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Automate your Time and Attendance process.

Take advantage of automation wherever possible to maximize the effectiveness of your company.

Here are just some of the benefits you'll realize when you Automate your Time and Attendance process.

Financial Rewards...

The first motivating factor for businesses usually involves financial benefits. There are 3 principle financial benefit areas, Time Savings, Elimination of Human Error, and Control of Employee Time Theft that correlate directly to monetary savings.

Automated Time and Attendance provides a way to monitor the success of projects, task forces, work groups, or even the performance of entire departments or entire companies. Whether your company needs this capability now, or sometime in the future, it's good to know that the tools are at hand when you need them.

Reduce Impact of Absences...

Implementing an automated Time and Attendance system makes it possible for key payroll personnel to take vacations, sick leave, or other absences. Naturally, we need our key personnel, but we also need to give them the time they require to be healthy, rested, and focused. Automating payroll policies, time card collection and calculation, will reduce the impact that these short absences have on operations.

Learning curve...

Utilizing Automation makes it easier to train people for complex tasks. Because of this, you are able to manage absences as mentioned above, or make smooth transitions when personnel change.

The Next Step...

One of the greatest benefits of Automated Time and Attendance is the ability to move your employee time data to your payroll system without re-entering or keying the information into another system.

Edits and Corrections...

Automated Time and Attendance systems can often be much easier for employees to use, and are less likely to have errors. On those occasions where employees forget to use the time clock, or make a mistake, Automated Time and Attendance systems provide early notification of these issues, allowing corrections to be done early, while events are still fresh in peoples' minds.

Set it and Forget it...

Tied closely to the Learning Curve aspect already mentioned, Automated Systems allow you to set your business policies once, and then let your computer perform the calculations for you. This applies to Overtime rules, Holiday rules, Pay Rate Settings, Shift Differential conditions and more.

For additional information or assistance please call email tonyc@datapronorthwest.com or call 888.658.6881 or (509) 532-3530 ext 315.

The Benefits of Mobile Computing

There has never been a better time to put mobile computing to work for your organization. Just as cell phones have become a necessity for mobile professionals, access to data is quickly becoming a critical element in today's competitive market. Wireless telecommunication vendors now offer cost effective ways to provide high speed connections from the client's office or the front seat of a vehicle.

3 Key Benefits:

1)

Improved decision making:

Mobile Computing lets you conduct business at the point of activity. The ability to collect, access and evaluate critical business information quickly and accurately means better decision making that can have a far-reaching effect on your company's ability to compete successfully.

2) Increased productivity and reduced costs: Mobile computing can lead to increased individual productivity, increased sales per sales person, more service calls per repair person, less time spent by professionals on administrative work, and much more--all of which ultimately translates into higher sales at lower cost. And, on-the-spot invoice production in service vehicles can lead to shorter payment cycles and better cash flow.

3) Improved customer relations: The success of a business can often be measured by its ability to satisfy customers. Mobile computers gives your field worker the ability to answer customer questions, check order status and provide other services anytime their customers need them from wherever they happen to be.

Cost Effectiveness paybacks for mobile computing investments can often be measured in months. For example, look at a typical service technician. With mobile computing it is very common to save an hour or more per day by simply eliminating the need to go to the office in the morning or return in the evening. Assuming that a technician bills out at \$100 per hour you would be able to increase monthly revenues by approximately \$2,200 per month (22 days x \$100 per hour).

This same math would apply to a sales force. To outfit a mobile sales professional with a computer, modem, and software would require an initial investment of around \$3,500. Real world experience has demonstrated savings of 20-40 hours per month per salesperson. If this time is used to get in front of more prospects or provide better service to existing clients it could have an enormous impact on your bottom line!

Mobile professionals who bill out at higher hourly rates could see a 100% return on

investment in as little as two months.

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Considerations for an automated mobile data collection system

Many organizations still rely on field data collection to be accomplished with paper and pencil notes. These notes have to be compiled and re-entered into on-site information systems. This method is both inefficient and increases the possibility for errors. With significant improvements in recent years in mobile hardware and software, automated mobile field data collection is now possible. Key considerations for an automated mobile data collection system include:

Flexibility of the data collection system to adapt to changing needs
Incorporation of input with photos, video, signatures, GPS, and codes
Intelligent form design with question branching and grouping
utilization of forms on a wide range of off-the-shelf mobile devices
synchronization of information over multiple wireless protocols
visualization of data with sophisticated searches, maps and charts
Integration with other systems through data import and export

Data collection requirements typically evolve after initial deployment of a mobile data collection system. Therefore, it is necessary for a system to easily allow modification of forms to maintain relevance to current operations. Mobile data collection systems must be capable of combining and linking multiple data types such as text, pick lists, GPS, photos, video, and digital signatures. An especially useful component to a mobile data collection system should be integration of location information via GPS. GPS also provides cross verification with a very precise location and time stamp. Photo, GPS, and digital pen capabilities are built wide range of off-the-shelf mobile devices such as Windows Mobile, BlackBerry, laptops, Tablet PCs, and Ultra Mobile PCs. Mobile data collection systems should be capable of using current wireless protocols such as WiFi and cellular to transmit information immediately from the field to the server. A key benefit of an automated mobile data collection system is real-time data visualization and analysis. Information is also likely to be more accurate without the extra step of re-keying. For flexible analysis, a mobile data collection system should also support import and export into other applications.

Mobile forms allow data to be captured on mobile devices consistently and efficiently. Mobile forms are created using a wide range of question types such as free text, pick lists, dates, and numeric. Mobile forms can also contain controls to capture ancillary data such as GPS, photos, signatures, videos, and sketches. Mobile forms can be organized so that data is captured in a specific order to match a business process or series of events. Logic branching in mobile forms permits more efficient input of information.

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Microsoft Upgrade Promotion

The Upgrade Plus Promotion allows small and medium business (SMB) customers with up to two previous (N-2) versions of existing desktop platform licenses to upgrade to the Windows 7 operating system and Microsoft Office 2010 with a low initial cost, up to 50% off the first annual payment when you enroll in Open Value Subscription.

When you include Software Assurance, you ensure your company always have the newest software available. Along with Software Assurance, your Open Value Subscription allows you to true-up or true-down the amount of licenses or add products to your agreement each year so that you are only paying for what you need, when you need it.

Description:

Open Value Subscription customers are eligible for the Upgrade Plus Promotion during the first year of their subscription agreement. Qualifying customers may acquire the Microsoft Office and Windows 7 Up To Date license identified below if they are licensed for one of the corresponding qualifying prior or current versions. The Microsoft Upgrade Plus offer is available from January 1, 2010 to December 31, 2010.

Qualifying Existing Versions (N-2):

Office Professional Plus Edition 2010
Office Professional Edition 2010
Office Enterprise Edition 2007
Office Professional Plus Edition 2007
Office Ultimate Edition 2007
Office 2007 Professional Edition
Office 2003 Professional Edition
Office Small Business Edition 2007 (or Professional edition)
Office 2003 Small Business Edition (or Professional edition)
Office Standard 2007
Office Standard 2003
Windows 7 Professional
Windows Vista Business
Windows XP Professional

Discounted Products (Upgrade Options):

Windows 7 Professional
Office Professional Plus 2010

Purchase After: 07/03/2010

Purchase By: 12/31/2010

For assistance in finding the right Microsoft products and solutions that fit your needs, please call (888) 658-6881 or (509) 532-3530 ext 315 or email Tony Cook

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