VIEWPOINT®

A TRIMBLE COMPANY

SPECTRUM®
CONSTRUCTION SOFTWARE

CONTENTS

OVERVIEW

Cloud-enabled and Mobile Friendly, Spectrum Lets You Manage Your Work from Wherever Work Takes You

Spectrum® Overview

Spectrum delivers complete business management for construction companies. From accounting to project management, from the office to the job site, and across the entire life cycle of construction work, Spectrum has helped thousands of firms manage and grow their contracting businesses.

Spectrum represents more than three decades of continuous innovation and investment in the latest technologies.
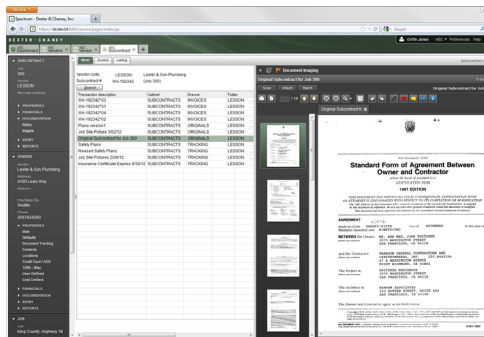
Innovative Technology

We have done more than simply put Spectrum in the cloud — it has been designed specifically for the cloud, providing an intuitive interface that allows you to work from just about any connected device, anywhere and anytime, by simply launching a web browser. Spectrum delivers the convenience of true cloud computing.

Spectrum users enjoy the convenience of the cloud without sacrificing control. Your data is secure and encrypted, and you determine which users get access to which applications.

Spectrum delivers a fully-integrated, web-based document management system. Whatever you are working on and wherever you are working, documents or images associated with your work are available through an image pane on the Spectrum desktop. View purchase orders, contracts, submittals, RFIs, job site photos — virtually any type of file associated with your task at hand. And adding a new document or image is as easy as dragging and dropping the file onto the document imaging pane.

Integrating other applications with Spectrum has never been easier. Using Web Services technology, you can choose from a large library of tem-

plates to import data from other applications, modify the templates to suit your needs, or create your own. There is even a free Spectrum add-on for

Excel® users to make uploading data into Spectrum simple, fast, and easy. And with Spectrum Integration Services, you can have complete application-level integration with virtually any other software program.

Unmatched Ease-of-use

There is nothing very easy about running a successful construction business. That's why we designed Spectrum to be as user friendly as possible — so you can spend time running the business, not figuring out how to run the software.

With Spectrum, there are no complex menus to master and memorize. Start from the interactive Dashboard that you customize to fit your needs and dive into detailed information and the work you need to get done. As you work, a responsive InfoBar is always present, giving you one-click access to tasks and data related to what you are doing.

All Spectrum applications work together seamlessly. Instead of opening several different applications to get one job done, simply start working and Spectrum gives you multiple ways to move forward with a single click, either through the intuitive InfoBar or

through links directly from your data. And as you start new tasks, the web-based structure of Spectrum's interface opens new work tabs. When you need to pick up where you left off on previous tasks, simply click on the tab you need.

Tools for Collaborative Work

Construction job completion requires coordination between a team of people from within and outside of your company. Spectrum delivers the communication and collaboration tools that help everyone work better together.

The Spectrum Dashboard serves as a portal of information for everyone in your company. Your entire staff — not just licensed Spectrum users — can launch and modify their own Dashboard. This costs you nothing and gives you the ability to put real-time, important information in front of everyone on your team. The Dashboard comes with many apps to choose from, and we give you tools to modify them or even build your own.
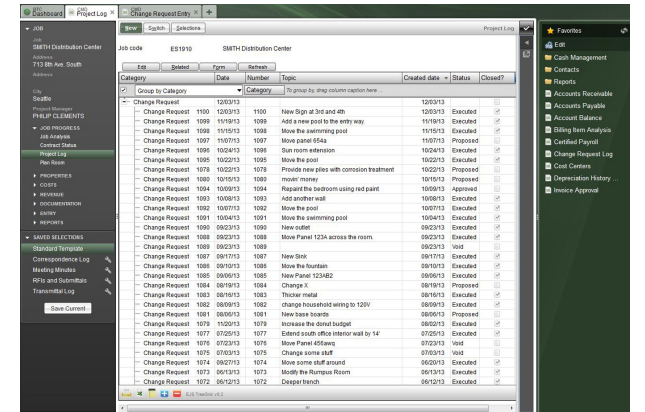
The InfoBar, at left, is always present, providing one-click access to tasks and data related to what you are doing.

SPECTRUM INCLUDES APPLICATIONS FOR:

- ‣ Job Cost Accounting
- ‣ Project Management and Plan Room
- ‣ Human Resources
- ‣ Payroll
- ‣ Document Management
- ‣ Reporting
- ‣ Purchasing + Inventory
- ‣ Resource Scheduling
- ‣ Equipment Management
- ‣ Fixed Assets
- ‣ Materials Management
- ‣ Service Management

Because all Spectrum applications are completely integrated, you have a completely integrated view of your projects. Vital project measurements such as Work In Progress, Cost to Complete, Over/Under Billing, and Earned Revenue are available on a single screen. And because the accounting and operational applications of Spectrum work together, you can drill down into both the financial and logistic details of a job to quickly address problems and identify areas for improvement.

Better communication between the participants in a project results in a better executed project. Spectrum helps you ensure that everyone you work with — owners, architects, subcontractors, vendors — all have access to the latest project information. Spectrum's Project Management Plan Room gives you a cloud-based platform to share project documents, to send, receive, and track communications between project participants, and maintain an accurate audit trail of all project activity and correspondence. Plan Room is free for your partners, who simply log onto a project page over which you maintain complete control.

Tools for Complex Organizations

Manage multiple businesses or entities on a single platform while keeping operations separate with Spectrum Enterprise. Use intuitive cost centers to group operations, projects and business units any way you see fit.

Spectrum gives you the power to run each group as needed, while providing overall organizational reporting and decision-making tools when needed. Multi-currency functionality is also built into Spectrum Enterprise.

Active Business Intelligence

Reporting capability is built into Spectrum across all applications through a variety of tools. Hundreds of industry-standard reports are available, and we provide you with the tools and training you need to modify them or build your own from scratch. As a Spectrum user, you can access every data element in the system to build just about any view of the business you need.

Dashboard apps serve as graphical real-time reporting elements, keeping vital business and project data front-and-center. And from many Spectrum screens, you can export tabular data directly into an Excel® spreadsheet with the click of a button.

With Spectrum, business intelligence doesn't end with reporting. Spectrum's Workflow feature lets you turn passive reporting into action. Spectrum Workflow gives you the ability to determine the way information moves throughout your organization and define the actions that need to occur in order to keep work flowing smoothly. Individuals across your organization are alerted when the ball is in their court, and management can see how tasks and projects are progressing.

Mobile Solutions to Keep You Connected

In construction, work usually doesn't come to you — you go to the work. It's at the job sites and service locations where profit is won or lost. So staying connected with these locations is vital. Spectrum provides field staff and management the mobile software they need to stay connected, record field data, and access the information they need to get work done.
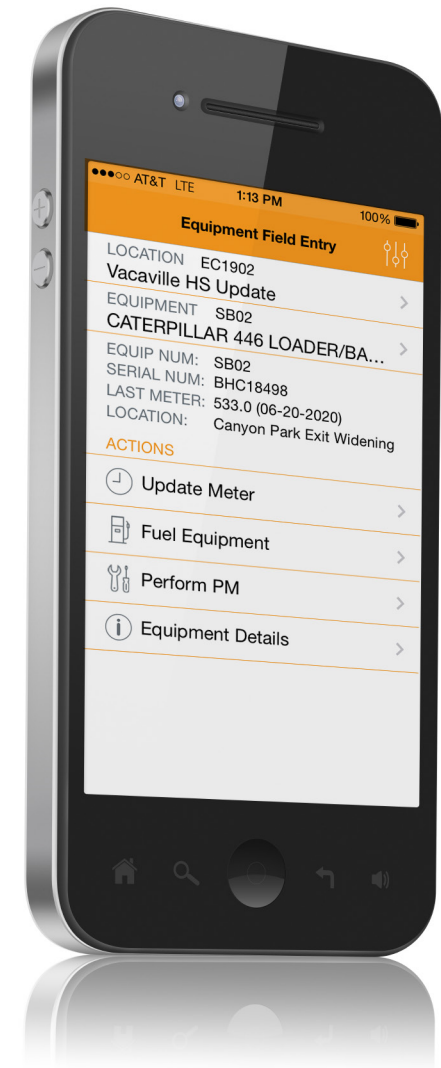
The user interface of Spectrum was designed with mobility in mind. Cloud-based access, responsive navigation and one-click structure makes Spectrum ideal for tablet use. These technologies let you access the full power of Spectrum from wherever work takes you.

Special Dashboard apps called Spectrum Kiosks extend the power of Spectrum into the field and across all employees. Remote and field staff can use the kiosks to enter and track labor hours, process work orders, manage subcontractor activity, and more, all from their Spectrum Dashboard.

With Spectrum's growing library of mobile apps, we're putting more and more information and field data gathering tools into the hands of the folks doing the work. If you choose to add mobile apps to your Spectrum system, everyone who needs them can download the apps onto their Apple or Android devices for free. And because job sites and service locations can be in remote areas, the apps let you work off-line then sync with Spectrum when connectivity allows.

Unmatched Support and Services

We work with new clients to create a GoLive™ Implementation Plan so you know exactly what to expect when you work with our Professional Services staff to bring Spectrum into service at your company.

Once you are up and running, you can expect fast, effective, and expert live support from our in-house team of customer support representatives. Most support issues are resolved during the initial call, and you can track the status of your support issues by accessing your customer portal for support and a host of other valuable resources.

There are numerous training opportunities to take advantage of online, including live webinars, recorded videos, product documentation, and user forums. Regional training classes and the always popular Spectrum Boot Camp for new users are held throughout the year, customized training at your facility is available, and our annual Users' Conference is a great opportunity to learn, provide feedback, and network with peers from around the country.

Viewpoint works to build long-term partnerships with its clients to continually improve and develop new features for Spectrum. We work hard to realize this philosophy in every new product release, in every service we perform, and in every way we help you to run a successful construction business.

SPECTRUM DASHBOARD
KIOSKS INCLUDE:

‣ Employee Kiosk for time entry and accessing earnings statements
‣ Field Tech Kiosk for managing service work orders, labor, and billing
‣ Subcontractor Kiosk for managing compliance and billing
‣ Spectrum Mobile Apps include:
‣ Field Time Entry for quick labor and equipment entry
‣ Equipment Field Entry for tracking equipment usage and maintenance
‣ Project Plan Room for remote access of project plans, specs, and documents

ACCOUNTING

Simplify Complex Construction Accounting Processes and Benefit from Timely, Accurate and Fully Integrated Financial and Operational Data

Spectrum® Accounting

Spectrum Accounting is the heart of a fully integrated system where transaction information flows across functions and updates all relevant tables and reports. Spectrum's unified system includes:

+ General Ledger
+ Accounts Payable
+ Accounts Receivable
+ Job Cost
+ Payroll
+ Cash Management

Simplify data entry, reduce errors and save time with a job cost accounting system developed to address the unique challenges of the construction industry.

Contractors who operate on a progress billing, time and materials, or cost-plus basis use Spectrum to provide simple and efficient cost tracking and billing. Bills are produced as soon as costs have been committed.

Manage cash flow better, track profitability and make important financial decisions with a fully customizable general ledger.

Post costs directly to specific line items: a job, piece of equipment, or work order without the need for double entry — reducing input time and ensuring accuracy of company financials.

Easily support departments and multi-company consolidation and store an unlimited number of fiscal years with no requirement for period closings.

Compare current and prior years and budgets versus actual figures with Spectrum's internal report generation.

Quickly customize financial reports to generate any report you need: monthly, quarterly, and annual reports for revenue, expense and other analyses.

Ensure committed costs and billings are accurate throughout the system — track subcontracts, lien releases and change orders for complete insight into your accounts.

Hold payments to vendors with lapsed insurance certification when Spectrum automatically alerts you should one expire.

Expedite invoice approval by sending invoices directly to the appropriate person. You can create custom workflow processes for cases where approval is required from more than one person.

Automate retention by defining the percentage to be withheld from each invoice when setting up a job's subcontract. The withheld amount is kept in committed costs and project managers see the retention amounts in Spectrum Job Cost.

Increase purchasing efficiency and reduce costs with Spectrum's fully integrated electronic payment solutions that allow for enhanced purchasing controls, integration and reporting.

Track sales tax and generate tax reports based on the job and phase number with user defined rules.

Reduce the chance for lost information and ensure project managers and owners have access to the most current information by entering project changes in the field as they occur.

View change orders, open items and payments with Spectrum's Contract Inquiry and see complete payment history with the Customer Inquiry.

Always have accurate and up-to-date draw requests with change orders that automatically update contracts, job cost estimates and billing.

Define and enforce specific rules and tasks within Spectrum using Spectrum Workflow to create automated processes and streamline work.

Simplify financial management of different currencies with Spectrum's Multi-Currency functionality.

Effectively manage multiple businesses, operational groups, entities or divisions with Spectrum Enterprise, keeping financial operations separate while providing for integrated reporting and business intelligence.

Mobile Solution: Subcontract Kiosk

The Subcontract Kiosk allows authorized subcontractors the ability to enter their own progress billings and submit them electronically into Spectrum's Invoice Approval. Subcontract vendors are provided with login credentials for the Spectrum Dashboard where they will see their Subcontract Kiosk. Inside their kiosk, subcontractors will find different applications that will let them process billings, attach supporting documents using Document Imaging's simple drag-and-drop feature, print activity and billing reports, and view information on all open subcontracts. The kiosk allows authorized subcontractors an easy, secure way to access and update data in the system—without the need for additional user licenses.

CASE STUDY + ACCOUNTING

Helmkamp Construction Uses Spectrum® to Solve T&M Billing Woes, Focus on Growth

Before switching to Spectrum, Helmkamp Construction Company, an East Alton, IL-based general contractor had been struggling with its job cost accounting controls. The construction software it was using at the time did not have integrated T&M billing capabilities and the company found itself adding staff just to cover the excessive work it took to stay on top of its T&M billing practices. For a company that was growing by leaps and bounds, this was a challenge that was only growing more cumbersome.

"When we looked at Spectrum, we were extremely impressed at the full-suite of job cost accounting, with support for both progress and time and materials billing. Time and materials billing was particularly of interest to us as it is a huge part of the work we do at Helmkamp," said Rob Johnes, the company's president. "At the time, we were doing maybe $40 million worth of T&M work and so you have thousands and thousands of line entries to do that—to type that back into Excel, which was our only way of really tracking these. There was really no profitability

report either. So you would just generally look at it and say 'Okay, with this customer, we make 'X' percent.' That was kind of the only back check we could do."

As Helmkamp began to get larger, multi-million-dollar contracts, the need for more efficient and effective T&M billing capabilities became readily apparent. "We had one situation in which someone transposed a big number on a concrete ticket. They poured a bunch of concrete and they rolled it into one invoice and it was supposed to be $84,000 and they entered it in as $48,000. There was no check and balance unless you went through and did a physical audit every time you billed or you go line by line in Excel doing manual checks and balances. We were spending money on internal audits on every invoice to catch errors," Johnes said.

That's what led Helmkamp to Spectrum. With its integrated T&M capabilities and built-in workflows, Spectrum helped Helmkamp get control of

its T&M billing, while streamlining other areas of its accounting processes.

"We started doing AP invoice scanning and electronic approvals as soon as we bought it because we didn't have that functionality either before. That let us speed up the process of getting AP invoices to flow through to T&M," Johnes said. "But the biggest benefit to us was that everything, through normal entry of AP and payroll, is flowing into T&M. There is no reentry and no chance to miss something important."

Since implementing Spectrum, Johnes said Helmkamp's T&M processes have been smooth and billing errors have been reduced to virtually nothing. Now, as Helmkamp continues to grow and handle more T&M billings, there has been no corresponding increase in workloads for its accounting staff.

"You end up improving your cash flow as well from the standpoint that the AP invoices and payroll are flowing through more quickly so you're turning

your bills more quickly. On top of that, our staff can follow up with the customer, making sure everything is correct and that we're getting paid on time," Johnes said. "And we take all those notes from those conversations and follow-ups and put them right into Spectrum. That functionality has been nice because you don't have to walk around the office and say, 'hey what's going on with this receivable, have we followed up?' Everything we need to see is right there when we need to see it."

PROJECT MANAGEMENT

Track and Manage Projects from Inception Through to Completion

Spectrum® Project Management

Stop struggling with multiple applications to manage projects and start using a single platform for viewing job cost and operational data that serves every team member.

Spectrum Project Management is web-based, allowing access to information from any Internet-connected device using a browser. Spend less time digging through menu items and more time managing your projects. Spectrum Project Management provides the information you need in the field without sacrificing the analytics and detail you need at the office with:

+ Customizable Dashboard
+ Centralized Project Log
+ Job Analysis Screen
+ Pre-bid Management Tools
+ Spectrum Plan Room
+ Pushbutton Export to Microsoft® Excel

Manage daily logs, submittal logs, change orders, and all other key project workflow information from the customizable Dashboard—only see the information that is important to you.

View important information then drill down to the details with one click — even construct your own apps tailored to specific job duties.

Make informed decisions with job cost information including actual, projection and budget data that is always up-to-date for every job.

Keep everyone up to date with free Dashboard access for anyone in your company. **Enjoy a complete 360 degree view of every project** from project document to job numbers in one location.

View all of a project's key performance indicators on one screen to quickly identify any issues that require attention then click into project details to address issues such as unbilled change orders, delayed approvals or unpaid invoices.

Create custom log categories for anything you need to track or control and save multiple custom views with powerful viewing, sorting and filtering tools.

Always know who is responsible for the next step of a task or approval process with the project log's "ball in court" management.

Manage projects through the entire life cycle from pre- through live construction with features including invitation to bid, vendor pre-qualification and document management.

Efficiently upload construction plans, specifications and other important files for real-time document management

with built-in version control that keeps everyone up-to-date. Store project documents (plans, specs, submittals and even emails) in one cloud-based application and access them from any device with Internet access and a browser.

Collaborate with others by sharing relevant documents (including attachments) via email notifications that

automatically track email correspondence and alert you when-ever documents are read or edited.

Control who has access and who can edit documents so you can extend Spectrum's Project Plan Room to team members outside of your company.

Send and receive emails, including attachments, directly from the Project Log. Drill down on log entries and have the associated documents appear right on your screen.

Build custom reports that preserve all of your custom sorting and grouping with pushbutton exports to MS Excel.

Ensure Your Jobs Are Being Run Right with Spectrum Job Compliance Tracking

Spectrum's Job Compliance Tracking is a powerful tool that helps manage the various levels of compliance items and other tasks related to your projects. These include insurance certificates, owner liens, subcontractor liens, material liens, certified payroll reports, credit check documents, inspections, and other compliance tracking documentation.

The Job Compliance Tracking features built into Spectrum give contractors the ability to digitally manage all of their compliance-related tasks and documentation in one place.

Alerts and automatic workflows ensure that your compliance documents are always up to date, and that the work being done on your projects is being done in full compliance of laws, regulations, and contractual agreements.

Easily manage multiple levels of job compliance, with sub tiers for vendors and subcontractors.

Compliance items that are expiring soon can be set up for automatic review, and tasks and emails can be generated to subcontractors and vendors when compliance items are needed.

Authorized subcontractors and vendors can also access Spectrum via Subcontract Kiosk without the need for additional user licenses to update their compliance documents.

Mobile Solution: Project Plan Room

The Project Plan Room app, developed for Android, Apple, and Windows Surface tablets, allows contractors and subcontractors to remotely access the latest versions of plans, specifications, drawings and other documents. It synchronizes with Spectrum's Plan Room application, ensuring that users have the most up-to-date project information at their fingertips. Users are able to quickly zoom in on documents for more details or a closer look at drawings and sketches.

Scott Builders Standardizes Operations, Project Management Functions with Spectrum®

When Scott Builders Inc. of Red Deer, Alberta was looking for new software, one of the things that was critical to the company was to find a solution that would help it standardize its operations. Project managers and office staff previously used many different processes and systems for recording, analyzing and processing construction data, noted Murray Cunningham, Scott Builders' chief operating officer, and those processes were not netting the desired results.

"It was a really inefficient way of running things," Cunningham said. "We had a collection of systems that didn't always work well with each other and there were many times when our office staff and field staff were not seeing eye-to-eye with the information they had in front of them. When you have projects all throughout Western Canada and you're moving the kind of data that we are, we just couldn't afford to have errors and delays with our projects."

Scott Builders picked Spectrum to be its complete construction management solution — Cunningham noting that it gave his company a much deeper view of the data from the accounting side, while providing a significantly more robust project management suite that gave project managers more control in the field.
"With the amount of information we're now able to put into a project manager's hands we have realized significantly increased productivity," Cunningham said. "Before, we were using a

number of different methods to shuttle information around, and we had all these rules and scenarios with what we could or couldn't pay or what we could or couldn't do without a project manager's approval. Now it is very easy to run everything by the project manager. Documents are all scanned, data is digital, and it all goes through workflows, so PMs get to see everything that is happening on a project — all the costs, all the data and input in real time. It makes their projections better and the projects run smoother."

Spectrum's web-based platform opens access to everyone, whether in the office or on a remote jobsite. And when working remotely, users can access data online or work offline and sync to Spectrum when an internet connection is reestablished. Dallas Williams, general manager of Scott Builders' Red Deer Office, said this has been key to streamlining the company's operations. "There are lots of times where we are

working in a remote location and have to access data that we couldn't have before without being in the office. Now, we can look over project information on site, make changes, pay bills — everything — because the information is there at our fingertips," Williams said. "We can now do the sort of detailed, on-site analysis we could never have done before the cloud and before Spectrum."

Spectrum's Dashboard and the intuitive Info Bar make Spectrum easy to use. Cunningham said that has made it easier for more people in the company to easily access and make sense of data. "We had a very good buy in by our employees," he said. "And we have folks that are really experienced and are showing us even more new things we can do in Spectrum."
Spectrum has a full suite of project management functionality — including Spectrum's Plan Room, pre-bid management tools and unified Project

Log. Both Cunningham and Williams noted that a commitment to improving companies' project management capabilities was a key selling point when choosing Spectrum.

"We're just scratching the surface of Spectrum's project management capabilities, right now." Williams said. "I'm excited for what it will be able to help us do in the future."

EQUIPMENT + ASSET MANAGMENT

Make Better Decisions Regarding Fleet Utilization and Financing to Get the Maximum Return On Your Investment

Spectrum® Equipment and Asset Management

With a powerful combination of data capture and analysis based on industry best practices, Spectrum Equipment and Asset Management provides you with everything you need including:

+ Equipment Cost Tracking
+ Meter Reporting
+ Equipment Tracking
+ Preventive Maintenance
+ Equipment Resource Scheduling
+ Depreciation Calculators

Get the most mileage out of each machine and optimize performance by connecting finance and operations into a complete picture of your company's fleet with Equipment and Asset Management.

Accurately set the hourly rate for each piece of equipment with equipment cost tracking of fixed costs such as depreciation, licensing and insurance; and operating cost like fuel consumption or tire wear.

Bid appropriately to win jobs and improve your margins with smart calculations of per hour equipment recovery costs based on hours used and work order information.

Know whether you should rent or own equipment with Lease vs. Buy Analysis of all warranties, meter readings and other information on your assets.

Optimize fleet deployment saving time and money by monitoring where equipment is working and where it isn't.

Correctly charge equipment costs to each job with automatically calculated standby costs based on where equipment is assigned and operating costs based on the hours used.

Easily track and schedule hundreds of employees and pieces of heavy equipment by assigning them to job sites on a day-to-day basis.

Avoid problems with equipment deployment with Resource Scheduling that shows employees available to haul equipment and alerts you to scheduling errors, such as equipment being too large for the vehicle that is supposed to haul it.

Avoid project delays and potential employee injury by ensuring that every machine in your fleet receives the maintenance it needs in a timely fashion.

Develop more accurate ownership and operation cost recovery rates and be prepared for costly equipment repairs by creating equipment work orders that provide better insight into the repair costs of specific equipment.

Accurately calculate depreciation of fixed assets and automatically expense it your income statement and code it to the General Ledger. Each asset can have up to three of the following depreciation methods applied to it: modified accelerated cost recovery, straight line, sum-of-year's digits or declining balance.

CASE STUDY + EQUIPMENT AND ASSET MANAGEMENT
Baldwin Paving Takes Control of Equipment Costs with Spectrum®

For a company like Marietta, GA-based Baldwin Paving, equipment is the lifeblood of its business. The heavy highway contractor is one of the largest and most reliable road builders in Georgia and to keep its stellar reputation, the company has to lean on its equipment to get the job done. Yet, for years prior to implementing Spectrum, Baldwin Paving did not have an accurate way to gauge equipment costs, meaning that while they were succeeding in the field, the company was selling itself short in the equipment yard and with its bottom line.

"Before Spectrum, our equipment tracking basically amounted to asking our shop manager 'how much do you think it costs to keep this piece of equipment?' It was basically guessing at our equipment costs," said John Friedel, Baldwin Paving's CFO. "We would assign those estimates of depreciation, all the repairs, and maintenance for the equipment to that division and we would allocate the shop's time to that division. If that division was making money, then we knew we were covering the costs of the equipment."

Knowing it was not getting the best financial picture of its company, Baldwin moved to Spectrum, and with it came much more robust equipment tracking and equipment cost functionality. "I really like what the Spectrum system allows us to see and understand with our equipment — how much it costs us to keep a piece of equipment, operating costs versus non-operating costs, cost of ownership, etc. What is really important to me is, are we capturing the costs on that piece of equipment back to the jobs? That is something we couldn't realize before and that's where Spectrum really helps us," Friedel said.

Spectrum helps equipment managers get a complete view of their equipment costs, which can often be a significant part of a contractor's capital investments. Through deeper analysis of equipment usage, decisions about deployments on specific jobs, and repairs and maintenance, Spectrum

helps contractors like Baldwin make more informed equipment decisions.

"When you're done with a job, or if you are looking every quarter at your major repairs and minor repairs, etc., basically you have a budget on a piece of equipment that you can use going forward and compare to actual costs. Before Spectrum we had no way to reconcile actuals to budget. In fact, we couldn't really even do a budget," Friedel said. "Now, you can tie in these costs directly to your budgets and to the other financial aspects of the job and get a much clearer picture of where you are with your job and your equipment costs.

Spectrum's Equipment Management capabilities are informed by the methodologies developed by Dr. Mike Vorster, Professor Emeritus of Construction Science at Virginia Tech. Vorster, a renowned expert on construction equipment management, has long taught that equipment management is a cyclical, constantly moving task.

"Dr. Vorster does a great job in explaining how there is always an equilibrium on how much capacity you can possibly get out of a piece of equipment. Once you get all these parameters in check, you can optimize your capital expenditures and, ultimately, your cash flow," Friedel said. "Knowledge is power. It's about pulling together how many hours you need on your equipment and how many hours are left on your equipment. There comes a point and time when you have to assess whether it's less expensive to replace a particular piece of equipment, rebuild it or repair it? There are a lot of moving parts that help make those decisions and Spectrum is the tool we need to make complete sense of all of those parts."

HUMAN RESOURCES + PAYROLL

Automate Human Resource (HR) Processes and Efficiently Process Complex Payroll While Ensuring Adherence to Local Laws and Regulations

Spectrum® HR and Payroll

Spectrum HR and Payroll manages hiring processes, employee benefits and payroll by providing:

+ Employee management and benefits
+ OSHA Forms and incident reports
+ Important date tracking
+ Certified Payroll
+ Multi-state and multi-company payrolls
+ Union payrolls
+ Online time entry for employees
+ Comprehensive Security

Streamline employee data management by securely recording and tracking personnel information across Spectrum. HR and Payroll provide easy access to all the information you need for effective, confidential and efficient employee management.

Create a secure virtual filing cabinet within Spectrum and do away with keeping paper employee records in your office.

Maintain employee confidentiality while giving assigned personnel access to information they need to do their jobs with a secure central location for tracking all data related to HR management.

Fully automate employee management with a structured, yet flexible, way to track applicants, set up new employee information and employee benefits, track vacation accruals, document performance reviews, perform salary adjustments, track drug and alcohol testing, document OSHA and safety requirements, and record skills and certifications.

Quickly access complete personnel information including review forms, training logs, direct deposit and earnings history from the Employee Info Bar.

Identify safety trends and reduce the likelihood of accidents with incident reports that can be specific to employees, days of the week or time of day. Create OSHA incidents

using 300, 300A or 301 forms.

Be proactive and stop worrying about deadlines with automatic alerts on everything from required training and certifications to benefit eligibility and anniversary dates.

Protect your business from overpayments as Spectrum automatically calculates the appropriate local, state and federal income taxes and withholds payroll taxes based on where work was performed.

Provide employees working for more than one company during the same pay period with a single paycheck thanks to Spectrum's versatility and support of multiple tax identification numbers.

Manage union payrolls with ease — Spectrum handles multiple variables associated with unions, including cash benefits, deductions and add-ons.

Stay current as union contracts change, the software updates pay rates, even if the

Mobile Solution: Employee Kiosk

The Employee Kiosk provides a secure portal for employees to enter their own hours and payroll information, and to access other human resources information. When users log in to their Spectrum Dashboard, they will see the Employee Kiosk app, where they can enter, modify or delete time records with just a few clicks. They can also retrieve summaries of previous time card entries and print out their earnings statements. The kiosk allows authorized employees an easy, secure way to access and update data in the system — without the need for additional user licenses.

change occurs in the middle of a payroll cycle the previous and new rates will be reflected on a single paycheck.

Offer all your employees the ability to enter their time online, to view and print their payroll check stubs and to print out their W-2 forms with Spectrum's Employee Kiosk, regardless of your number of Spectrum licenses.

Protect sensitive and confidential portions of personnel records including performance issues, dates of birth and results of drug and alcohol testing with Spectrum's multiple layers of user-defined security.

Control who can create, view, modify and delete employee data by giving key personnel individual security privileges to see only the records necessary to perform their roles.

Maintain date- and time-stamped records of any activity preformed within HR including who made the changes, as well as the original and updated information within the software's Audit Log.

Take Your HR Department to the Next Level with Spectrum Talent Management

Turn your HR department into a well-oiled machine with a complete employee recruitment, development, retention, and succession solution to build winning teams. Whether complimenting Spectrum's existing HR tools, or operated as a standalone HR management system, the new Spectrum Talent Management provides you with everything you need to manage the entire employee lifecycle. Spectrum Talent Management's cloud-based platform helps you:

‣ Recruit the best teams
‣ Onboard new employees with ease
‣ Improve productivity through performance management tools
‣ Foster educational opportunities and grow employee skills
‣ Streamline HR documentation, communication, and collaboration
‣ Establish and execute smooth succession plans

Straightforward and easy-to-use software, Spectrum Talent Management is completely configurable, allowing users to start with the full suite or just a few modules. Spectrum Talent Management extends the power of Spectrum's HR applications to create a complete HR management platform that you won't find in any other construction ERP.

A number of managed services are also available as part of the Spectrum Talent Management suite of solutions. In high-consequence and compliance-heavy industries managed services can operate as transparent extensions of HR departments. Among the services provided are sourcing for hard-to-fill positions, access to new job distribution channels and drug and background screenings.

From recruiting to retention to succession planning, Spectrum Talent Management ensures you'll find, effectively train, and keep the best talent in the industry.

HR/PAYROLL

Mobile Solution: Payroll Time Entry

The Payroll Time Entry app, developed for Android and Apple tablets and smart phones, lets supervisors and project managers quickly and easily enter labor and equipment hours directly from the job site. Users simply select the appropriate job then enter time for all employees and equipment assigned to that job. The app lets users assign and reassign people and equipment as needed, and provides tracking for supervisors to use when monitoring the labor and equipment costs associated with their jobs.

CASE STUDY + HUMAN RESOURCES AND PAYROLL
Snelson Companies Stays a Step Ahead with Spectrum® Payroll

When it came to payroll, Sedro Woolley Washington-based Snelson Companies found itself bogged down in paperwork. All time sheets — from multiple employees on multiple jobs in the field — would come into Snelson's payroll department and would be manually entered into Spectrum using the payroll pre-time entry function for each employee. Seeking to streamline these processes and avoid duplicate entries, Snelson, a longtime Spectrum user, worked with Dexter + Chaney (now Viewpoint) to find a solution. The result was a reliable way to let field staff/supervisors enter time daily on the jobsite.

"It's very easy with Spectrum to import data from the field," said Aimee Johnson, Snelson's accounting system and P-card administrator. "We use Spectrum Data Exchange to give all of our field staff the ability to enter time daily. This results in fewer errors, much less processing time, no duplication of effort and a more accurate tracking of actual labor costs for each job."

Snelson combines the use of Spectrum Data Exchange with Spectrum's time entry workbook. These features help close the gap between the field and the office by opening access of Spectrum to employees outside of the walls of the accounting or human resources offices.

"Switching over to using this workbook and using this import process, it is a lot simpler for multiple people to complete the form and then automatically import it into the system" Johnson said. "Now, our payroll department sees the whole picture. We have different jobs submitting time

and people could be moving around between jobs. So we see payroll data for the whole week, per person instead of spending time doing the manual daily entries."

The result, Johnson added, has been lower overhead in the payroll department, a reduction of

paper, fewer errors, and more time to concentrate on other payroll matters, such as federal and state compliance, providing bidding/estimating data, and process improvements. "It used to be that it was at least a solid week for our payroll department to process time and payroll information, and now that it is being done in the field, it is usually a one- to two-hour process. That includes checking employees' pre-time reports in Spectrum, making any adjustments, verifying the final payroll reports, and processing the payment."

The enhanced payroll capabilities also were important to Snelson from the project management side. "We need to know where our jobs stand on a daily basis in terms of labor costs. Labor costs typically make up 60-70 percent of our entire job, so getting that information and having that available to the field was one of our top priorities," Johnson said. "It used to be at least a week and a half before we were getting costs to project managers, just due

to the payroll processing factor. But now utilizing our current processes with Spectrum, and having the field staff enter time daily and importing it, it is available and in the system for their use — on a daily basis. The very next day, they can see where they're at on their jobs."

Snelson also uses Spectrum's HR capabilities to track employee training and certification and documents related to payroll and employment. "Spectrum's Payroll and HR capabilities gives us the total package to streamline employee data and effectively track documentation, handle multiple pay rates, manage union wages and much more!"

Snelson
Companies, Inc.
A PLH GROUP COMPANY

MATERIALS MANAGEMENT

Monitor the Movement of Materials In and Out of Your Pit or Quarry and Track Production and Costs for a Clear View of Your Aggregate Business

Spectrum® Materials Management

Spectrum Materials Management streamlines the process of sales and job costing by directly importing weight tickets from existing scale software.

+ Interface with a variety of scale software packages
+ Accommodate standard and special rates
+ Automatically generate invoices

Enjoy accurate, up-to-date inventory records and timely billing for materials thanks to full integration with Spectrum's Inventory Control and Job Cost for materials requisitioned to jobs, to Order Processing and Accounts Receivable for customer sales, to Accounts Payable for the creation of invoices and with Document Imaging for attaching images to scale tickets.

Ensure that data is transferred accurately with Materials Management's extensive error correction.

Manually enter weight tickets for plants not using an automatic scale software package.

Automatically attach a copy of new tickets to jobs with Spectrum's Document Imaging.

Easily adjust inventory depending on whether materials are transported in or out of your facility.

Quickly set up standard or custom hauling rates and use area codes to set materials price based on distance hauled.
Create outside sales invoices or internal job requisitions from tickets based on customer and job.

Track freight and miscellaneous costs separately, bill as service or accumulate into the material sale amount.

Actual freight costs can be recorded and reconciled to the estimated cost and the freight invoice created automatically in Accounts Payable.

Never overpay or overbill for services due to delays with Material Management's special rates feature.

Compare quantity production, sales and costs for current year, previous year or a user-defined period.

Introducing Spectrum Ticketing

Spectrum Ticketing provides a unified web, mobile and scale house solution for bulk material weigh ticketing, integrated throughout Spectrum. Spectrum Ticketing provides centrally-managed control and real-time views into your scale and material production data using a standard internet connection. Spectrum Ticketing is comprised of four key components:

▸ **Web Portal** – providing centralized management and data integration of scale house, kiosk, and mobile locations.

▸ **Desktop PC Client** – A native Windows 10 application providing complete order, truck, and customer management along with weigh ticket printing and accounting.

▸ **Driver Kiosk** – providing driver-enabled ticketing with centralized management, monitoring and updates.

▸ **Mobile Ticketing Application** – provides smartphone-based ticketing using rugged mobile printers and offers real-time synchronization and centralized management.

CASE STUDY + MATERIALS MANAGEMENT

Midwest Concrete Materials Streamlines Its Aggregates Operations with Spectrum®

Mike Sanson, the IT and HR manager at Midwest Concrete Materials, was a driving force behind his company's switch to Spectrum. When he joined the Manhattan, Kan.-based company, it was running its operations through another solution where the level security and audit trails were virtually nonexistent. On almost a daily basis, the company was having to go in and make billing adjustments, correct mistakes or re-enter information that wasn't entered correctly the first time though manual processes.

"At that time, if you didn't have that paper ticket, it didn't get entered. So who knows how much we actually might have missed," Sanson said. "In the ready mix industry, a 10 yard load of concrete is about the most you can have on a ticket. So if we did a 100-yard order, which is basically a basement, then we'd have 10 tickets. They were manually entered into the system. Every time you touch a ticket, there was a chance for error. Without the audit trail, we were really vulnerable. I almost immediately started working on researching and seeing what else was out there that could fill our needs a lot better."

That search led to Spectrum, which integrated with its ticketing systems and other solutions to create a streamlined flow of data into and out of its accounting and billing departments. "Now when we go through and batch all of our concrete, we simply edit all of the tickets and make sure they are correct, any additional charges are added to it and then it is a simple download into

Spectrum and we're ready to bill the customer," Sanson said.

More recently, Midwest Concrete Materials added automated scales at all of its sand plants. "So when one of our guys or a customer comes in, they swipe a card, the order is in there, it kicks out a ticket and it is good to go. Now, not just with our concrete, but with our aggregate materials, we are downloading the majority of our tickets there," Sanson said.

Sanson said what his company is doing today with Spectrum and a two-person accounts receivable team would have required as many as eight data entry people before, adding that the time and labor saved with Spectrum has been instrumental to helping the company realize tremendous growth.

"There are days where we are, in ready mix alone, having to process 200 to 250 tickets. Again, you can only batch so much per ticket. The same way with a dump truck. If you can only haul 14 tons and you have

30 trucks running, they're going to make several deliveries in a day, that's a lot of tickets. So there is high volume on out ticketing and billing," Sanson said. "Without Spectrum, and the powerful functionality it brings to the table, effectively managing these operations would be next to impossible."

Additionally, Midwest Concrete Materials recently added Spectrum's Document Imaging, which has helped to further streamline processes.

"With the amount of paper we were accumulating and sorting though, it started to get out of hand and we needed to go electronic," Sanson said. "So we went with Spectrum's Document Imaging and now it's so streamlined that today if a customer calls in and has a question about an order, we can immediately go in and pull up the invoice and the tickets associated with it and not be sorting through boxes and boxes of tickets trying to find the right one so we can make a copy of it for them."

It's saving time, it's saving us storage and it's saving us money on tickets as well because we no longer have to print as many tickets as what we used to. With Document Imaging, we don't have to store paper tickets in multiple places. Everything is inside Spectrum. It has really allowed us to move forward and address a lot of issues and get control of our whole operation."

PURCHASING + INVENTORY

Take Control of Purchasing Costs and Streamline Inventory Processes with Great Data Visibility and Functionality

Spectrum® Purchasing and Inventory

Spectrum's Purchase Order solution fully integrates with other Spectrum functionality, including Accounts Payable, Work Order, Equipment Control, Preventative Maintenance, Document Imaging, Inventory Control, Time + Materials and Job Cost. Spectrum purchasing gives you the ability to:

+ Create purchase orders
+ Manage open commitments and their impact to job profitability
+ Avoid duplicate data entry — enter data once and it updates throughout Spectrum
+ Connect purchase orders to specific jobs or phases
+ Update or make changes to purchase orders

Spectrum provides a simple format to create purchase orders and instantly attach them to work orders or associate them with jobs and job costs. As soon as a purchase order is entered, the committed cost for the job is updated immediately.

Stay on top of purchases for jobs and inventory and ensure that project teams have the materials they need to complete the job.

Make changes to purchase orders easily and have the changes update automatically throughout Spectrum.

Spot potential cost overruns as purchase orders are being placed.

Ensure accurate and complete billings by connecting purchase orders directly to work orders to capture purchases on bills.

Track ordered and invoiced POs through Spectrum's Accounts Payable solution to review outstanding orders either on screen or through reports and maintain that tracking even when buying out projects.

Receive purchase orders electronically from suppliers, allowing suppliers to enter detailed PO information and upload it to Spectrum where it is formatted.

Easily verify materials and quantities received against the purchase order, whether receiving items in single orders or in batches.

Spectrum Inventory Control gives contractors a powerful tool to manage their inventory — no matter where items are located. Organize and verify inventory whether using perpetual or period inventory methods to ensure that informed purchasing decisions are being made. Spectrum Inventory Control:

+ Accommodates four standard costing methods — LIFO, FIFO, standard, and average
+ Allows for multiple transaction types, including receipts, orders, transfers and credit returns
+ Supports multiple warehouses and unlimited inventory items, item codes and item comments
+ Identifies primary and secondary vendors and alternate items if materials are out of stock
+ Supports multiple pricing levels, special pricing, discounts and quantity price breaks
+ Allows items to be tied to specific phases or cost types and users can see all materials associated with a job
+ Maintains history or orders, receipts, adjustments and shipments on inventory, including tracking discontinued items
+ Archives past orders and suggested quantities for reorders at each warehouse
+ Integrates with other Spectrum applications including Job Cost, General Ledger, Time + Material, Work Order, Purchase Order, and Order Processing.

Spectrum's Inventory Control provides a 360-degree view of contractors' assets and materials with the flexibility to sort, itemize and notate inventory, while updating costs and financial data throughout Spectrum.

Manage inventory anywhere — whether in a warehouse, a service vehicle, on a jobsite or even ordered materials not yet received.

Ensure materials data is correct and once inventory is complete, adjust discrepancies and apply them to the General Ledger.

Lock down inventory against any changes until counts are completed and generate easy-to-use count sheets.

Receive alerts when stock needs to be reordered, triggered when available stock falls below user-defined reorder points and suggested quantities.

See which items have been ordered and charged to a specific job and assign and transfer items to a job, Users can also prevent assigned inventory from being allocated to other jobs.

Print inventory lists of items sent to jobs that can serve as a pull list for on-site workers.

Track items allocated to work orders — as items are pulled from truck or warehouse stock and charged to a work order, inventory will automatically be reduced in Inventory Control.

Find any item quickly and easily with intuitive look-up screens to access inventory by category, primary vendor code, vendor part number, item code, and item.

CASE STUDY + MATERIALS MANAGEMENT

Pieper-Houston Realizes New Purchasing Power with Spectrum®

When it comes to purchasing, contractors can deal with hundreds, sometimes thousands of parts and materials on each job. With moving targets on pricing and quantities needed, purchasing can be a tricky task that can affect both the timeliness of projects and a contractor's bottom line. Perhaps no one knows that more than Pieper-Houston Electric L.P., Aaron Thomas.

Thomas, accounting assistant of the Houston, Texas based company said that the manual processes for purchase orders that were in place prior to implementing Spectrum's purchasing and inventory capabilities were just not cutting it. "Before, we used to hand-write purchase orders," he said. "The orders coming in from the field were largely via phone call or maybe a fax machine. We really didn't have laptops out there in the field at the time, but even if we did, the order would then have to be written out and then faxed or emailed to a vendor."

There was some tracking of purchase orders using phase codes, but it was also a slow process, waiting on the orders to be received, submitted and fulfilled before they could be reasonably tracked. Additionally, Pieper-Houston did not have the depth in the phase code tracking it wanted to.

When the company began tying together different areas of its operations — accounting, project management, purchasing, etc. — with Spectrum, Thomas realized he could further streamline operations by making it easier to generate purchase orders.

"I created a form with about 300 of our most common items that our technicians order day to day. Basically, all they do is scroll down the list of common items, put a quantity by what they want, and create a material list and send that to our purchasing department," Thomas said. "Our purchasing department then creates a purchase order and sends it to our vendors. The vendors send back a confirmation and then a purchase order is created.

Pieper-Houston then uses Spectrum's inventory functionality and applies item codes to its purchased materials for better financial and job cost tracking. "We're able to track items, the cost of the items, and the frequency with which we buy them. We're also able to track which project they are going to using phase codes. These are really important to us with material and labor. We weren't able to get the depth of phase coding before. For example, we have common codes for a breakdown of materials into branch materials, site material, service materials and trim materials, but then from there, you can break each one of those phases down into what floor of a building its going into, what area, or if you have more than one building on a job, you can have building A or building B," Thomas said.

This level of materials and purchase order tracking allows Pieper-Houston to see how well it estimated its jobs, analyze its spending practices and ultimately put together better bids. "We're not only able to win more jobs, but our jobs are a lot more profitable. In the past, they might have been missing key estimate data and the jobs would end up less profitable," Thomas said.

The company is also saving time and labor costs. Foremen and project managers are spending less time ordering materials and more time planning the jobs. Meanwhile, Pieper-Houston was able to reduce its purchasing department responsibilities and redirect work efforts to other areas.

"Spectrum has really helped us maximize our purchasing and material tracking capabilities," Thomas said. "Spectrum is very user-friendly and having it used across the company allows us to be a lot more detailed with how we approach jobs and a lot more intelligent about how we're spending time and money."

SERVICE MANAGEMENT

Connect Managers, Dispatchers and Technicians with the Information They Need, Including Customer and Service Call History, Work Orders and Dispatch Schedules

Spectrum® Service Management

Spectrum Service Management is a complete solution for work order management and service dispatch that works completely in the cloud allowing technicians to process work orders directly from the field.

+ Service Contracts
+ Work Orders
+ Dispatch
+ Field Data Collection
+ Billing
+ Truck Inventory
+ Purchase Orders

Managers have immediate visibility into customer and service call history–dispatchers can create, prioritize and schedule service calls all from one screen–and customers can even be invoiced automatically when work is complete.

Enjoy full control over the execution and profitability of your service and maintenance contracts with Spectrum's service management solutions.

Schedule preventive maintenance visits months in advance

and specify when you want to bill.

Create or append work orders from incoming service requests and dispatch technicians efficiently.

Track make, model, serial numbers and locations of all serviced equipment and quickly verify equipment and component warranty and service coverage information.

Generate proposed and executed contracts and automatically bill per contract terms.

Easily review customer service history and quickly invoice for work performed.

Mobile Solution: Field Tech

Spectrum's Service Tech functionality streamlines the data delivery and administrative tasks for service technicians in the field, empowering them with the data they need at any time and allowing them to focus more on the physical work they're specifically trained for. Designed specifically for mobile devices, Service Tech provides technicians with the tools they need to manage work orders, track parts and inventory, assign and update labor, collect electronic signatures, review and create notes on work orders, upload jobsite photos and forms, and more — all from the field on their mobile device.

The user interface was designed to be responsive to virtually any mobile device, allowing technicians to easily navigate the task at hand and service managers or administrators can customize Service Tech to only display tasks and information relevant to technicians' specific work.

Wilson Electric Streamlines Work Orders, Service Management with Spectrum®

Wilson Electric Services Corp. has been providing special systems and electrical contracting services to the Southwest since the late 1960s. The company, with offices throughout Arizona and New Mexico, has built a significant service component to its business over the decades and today handles more than 2,000 work orders in the field each year. Yet, the growing company struggled for years with inefficient ways to process and account for those work orders.

"We didn't have anything for our service department other than job cost and contracts. Because they do a lot of small, rapid turnover work, jobs and contracts aren't really made for that, so we were trying to fit a square peg in a round hole," said Terry Oakes, Wilson Electric's CFO, noting that service billings and costs would get dumped into its job costing system and it would have to be manually determined which costs were associated with which services. "It was a lengthy, time-consuming process to get all of those line items on an invoice. We never could be sure that we billed everything we should have or that all of the information

was right. So it was a manual process, very prone to error."

Wilson Electric decided to move to Spectrum to get a better handle on all of its operations, including service management. With Spectrum's work order capabilities, Oakes said Wilson was able to manage the financials of a service division the way they should be managed.

"All of our costs and billings are tracked now. Service work is able to be billed as separate line items automatically with time and material or as a lump sum. We can see which of our people are bringing work in, how they are doing. We know if we're profitable or not, which we couldn't always tell before. We can do a whole lot more analysis of the work we've done — what's profitable and what's not, which customers are profitable and those that aren't — with very fine precision that we never had before," Oakes said. "It helps us not just track and analyze things, but it directs our business

development efforts, which we couldn't do before — except by guessing."

Prior to Spectrum, Oakes said that billing information on work orders was often miscalculated, or even worse, whole work orders would go unaccounted for. With more than $5 million a year in Wilson Electric business being run through work orders, and the average work order being around $2,500. Oakes said these mistakes were costing the company significantly. "If we recaptured even a few of those, that's several thousands of dollars, and that's a significant amount of money to add to your bottom line. Today, with Spectrum, I'm confident we're capturing everything now," Oakes said.

Since work orders are tied into Spectrum, Oakes added that he can pull detailed reports and give technicians in the field more data to work from. The company also utilizes Spectrum's service contracts to manage revolving service and maintenance work. And, Wilson Electric enjoys even more

capabilities and detailed analysis on the contracting side through the robust job costing functionality in Spectrum. "It's like having the best of all worlds — solutions geared to better manage all of the different facets of our business."

Oakes added that Wilson Electric is excited about the continued development commitment to Spectrum's service management features, including the newly redesigned dispatch board for technicians and the Field Tech mobile app, which allows work orders to be generated and signed in the field and instantly be entered into Spectrum for processing.

WILSON ELECTRIC SERVICES CORP.

REPORTING

Achieve In-depth Analysis of All Your Construction Data with Detailed Reports and Customized Reporting Tools

Spectrum® Reporting

Whether choosing from a large selection of pre-built reports or building customized reports using powerful query tools, Spectrum's reporting capabilities give users deep views into data and detailed analysis over every aspect of their business. Spectrum reporting provides:

+ Browser-based functionality where users can execute and view the results of the query in the browser
+ Export of report data to Excel, Word or Crystal Reports™
+ Archiving and search ability for past reports
+ Simple, one-click updating of past reports to refresh data
+ Automated report delivery via email
+ Comprehensive security and assignable user permissions
+ Email subscriptions to receive reports
+ Tools to create customized reports using any data needed in Spectrum

As a complete construction management software application, Spectrum Construction Software provides you with powerful reporting capabilities. Spectrum's Info-Link works in tandem with Query Developer to provide seamless connection to the industry's most popular reporting applications, giving more insight into data through simple-to-use, secure tools.

Info-Link was designed to provide non-programmers with a way to build powerful business reports.

Access all your business data and create reports using any ODBC-compliant software such as Microsoft® Excel, Word, or Crystal Reports™.

Create charts, graphs, reports, mass mailings and more that are tailored to specific business needs with minimal training or report-writing expertise.

Save reports directly into Spectrum to archive them or attach them as files to specific jobs or phases through Spectrum's Document Imaging.

Access saved reports any time, and with a simple one-click refresh feature, populate the report with current data.

Query Developer is a powerful, browser-based tool that simplifies the process of report writing, making it easy to build custom reports from any data inside Spectrum.

Customize queries to generate virtually any report based on your data—including project, accounting, or employee information.

Set filters and parameters to display data based on a specified time period or job and sort settings to determine the order in which data appears on reports.

Automatically calculate subtotals and grand totals on numerical data.

View query reports instantly in the browser, or export the data to any version of Microsoft® Excel for further analysis.

Schedule reports to be delivered automatically in familiar, easy-to-use formats. Subscription options let users automate recurring reports and email them as a PDF or Excel spreadsheet attachment.

Generate reports from anywhere—when connected to the Internet, Spectrum's browser-based interface makes it easy to pull reports in the field on mobile computing devices such as tablets or laptops.

Avoid duplicate data entry or additional complex programming as queries in Spectrum Reporting are based on data already contained in Spectrum's SQL Server Database. No additional programming is required to pull detailed reports.

Spectrum's reporting capabilities go above and beyond traditional reporting functions found in business software. By giving users the ability to drill down into any data and analyze it any way desired, Spectrum Reporting is helping organizations make better business decisions and improving their bottom lines.

Introducing Business Intelligence

Spectrum Business Intelligence reimagines data analysis for your construction company. Much more than a report-writing tool, Spectrum Business Intelligence puts you in control of your data, letting you analyze what is relevant to you, in formats that make sense to you. Using easy drag and drop features, you can collect, compile and analyze your construction data in virtually any format. From in-depth reports, to dashboards, to creative charts, graphs and even geographical mapping of data, Spectrum Business Intelligence is a powerful data analysis platform designed for the business user.

Spectrum's Detailed Reporting Capabilities Helping Interstate Electric Get Better Idea of Jobs, Costs

Prior to migrating to Spectrum v14 at Interstate Electrical Services Corporation, trying to get a handle on exactly how a job was progressing and how costs were shaping up was difficult at best and in many cases impossible. Lack of detailed reports, reports in which data was buried and not easily extrapolated, and information that was out of date made reporting almost an exercise in futility, said Steven Drouin, Director of IT Services for the Billerica, MA-based company.

"It was a manual process. [Our division managers] would sit down with the reports we had and, extrapolate what they needed—line by line," Drouin said. "Because of this stilted data flow and lack of continuity, by the time they realized there was a problem on a project, it was too late." In order to be effective as business managers, our team needed real time access to project data and that information had to be presented in a clear, concise manner that was easily understood.

So in 2012, Interstate reevaluated its use of Spectrum. At that time the company only used the core accounting modules, and relied on a collection of disparate applications for Purchasing, Human Resources, and Project Management. The decision was made to migrate all of these functions to Spectrum. By doing so the company was able to streamline processes, eliminate duplicate data entry and provide integration of critical information, showing the interdependencies that exist cross functionally. With the move came a whole range of new reporting functionality, from pre-built and customized Crystal Reports to a wide variety of Spectrum Dashboard applications. "Through these reports, we were able to turn Interstate's morass of data into actionable information that is immediately available to everyone in the organization."

"Spectrum gives me the tools I need to query the database and access virtually any piece of data I need to build a report," Drouin said. "Whether they're pre-built or customized, Spectrum's reporting capabilities really allow us to get as deep into the data as we want." For Interstate's management team it offers a whole new set of tools that are timely, accurate and easy to use.

One area where Spectrum's enhanced reporting functionality has been a huge benefit for Interstate is labor cost management. Using Spectrum's Query Developer tool, Drouin is able to build custom reports to analyze labor hours and manpower on jobs. These reports allow the company to make better projections on job progress and address any problems before they become unmanageable. "Knowing that you're 70 percent complete on a job and you've used 90 percent of your labor is huge. It either means that you are on plan, or that there are significant challenges ahead. Better still is being able to track labor utilization against plan from day one so that remedial course correction can be affected in real time," Drouin said.

Spectrum's reporting capabilities gave Interstate the ability to add project managers' names to reports, sort or segment reports by project manager or division manager, and break down data into logical groups and sub-groups, allowing the company to do more robust analysis and provide continual feedback so that managers are able to proactively address problems. "To segment reports in this manner before Spectrum, required hours of additional, often manual work," Drouin said.

Drouin said Spectrum's in-depth reporting capabilities are also helping to close the information and communication gaps throughout his company. In one example, the company built reports based on a live query that provides up-to-the minute information but to the end user it looks like and acts like a familiar spread sheet.

"Our warehouse manager doesn't really use Spectrum. But he needs to be able to deliver material to the right jobsites and have addresses and information about those orders. So we embedded live queries in a spreadsheet, built out by division that refresh with the latest data every time it's opened. With no additional training, the warehouse manager can look up a job number, quickly and see the address ensuring that materials are always delivered to the right place," Drouin said.

"We have also used the Spectrum Dashboard to build out a lot of reporting tools for our teams. It's a way to disseminate the information we need to everyone in the company easily."

TECHNOLOGY PARTNERS

Dexter + Chaney Technology Partners Expand Spectrum Functionality, Capabilities

Spectrum® Technology Partners

Strategic partnerships with industry-leading technology companies have created solutions that complement and enhance the capabilities of our Spectrum® Construction Software. These partnerships help us provide you with a complete suite of construction software tools to fit your business needs.

ACCOUNTING:
Comdata

Comdata's Virtual Payments helps you streamline payments on equipment, materials, insurance and more to provide a more secure payment process while earning cash incentives for every dollar you spend. Virtual Payments integrates with Spectrum, which greatly simplifies the implementation and reduces the time to value.

Textura

Textura's CPM® makes construction payment fast and simple and provides a number of features to streamline billing and payment. These features include top down billing, specific schedules of values, enterprise wide disbursements, invoice approval options, payment authorizations and direct ACH payments.

BUSINESS INTELLIGENCE/REPORTING: FYISOFT

FYIsoft (formerly Renovo Corporation) provides feature-rich, easy-to-use financial reporting solutions that enable companies to gain accurate insight into their corporate finances—wherever, whenever, and however their business needs dictate. FYIsoft's financial report writer can be deployed in the cloud (CloudFYI) or on-premises (ReportFYI), and offers a currency translation module (CurrencyFYI) and a flexible general ledger integration tool. Headquartered in Naples, Florida, and serving valued customers throughout the world, FYIsoft is an emerging force in the Financial Corporate Performance Management space.

CUSTOMER RELATIONSHIP MANAGEMENT (CRM): TopBuilder

TopBuilder Solutions provides Customer Relationship Management (CRM), lead management, email marketing and a branded newsletter to commercial builders and contractors. TopBuilder helps commercial contractors win more jobs quicker and easier by combining construction specific CRM, lead management, customizable follow-up plans, drip campaigns, branded email

marketing and a construction newsletter all in one, integrated, easy-to-use, affordable web-based solution. TopBuilder operates across the US and Canada. TopBuilder bi-directionally integrates with Spectrum. It can push jobs and customers to Spectrum and it pulls job status as well as financials to provide a 360 degree view of your customers.

Estimating:

Spectrum helps you save time and reduce errors by providing integration with the industry's leading estimating programs. Whether you use a specific estimating software application or create your estimates in spreadsheets such as MS Excel, Spectrum allows you to quickly and easily import your data to set up your job cost structure and projected costs. Move smoothly from pre-bid to live construction with Spectrum's estimating import capability. Some of the many estimating formats include:

+ ProEst
+ HCSS
+ B2W
+ Hard Dollar
+ ConEst
+ Maxwell
+ Timberline
+ Many others

HUMAN RESOURCES:
Spectrum Talent Management, powered by BirdDogHR

The Spectrum Talent Management solution, powered by BirdDogHR, provides you with everything you need to manage your entire employee lifecycle—from recruitment to retention. Powered by cloud-based human resources management tools from BirdDogHR, Spectrum Talent Management includes industry-leading recruiting solutions, simple, automated onboarding programs, powerful resources to enhance learning and performance, forward-thinking communication feedback solutions, collaboration tools and succession planning solutions. Straightforward and easy-to-use software, Spectrum Talent Management is cloud-based and completely configurable, allowing users to start with the full suite or just a few modules. Spectrum Talent Management extends and complements the existing HR applications within Spectrum.

PAYROLL:
ADP

ADP Tax Export comes in handy if monthly and/or quarterly tax filing is an issue. When a company works in multiple states or is subject to many local tax jurisdictions, someone has to be responsible for all of the quarterly filings. If one deadline is missed, the penalties can be severe. ADP has partnered with Spectrum for tax reporting. This utility sends data in a specific format to ADP for them to process the payroll transactions for tax purposes only.

Nelco

Spectrum users can save valuable time during their year-end processes by filing electronically with Web Reporting Center powered by Nelco. Report with confidence knowing your W-2 forms are being filed properly. Rather than ordering forms and envelopes, printing W-2 filings, stuffing envelopes, and buying postage, Spectrum users can export their W-2 data directly to Nelco's Web Reporting Center (WRC) and easily complete federal, state, and recipient reporting.

PowerTrack

PowerTrack for Spectrum makes field reporting easy, letting field staff and supervisors record and communicate job site information using their mobile devices instead of handwritten reports. Remote recording of time cards, labor, equipment usage, and more ensure that the latest job information is accurately recorded without delay. The PowerTrack for Spectrum application runs directly on mobile devices with support for Windows, Android, and Apple smart phones and tablets. Windows laptop use is also supported. PowerTrack for Spectrum communicates with Spectrum, automatically updating job information in real time when connected to a wireless network. When a wireless connection is not available, PowerTrack for Spectrum can still operate, performing a batch update of information once a connection is re-established.

PROJECT MANAGEMENT:
Procore Technologies, Inc.

Procore Technologies, Inc. provides cloud-based construction software to clients across the globe. Using its award-winning suite of project management tools, hundreds of thousands of registered Procore users manage all types of construction projects including industrial plants, office buildings, apartment complexes, university facilities, retail centers, and more. A seamless, bi-directional integration between Spectrum and Procore allows project managers and construction operations professionals to complete work in the web-based Procore by collaborating on projects and using various

interactive documents, including submittals, RFIs, contracts, schedules, and drawings. As work is completed, the integration allows data to be entered into Spectrum for real time job costing and complete financial reporting.

PURCHASING & INVENTORY:
Material Management Software

Power Order Confirmation from Material Management Software instantly updates Spectrum with real-time data from suppliers' business systems. Power Order Confirmation captures orders as they are as they are entered into the supplier's system made and puts the information directly into Spectrum so that they are there and ready to reconcile when orders are delivered and invoices are received. Power Invoice enables Spectrum users to receive their invoices daily. Spectrum users see all received invoices, along with PO numbers, dates, amounts, notes and more.

Tra-Ser

Tra-Ser provides up-to-date price and product data loaded directly into Spectrum. Tra-Ser's team of content specialists will design a custom program tailored to your system's needs that will update your database on a weekly basis with information straight from the manufacturer. The data includes millions of MEP items from over 500 manufacturers updated weekly, little to no work on your part to process updates and keeps your system information from becoming obsolete.

SERVICE MANAGEMENT:
FieldConnect

Since 2002, FieldConnect has provided mobile solutions designed around the needs of field service organizations—from your field engineers to your dispatchers, to the back office, and your end-customers. FieldConnect provides mobile field service software to best-in-class field service organizations, driving service department revenue and removing inefficiencies. All FieldConnect solutions are Integrated by DesignTM. When your customer logs into FieldDirect to request service, the request is instantly available for the dispatcher or help desk to contact the customer and create a work order. When the dispatcher uses FieldDispatch from their mobile device to generate a work order, your office has instant access to the work order through Spectrum. When your field technician uses FieldAccess to complete the work and get the customer's signature, your back office has instant access to the work order detail and inventory changes for review and invoicing. Integrated by Design™ ensures that all your field service transactions appear in Spectrum where your business needs them.

SOFTWARE INTEGRATION:
Integration Hub

Thanks to both Spectrum Data Exchange and a technology partnership with Ryvit Application Integration Service, Spectrum users can now integrate with virtually any software program. Data Exchange lets you quickly and easily move specific data between Spectrum and other applications. Ryvit helps you effect full integration between Spectrum and other mission-critical applications, such as Salesforce.com, Concur and many more.

Implementation, Training, and Support

Implementing Spectrum to Maximize Your Software Investment

When adopting any new software technology, it is imperative that a company feels confident in the solution's ability to address their unique business needs and increase staff productivity. That includes an implementation and training methodology that meets the planned timeline and cost estimates. Viewpoint offers full-service implementations to help you start up fast and take full advantage of your Spectrum® Construction Software investment.

Implementing a new construction software doesn't have to be painful. Viewpoint takes the time to listen to clients and understand exactly what they are trying to achieve. We have found that successful implementations are reliant upon a flexible and well-defined implementation methodology and a collaborative process that involves a structured and clear project plan. We have implementation specialists that are not only Spectrum experts, but have many years of construction industry experience themselves.

With these implementation resources at your disposal, you can rest assured that you are in good hands. Together, we ensure you are up and running with minimal business disruption and are able to put Spectrum to work for you right from the start.

Staying Informed Through Continuing Education and In-Depth User Training

Construction companies know that the effectiveness of any tool is directly related to the abilities of the user. Software can deliver amazing results when all its features are utilized. With Viewpoint, you not only get the best software, but also the best user training.

We offer a full range of training options for all types of users. We can help, whether you're training a new employee or enhancing the skills of existing employees at any level. Our acclaimed seminars, workshops and annual User Conferences attract users from across the nation. We also provide basic tutorials and user training directly when you want it, via on-demand training, webcasts and training directly over the phone. We provide flexible options so you can choose the best way for your employees to refresh their skills.

Continuing Education Programs include:

+ On-Site Training
+ Phone Training
+ Seminars and Workshops
+ Spectrum Boot Camp
+ Live Webcasts
+ On-Demand Help Videos
+ Annual Users' Conference

Software Support Connect with Expert Support Staff When You Need It

At Viewpoint, we believe you should always be able to talk to a real person when you're in need of software support. Our team of support specialists are trained not only to be product experts, but also experts in understanding the needs of our customers. Your support calls are answered live, via our state-of-the-art call distribution (ACD) system. We never ask you to leave a message or type out a trouble ticket during normal support hours. Your call connects you to a Viewpoint employee who can address your problem — live, in person, and right away. We provide 24/7 live support for critical issues, as well as the option for non-critical 24/7 support. Our wait times and call resolution times are among the lowest in the industry.

Should you have an issue that cannot be resolved immediately, you can track our progress in finding that resolution by accessing your issue number via our online customer portal — online.dexterchaney.com. This portal also includes an extensive knowledgebase, with user forums, frequently asked questions, and documentation you can download.

To contact the Spectrum Support line, call 800-352-8939.

COMPANY OVERVIEW

Viewpoint brings 40 years of innovative software solutions to the global construction and capital project industries. Founded in 1976 in Portland, Oregon, Viewpoint's nearly 800 employees now serve over 7,000 customers in 28 countries in our offices worldwide. Viewpoint's software and cloud-based technology products enable collaboration between office, team, and field — improving performance and delivering accurate, integrated data necessary to make informed decisions. Viewpoint gives your organization the tools necessary to build a better building, and a better business, through a better building process. Together, we can transform the global construction industry to one of increased collaboration, efficiency, and profitability.

VIEWPOINT.com | 1515 SE Water Avenue, Suite 300, Portland, OR 97214 | 800.333.3197

VIEWPOINT®
A TRIMBLE COMPANY