fixed amount of time per day.

**Automatic Time Sheet Generation** - Automatically creates up to the minute, accurate time sheets for all employees.

**Easy Deployment** - No servers or databases to install. No integration required. Seamlessly works with windows and Active Directory. Setup 100s of users in minutes.

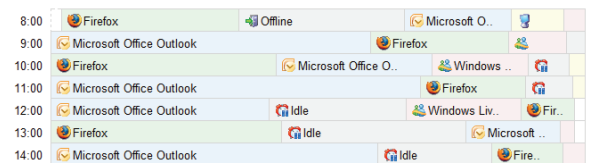
**Advanced Reporting** - Comes with 25 individual and group reports. New reports can be easily created with the OLAP data modeling component. All data can be exported through a simple Web API.

**Virtual Environments** - Supports Terminal Server, Citrix, Remote Desktop etc.

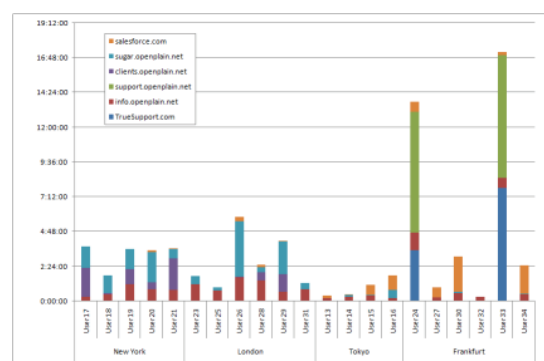
## Screen Shots



Simple, Graphical, Web based reports.



Real time activity tracking and sharing.



Advanced reporting and analysis