



# Earth Software Company

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## Agency Program Manager Highlights

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### Entity and Contacts Manager

- Maintain affiliated entities
- Maintain related entity contacts

### Project Manager

- Maintain active project list
- Relate projects to entities and contacts
- Relate projects to organizational goals
- Relate project personnel and cost rates
- Create Action Plan Reports

### Project Task Manager

- Develop project implementation tasks
- Develop project task steps
- Monitor project implementation with task summary
- Evaluate and report project / task completion

### Resource File Manager

- Maintain agency resources by category
- Inventory resources through in and out activity
- Track resource use through projects or activities
- Maintain Presentations through resource file manager
- Manage picture file through resource file manager

### Calendar – Follow-Up Manager

- Develop calendar based follow-up system for implementation of tasks or projects
- Maintain calendar appointments by month or day
- Monitor implementation tasks through calendar reminders

### Web Resource Manager

- Maintain Internet Resources through program web viewer
- Monitor Internet resources within Web Resource Manager

### Implementation Activities

- Maintain comprehensive work activities through entry by project, task, and task step
- Manage resource usage during implementation activities
- Manage resource personnel time during implementation activities
- Relate implementation activities to accounting funds / subfunds

### Invoice Project Time

- Manage invoice creation by project
- Create invoices
- Print or email invoices to related entities
- Maintain paid and posted invoices
- Post paid invoices to accounting program

### Dynamic Link with Agency Accounting Manager

- Dynamically share items between Agency Program Manager and Agency Accounting Manager
- Post Paid Invoices directly to Agency Accounting Manager
- Post resource items directly to Agency Accounting Manager

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