

The Corrective Action and Timesheet System (CATS) is a web based application which handles much of the day to day administration required by most companies meeting the requirements for the new workplace relations legislation.

CATS Tracks Staff timesheets, problem reporting for projects, as well as Staff and Project Administration. CATS is a Web application hosted on Whitesmiths servers accessible to any popular web browser application such as Internet Explorer or Firefox.

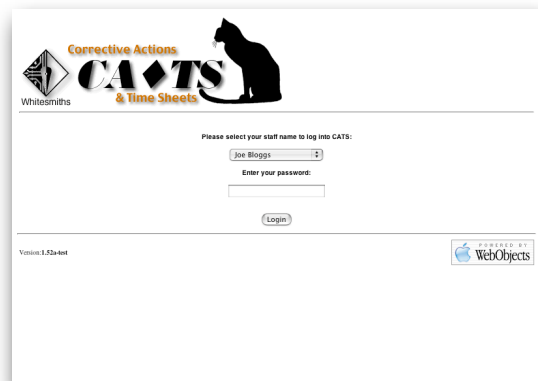
Overview

In general, CATS provides the following capabilities for day-to-day users of the system:

Security

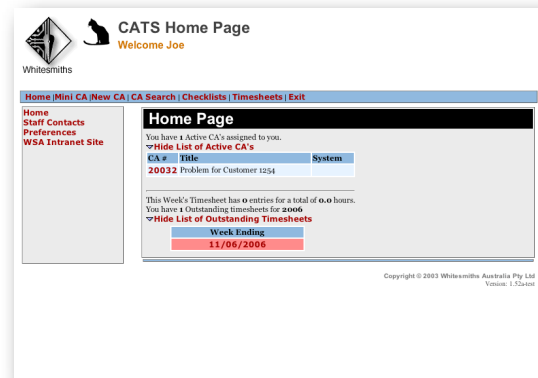
Access to CATS requires a password. Each user of CATS may be set up with security privileges that control the areas of CATS they may access.

Day-to-day users, for example, would not have access to administration and management capabilities.



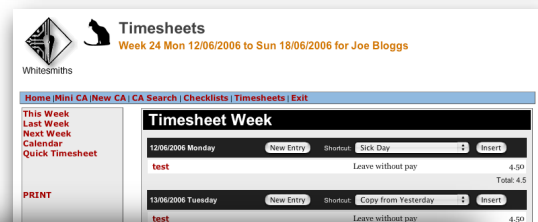
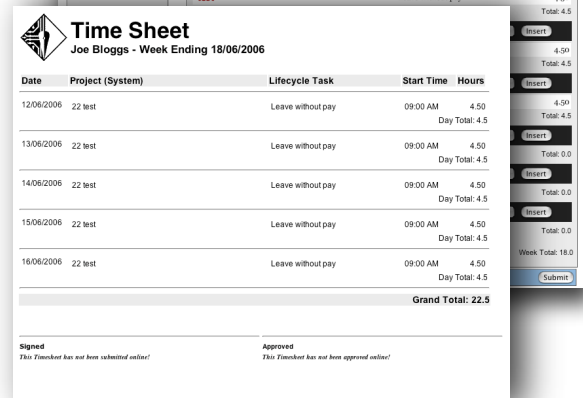
Reminders

Once logged in, you will be reminded of which weeks' timesheets have not been submitted; and which problem reports, if any, are currently assigned to you.



Timesheet Entry and Online Submission

Timesheets are organised, viewed and submitted on a week-by-week basis. You may add individual timesheet entries for any day, then submit the timesheet for the entire week to your Manager on-line.

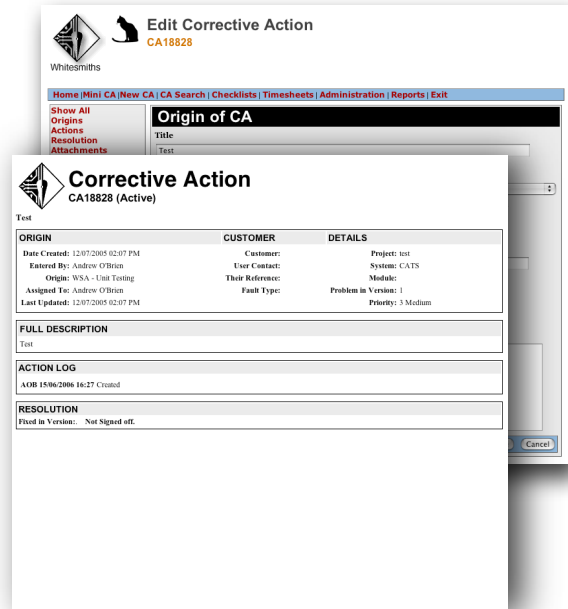



Date	Project (System)	Lifecycle Task	Start Time	Hours
12/06/2006	22 test	Leave without pay	09:00 AM	4.50
				Day Total: 4.5
13/06/2006	22 test	Leave without pay	09:00 AM	4.50
				Day Total: 4.5
14/06/2006	22 test	Leave without pay	09:00 AM	4.50
				Day Total: 4.5
15/06/2006	22 test	Leave without pay	09:00 AM	4.50
				Day Total: 4.5
16/06/2006	22 test	Leave without pay	09:00 AM	4.50
				Day Total: 4.5
				Grand Total: 22.5

Tracking of problem reports

Any problems or corrective actions which arise from the development, testing and production of a project may be entered as a problem report into Corrective Actions.

These problem reports include a history of actions performed to fix the problem and to whom the problem is currently assigned. Files containing relevant documentation or information may be attached to a problem report.



Management and Administration Capabilities

All staff information, and the projects undertaken by the company, are stored in CATS. These are then available for the completion of problem reports and timesheets.

Managers may track the progress of timesheet submission for any member of their team, and system administrators may fill in timesheets and perform the same tracking functions for any member of staff. Many reports on projects, staff, and outstanding timesheets are available.

Key Features	Benefits
<ul style="list-style-type: none"> • Web based and hosted on our servers 	<ul style="list-style-type: none"> • Nothing to install. Accessible by any web browser connected to the internet.
<ul style="list-style-type: none"> • Easy to use for both employees and your Administrator 	<ul style="list-style-type: none"> • Makes it simple to enter, analyse, approve and track CATS data including timesheets and timesheet entries.
<ul style="list-style-type: none"> • Flexible and Customisable 	<ul style="list-style-type: none"> • The ability to tailor specifically to your business needs. According to precise industry and tasks. Produce relevant reports using your company identity including logos and images.
<ul style="list-style-type: none"> • Increased Management information and control 	<ul style="list-style-type: none"> • Better management and tracking of staff

WHITESMITHS PTY LTD Level W 1 Pacific Highway NORTH SYDNEY NSW 2060	Telephone: Fax: Email: Web:	+61 2 8912 1700 +61 2 8912 1701 contact@whitesmiths.com www.whitesmiths.com
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