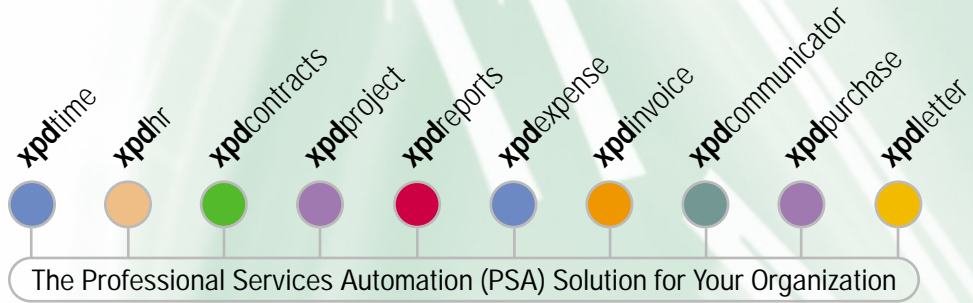


**TEN WAYS YOU CAN MAKE
YOUR BUSINESS MORE PROFITABLE
WITH ONE INTEGRATED SOLUTION**



xpdoffice™
When you mean business.

www.xpdoffice.com



xpdoffice was created with only one goal in mind: to increase your profits by maximizing productivity.

For any size professional service business, effective resource management is the key to profitability. By giving you a clear and detailed picture of your company's internal economy in real time, from individual projects to overall productivity, xpdoffice gives you the ability to make informed decisions and act on them.

Every aspect of your enterprise from time and status to HR, project management, contracts, expenses, and purchasing is accessed and managed through a simple, intuitive, Web based interface. Everyone in your organization is assigned an appropriate level of access and can log on from virtually any location with an Internet connection. Whether you have one office, multiple office locations or support people on the road, xpdoffice brings your whole operation together with one seamless database.

"Accuracy and timeliness are important to me. I want information right away – employee progress, project flow, labor distribution and expenses. xpdoffice gives me real information in real time, accurately and instantly. xpdoffice is my on-demand reality check!"



Manage time, expenses, and leave.

Expenses can be reported and approved from anywhere Internet access is available. Request and approve leave in the office or remotely.

Consolidate your project information and deliverables.

Check project progress at the end of every day. Project files and deliverables can be uploaded directly to a common workspace. Everything necessary to successful project completion can be monitored in one place.

Manage contract information without leaving the interface.

Manage all of the contract information necessary to successfully complete every task associated with any contract.

Develop reports in minutes, not days.

Select the reports you need and they are generated instantly. If you need to export your data in Excel, you can do it with a single click.

Easily import data to and from your accounting system, MS Project, and Excel.

Synchronize your data to and from xpdoffice with only a few clicks. Hours of data entry and the potential for error are virtually eliminated.

Maintain data security.

All xpdoffice data is User ID and Password protected. Remote data entry and manipulation are protected by SSL technology.

Invoice automatically as soon as a job is complete.

You can invoice immediately following delivery of services instead of waiting for the end of a billing cycle, resulting in improved cash flow.



From ten modules that fit together seamlessly, you can build the solution that works best for you.



xpdtime

- Easy to use interface for employees
- Collect project reports, hours, & project completion status from employees
- DCAA compliance
- Leave request scheduling tools
- Project assignments by date or by budgeted hour



xpdhr

- Manage employee files
- Automate performance evaluations
- Track leave requests, accrual rates, and availability
- Print photo security badges



xpdcontracts

- Organize customers, contracts, jobs, and tasks
- Establish milestones and project schedules
- Track expected contract revenue
- Create project budgets down to the hour



xpdproject

- Distributed workforce management
- Upload and distribute deliverables to your clients
- Create Resource Libraries for project teams
- Manage resource allocation, and create instant project reports
- Seamless MS Project and MS Excel synchronization



xpdreports

- Real-time reports including Earned Value Management formulas
- Labor and expense distribution reports monitor internal economy
- Budgeted vs. actual hours “percent complete” reports
- Subjective “percent complete” reports providing third dimension reporting



xpdexpense

- Itemize and report expenses from anywhere in the world
- Digital signatures process reports immediately for approval
- Customizable tracking fields for expenses
- Track project costs as well as departmental costs



xpdinvoice

- Create invoices in “real time”
- Faster billing cycles to decrease costs, and increase cash flow
- Create appropriate invoices based on contract type



xpdcommunicator

- Create virtual meetings from anywhere in the world
- Establish chat strings to solve and discuss project issues
- Maintain a historical account of communication



xpdpurchase

- Create purchase requisitions for digital submittal and approval
- Easy to create PO's using historical cost and vendor data
- Monitor purchase by project and/or department



xpdletter

- Consistent organization-wide letter templates
- Create letters online for review, including cc capabilities
- Use xpdoffice database to populate contacts and addresses
- Maintain a history of all outgoing mail correspondence

Here's what our customers are saying about xpdoffice:

"I need to keep my project resources close, and collaborate with my team over vast distances. With xpdoffice, I gained control over project information, paperwork and deliverables. Project management has never been easier."

"A total picture of project expenses is crucial. xpdoffice provides complete and accurate electronic submission from anywhere in the world. The easy, ongoing reports let me monitor it all. My profit margin depends on it."

"I can synchronize my organization's vital information with my accounting package. Now, I get a rapid analysis of where we are and where we can expect to be."

Call 888-777-4638 today to find out how xpdoffice can maximize your productivity



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