Support Process Tasks Completed by Organization Members:

End User (Experience Hire Field Consultant on the road)
- Locate Clients and project codes
- Enter Time on Client and Project
- Review Personal Time reporting
- Client Time Submission review / approval
- Track my time with clients on a calendar
- Enter Business expenses
- Track Mobile voice/ Data expenses
- Book Travel on the phone (with system administrator)

End User (In the office low time experience Central Consultant)
- Locate Clients and project codes
- Enter Time on Client and Project
- Personal Time reporting
- Client Submission review / approval

System administrator
- Setup new clients
- Setup Projects
- Accept and run client report requests
- Build reports
- Book travel arrangements for consultants

Client Relationship managers
- Time Review and approval
- Travel expense allocations to Clients
- Client billing submission
- Resource tracking and reporting (all types of consultants)
- Project code administration setup requests
- Client Report requests

Directors
- Client administration setup request
- Service line and Industry level reporting
- Organization reporting summary