CTL ENGINEERING HAS BEEN DEVELOPING ITS ENVIRONMENTAL EXPERTISE FOR YEARS AND IS NOW ESTABLISHING INVASIVE SPECIES CONTROL AS A NEW SERVICE LINE

CTL DASHBOARD:

CTL Dashboard is a web based application that helps the users to access the quick links to various applications. A departmental budget vs actual invoiced graphical report provided for various hierarchy of users. Get alerts on timesheet awaiting for approval, purchase orders awaiting for approval, find employees time off or meetings, view and send announcements. Users can send e-Vite, Upload Completed/On Going project photos, Access to employee contact details, live weather report, Create calendar events (Monthly, Weekly, and Daily), live chat provision for users to chat with technical support team, Instant SMS feature.

HR:

HR system work flow besides documenting employee details is also designed to flow through to appropriate departments for allocation of employee id, email id, cell phone, extension number, access to applications, share drives, internal pages, employee handbook, access cards and credit card. All access requests are logged and setup with department head approval.

TIMESHEET:

Employees can fill up their timesheets on a daily or weekly basis. User can setup default projects to be loaded automatically when a timesheet for the week is opened. Timesheet has approval hierarchy and multiple departments can approve a timesheet when a projects from various departments are used on the week timesheet. Timesheet allows users to document mileage driven, expenses done during travel as well as allows the users to apply for sick time and vacation.

All expenses can be tracked, and receipts can be scanned/photographed and uploaded through the mobile interface. Timesheet has various reports that helps respective department. The search engine helps the user to search by custom filters. Timesheets can be exported into Microsoft Solomon for billing process. Timesheet data can be exported for payroll processing.

MRU (MOBILE RECEIPT UPLOAD) :

Tired of expense reports? Scan receipts and finish your expenses in seconds with MRU App.

Step 1: Simply take picture of each receipts while on road or in the office.
Step 2: Tag it with project numbers, expense type, amount and required details.
Step 3: Press "Submit".

Manage the entire expenses reporting process online. Say goodbye to manual entry, excel spreadsheets, and reviewing paper receipts! With MRU, the expense report process has never been easier. Manage the entire process online by Scanning, submitting, approving, or reimbursing employee expense reports for an entire company. With MRU, users can upload scanned receipts, tag them or even snap a picture when using our mobile app. All receipts are stored security online, backed up and accessible at any point. MRU App is accessible from any smart phones.

Auto-Import expenses – All your digital receipts get automatically linked to you Timesheet and Credit Card application.

BUSINESS MANAGEMENT DATABASE:

BMD is a web based application that helps the organization to have a centralized master data of clients, contacts, proposals and projects. BMD is well integrated with Timesheet, HR and Microsoft Solomon, the accounting software. Some of the highlights of the applications are as follows.

A credit check is processed on each new and existing client before assigning them to a proposal or project. On approval by accounts department the client is approved to be assigned to a proposal or project. The proposals and projects are approved by the accounting department and imported into Microsoft Solomon for billing review process by the Project Managers on a monthly basis and on successful completion the client is invoiced.

Project's finished reports are sent to the client through email with a link to download instantly. A login link is provided for the client to login to the application and access the reports until a setup time period.

Various business reports in graphical and text are available. Search engine report helps the user to pull the data based on all combination of filters. The project managers can view their project activity through project profitability report, that lists the contract amount, change orders, invoice and payments, time spent on project, approved expenses on the project and overhead

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percentages by department. Computation of all these amounts gives a project's profit or loss status as on date.

BUSINESS MANAGEMENT DATABASE: (CONT)

Back log reports by department and monthly back log reports are available for top management.

BILLING REVIEW REPORT:

Electronic Billing Review Reporting is a web based application that integrated with Microsoft Solomon accounting software, CTL BMD, CTL TS and CTL PO. Every month before the invoicing is processed and sent to the client, the accounting staff prepares a draft invoice and sends them to the project managers to review the billing report for any discrepancies on time, cost and other details. Project Manager reviews and submits the drafts for accounting's approval. Accounting approves/rejects the drafts based on the accuracy of data in terms of accounting standards. Finally, Microsoft Solomon imports the approved drafts and processes invoices and releases the invoices to the client in a short time. Sometimes, the drafts are written off for various reasons, set on hold to be processed next month by the project managers. Processed drafts are archived for easy reference in future.

CONCRETE REPORTING PROGRAM:

A web based application for Construction Services department is integrated with the BMD that uses the project information, defines mix information, cylinders are cast, stored, broken, logged and reported per the break days and on approval by the project manager, the reports are issued to the client through email. Standard report, updated report, cautionary and discrepancy report notices are sent to the client based on the acceptable PSI values defined by the ODOT. 15 varieties of reports are available for various purposes. ACI Statistical report is a special report to verify the test results per ACI standards.

The approved reports are available on the web for the client to access them at any point of time.

PROJECT MANAGEMENT PROGRAM:

PMP is a web based application that is integrated with the BMD and accesses the project information and dispatch tasks to the field technicians. Field technician use tablets to log their daily activity in the field. On submission of daily activity reports, the PM receives them instantly, on accuracy the PM approves the DAR and publishes the DAR on to the web site, through an email the client gets a link to download the reports and a link to access the website, to refer the DAR at any time.

On approval of concrete reports, the field data is published to CRP. Lab technician receives the retrieved samples from the field. The samples are logged, stored, broken and reported. On submission of log book, the lab data is published to CRP. The reports validated and sent to PM's approval. On PM's approval the report is published to the web and shared with the client.

CLIENT PO TRACKER:

A web based application for Environmental and Geo Technical Engineering department is integrated with the BMD uses the project information and sends out PO requests to the client.

Client approves the task and uploads the required document for reference. The project actions are updated on the application periodically and the documents are uploaded to the application and shared with the client instantly. Client can refer the application at any given time and have access to the documents.

DRAFTING AND DIGITIZING:

A web based application that helps the organization to share large drawing files, other description documents to the vendors and to receive completed drawing files back. Department and user level authorization protects the documents from being available to all users. All the documents reside on a single location and it helps the users with easy maintenance.

E-PO:

e-PO a Web Based Purchase Order Software Simplifies PO Creation, Management and Tracking. E-PO is a user-friendly and time-saving solution to manage purchase orders. Employees can load POs and attach invoices if any. Dept. Head, Managers can approve, reject or comment on POs and get an instant approvals. Accounting departments get an accurate and paperless PO tracking system. E-PO handles the requests, recording, and monitoring of company purchases, and can be accessed from any location through the Web

I-MS(INVENTORY MANAGEMENT SOFTWARE)

i-MS (Inventory Management software) achieves the seamless integration between e-PO and e-Timesheet in a single application. In addition, you can customize, view calibration details / history, capture equipment details / PO details, Manufacture, Supplier details, Vehicle Inventory. Customize reports, search engine reports. Track Due for calibration, Calibration history from the Calibration Inventory and much more…