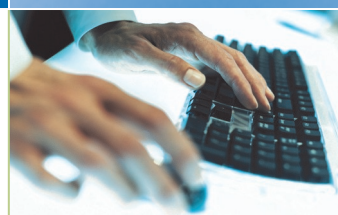




## Software for projects, timesheets and billing

SoloManage provide a simple and effective way to manage projects, timesheets and billing. Ideally suited to independent freelancers, consultants and teams with a need to track time spent on client or project work. The SoloManage dashboard provides an at a glance overview of profitability, top ten clients, and deadline status.



### HELPING YOU MANAGE PROFITABLE PROJECTS

Providing outstanding client service and managing profitable projects requires skill and good tools. SoloManage is an easy to use tool which helps you organise your client portfolio effectively, monitor project progress, accelerate billings, and reduce administration time.

### A PROCESS THAT WORKS THE WAY YOU DO

Many project or client portfolio businesses have similar processes. Clients typically have projects, which include tasks, which require time to be recorded, in order to bill. SoloManage provides a simple process to arrange this flow of work, from client contacts, through project management, to final billing. The billing stage is optional.

### SHARED INFORMATION, CLEAR RESPONSIBILITIES

Use SoloManage to store and organise project documents, allocate responsibilities at task or project level, and track deadlines. Separate teams can be created for each project, or all users can share all projects.

### WHO IS IT FOR

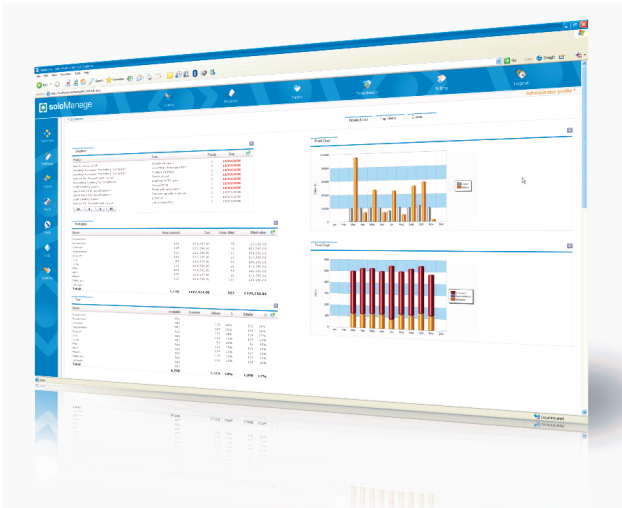
- Independent consultants
- Interim managers
- Creative consultants
- Sole legal practitioners
- Freelance trainers
- Service team managers
- Project managers
- Finance and tax consultants
- IT consultants and contractors
- Management consultants
- Team administrators
- Designers and copywriters

- SoloManage generates documents in the Microsoft Office Open XML format, adopted as a global document standard in 2008, and used in all Microsoft Office 2007 products.
- User licences are available in single user, up to ten users, and unlimited user versions.
- Full ticket-based helpdesk support, installation assistance and user guides are all available free at [www.solomanage.com](http://www.solomanage.com).

Monitoring projects for your clients, and tracking time for your profitability is vital for any size of project or client service business.



## DASHBOARD SCREENSHOT



More screenshots are available online at [www.solomanage.com](http://www.solomanage.com)

## INDEPENDENTLY TESTED

SoloManage has passed a Microsoft ISV Platform test. Testing was conducted independently by VeriTest, a testing service of Lionbridge Technologies.

## SYSTEM REQUIREMENTS

If you have Windows XP Professional SP2, or Windows Server 2003, or later versions, then you already have the basic requirements. SoloManage is browser-based software, and can be installed on Microsoft Windows on laptops, desktops or servers. Check the sidebar on the right for detailed requirements and specifications, or download the Installation and Quick Start Guide from [www.solomanage.com](http://www.solomanage.com)

The software is available for download and free trial from [www.solomanage.com](http://www.solomanage.com).



Software for business



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## SYSTEM REQUIREMENTS

The minimum system specification is a computer running Windows XP Professional SP2, or Windows Server 2003. The setup installer checks for three main requirements, and installs them automatically if they are not present. Each of these three prerequisites are standard Windows components:

- Internet Information Services (IIS)
- Microsoft SQL Server Express 2005
- Microsoft .Net Framework 3.0

Internet Explorer and Firefox browsers are supported.

## CONFIGURABLE SETTINGS

- Choice of currency
- Working hours and days
- Sales tax rates and descriptions
- Billable and non-billable rates
- Record time at person or task rate
- Default timesheet period length
- Editable invoice templates
- User roles
- Software update checking
- Data grid sizes

## PERSONALISED VERSION

SoloManage is a product of Quartile Software Limited, which offers custom software development services. If you would like to use a version of SoloManage adapted to your business, please contact us.