

LATITUDE

Business Software for Land Surveyors, Engineers & Consultants
www.LatiBiz.com

Latitude is a comprehensive business management package designed for land surveyors, engineers, urban designers and other organisations that need to track professional work on projects and manage projects and project information. Latitude facilitates project costing, quoting, project workflow, staff time tracking, document control, client interaction, project team, prospect and supplier tracking, and billing.

Latitude notifies staff when work is to be done, allows project managers to see that they are doing it and then, when they are finished, automatically prompts the next person in a workflow at the right time to perform their role in completing a task.

Latitude tracks all time spent by your staff on all of their work, whether in the office or in the field. It takes the guesswork out of quoting and billing, allowing you to focus on the most profitable projects, clients and employees.

Latitude has a powerful document and communication register that can be used to log and then track everything from the original verbal client request, through draft file and document version control, to the final delivery of plans and reports to the client. This can form the core of a QA system.

Deployment Options



Cloud



Server



Desktop



Mobile

The screenshot displays the 'Latitude - Project' window. The 'Job Number' is L5001B, and the 'Job Name' is Sunshine Plaza Unit Development. The 'Job Description' is 'Prepare plans for development'. The 'Job Type' is 'Preparation of Plans'. The 'General' tab is active, showing fields for 'File Ref' (L1-120), 'Job Date' (02 Oct 2017), 'Client Code' (CLH), 'Instructing Person' (Mr Trevor Berry), 'Client Ref' (TD2008/832), 'CB Code' (102), 'Site Address' (23 Woodville Street, Portsmouth SE01 3AX), 'Load/Disc%' (RE), 'Subdivision' (Portsmouth), 'Local Govt' (St John's), 'Parish' (Hampshire), 'County' (Hampshire), 'Project Manager' (JS), 'Job Sub-Captain' (AO), 'Billing Type' (Fixed Quote), 'Status' (Current), 'Quote' (Current), 'Invoice' (Current), 'Timesheet' (Current), 'Est. Hours' (200), 'Capital Value' (£30,000,000), 'Est. Cost' (£14,000.00), 'Quote (ex Tax)' (£21,000.00), 'GL Account' (GL), 'Quote (inc Tax)' (£25,200.00), 'QuoteTaxType' (VAT), and 'Special Details' (Reports done by HW Environment Consultancy, Project reports to Jean Bryan).

Latitude Project screen

Business Benefits

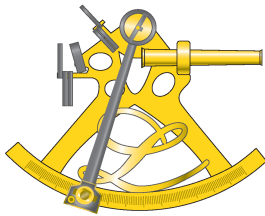
- ❖ Accurately cost jobs
- ❖ Streamline project workflow through the office, out & back from site, to customer report delivery & accounts
- ❖ Bill often 'missed' time
- ❖ Track client & prospect contacts
- ❖ Manage documents and files
- ❖ Track all client requests, instructions, communications and deliverables
- ❖ Time saved in project administration on billable work results in extra income
- ❖ Save time handling timesheets and registering documents thus reducing business costs
- ❖ Set budgets and warn staff or even prevent them from going over a hard maximum budget
- ❖ Measure client, project, employee and service profitability
- ❖ Avoid unprofitable clients and projects
- ❖ Obtain timely, accurate and relevant management reports
- ❖ Provide employees with project information at their fingertips on almost any device no matter where they are in the office or field
- ❖ You can use your true cost of business from Latitude to adjust your rates
- ❖ Latitude reporting gives you better information that leads to more accurate quoting
- ❖ Project managers have a detailed up to the minute view of all their projects

Software to automate and control your business

workflow - timesheet - project cost - document control - reporting

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History

Latitude has evolved since 1989 to solve the problems surveyors, engineers & consultants have in running and controlling their businesses. It has been regularly refined and is now in use by thousands of land surveyors, civil & structural engineers, town planners, architects, consultants, and project managers in both business and government.

We now provide a full range of installation, configuration, data migration, training and support services.

Special features added based on customer feedback include site latitude & longitude, plan register, aerial photo register, equipment barcodes and employee emergency contact details.



Report produced by: Latitude v9217.0801 - www.LatiBiz.com US/Can 866.526.4249 Australia 02 8002 4087

Productivity

Report for 'Smith & Owens' on 17 November 2017 03:16 PM Page 1 of 3

(67)(rptProductivity) [67]

Summary of all work at both cost and charge rates totalled by client, project, employee, work type and week
WHERE: - [Start Date] = '01/07/2017' [End Date] = '31/12/2017'

Business by Company

Company Name	Hrs	Tot%	Cost	% of Total	Charge	% of Total
Bowral Home Services	49.25	3.40%	£1,419.00	3.44%	£3,547.50	3.49%
Clairford Homes Corp	223.00	15.41%	£5,630.00	13.63%	£13,904.50	13.67%
Koggin Council	358.85	24.80%	£9,215.80	22.31%	£22,119.50	21.75%
Mount Annan Park Development	83.00	5.74%	£1,909.00	4.62%	£4,772.50	4.69%
Smith & Owens	459.20	31.73%	£16,240.50	39.32%	£40,119.00	39.46%
Wingburg Council	273.80	18.92%	£6,887.60	16.68%	£17,219.00	16.93%
	1447.10	100.00%	£41,301.90	100.00%	£101,682.00	100.00%

Business by Project

Project	Hrs	Tot%	Cost	% of Total	Charge	% of Total
B5001	340.50	23.53%	£8,702.00	21.07%	£20,835.00	20.49%
B5002	33.00	2.28%	£726.00	1.76%	£1,815.00	1.78%
B5003	83.00	5.74%	£1,909.00	4.62%	£4,772.50	4.69%
L5001	190.00	13.13%	£4,904.00	11.87%	£12,089.50	11.89%
L5002	110.00	7.60%	£2,815.00	6.82%	£7,037.50	6.92%
L5003	123.00	8.50%	£3,175.00	7.69%	£7,937.50	7.81%
S1001	18.35	1.27%	£513.80	1.24%	£1,284.50	1.26%
S1002	40.80	2.82%	£897.60	2.17%	£2,244.00	2.21%
S1003	49.25	3.40%	£1,419.00	3.44%	£3,547.50	3.49%
Z001	112.25	7.76%	£3,843.00	9.30%	£9,607.50	9.45%
Z002	21.00	1.45%	£483.00	1.17%	£1,207.50	1.19%
Z004	33.45	2.31%	£849.50	2.06%	£1,641.50	1.61%
Z006	3.50	0.24%	£83.00	0.20%	£207.50	0.20%
Z007	289.00	19.97%	£10,982.00	26.59%	£27,455.00	27.00%
	1447.10	100.00%	£41,301.90	100.00%	£101,682.00	100.00%

Business by Employee

Employee	Hrs	Tot%	Cost	% of Total	Charge	% of Total
George Martin	346.80	23.97%	£8,175.60	19.79%	£20,439.00	20.10%
Jill Hanrahan	408.00	28.19%	£9,919.00	24.02%	£24,286.50	23.88%
Steve Harris	322.30	22.27%	£9,147.30	22.15%	£21,816.00	21.46%
Steven Daly	370.00	25.57%	£14,060.00	34.04%	£35,140.50	34.56%
	1447.10	100.00%	£41,301.90	100.00%	£101,682.00	100.00%

Business by Work Type

Work Type	Hrs	Tot%	Cost	% Total	Charge	% Total
Administration	289.00	19.97%	£10,982.00	26.59%	£27,455.00	27.00%
Building Checking	42.00	2.90%	£973.00	2.36%	£2,331.88	2.29%
Building Design	83.00	5.74%	£1,909.00	4.62%	£4,772.50	4.69%
Building Drafting	263.50	18.21%	£6,352.00	15.38%	£15,870.50	15.61%
Building Miscellaneous	5.50	0.38%	£131.00	0.32%	£327.50	0.32%
Council Discussions	18.00	1.24%	£456.00	1.10%	£1,050.00	1.03%
Equipment Maintenance	7.00	0.48%	£140.00	0.34%	£0.00	0.00%
Field Surveyor	33.00	2.28%	£726.00	1.76%	£1,815.00	1.78%
General office chargeable	8.00	0.55%	£40.00	0.10%	£60.00	0.06%
Landscape Checking	21.00	1.45%	£483.00	1.17%	£1,147.13	1.13%
Landscape Design	228.00	15.76%	£5,800.00	14.04%	£14,500.00	14.26%
Landscape Drafting	132.00	9.12%	£3,540.00	8.57%	£8,850.00	8.70%
Leveling	21.00	1.45%	£483.00	1.17%	£1,207.50	1.19%
Plotting Drafting	98.25	6.79%	£3,311.00	8.02%	£8,277.50	8.14%
Prepare Tenders	1.00	0.07%	£20.00	0.05%	£15.00	0.01%
Programming	31.00	2.14%	£1,360.00	3.29%	£2,555.00	2.51%
Project Management	4.00	0.28%	£152.00	0.37%	£380.00	0.37%
Report Preparation	8.45	0.58%	£253.50	0.61%	£591.50	0.58%
Road Design	14.00	0.97%	£532.00	1.29%	£1,330.00	1.31%
Surveying Field Duties	125.40	8.67%	£3,266.40	7.91%	£8,166.00	8.03%
Surveying Office Duties	14.00	0.97%	£392.00	0.95%	£980.00	0.96%
	1447.10	100.00%	£41,301.90	100.00%	£101,682.00	100.00%

Latitude Productivity Report

What some of our clients say about Latitude...

All our staff use Latitude Software on a daily basis to link jobs to clients, job managers etc., as well as a comprehensive means for Job Managers to account for time spent on jobs for billing purposes. Any staff member can readily see the progress status of jobs.

Edrick Delfos - Hille Thompson & Delfos

Since its implementation in 2007, Latitude has proven to be an invaluable project management tool for our business. The intuitive menu structure made it easy for our users to navigate to key functions; while the powerful reporting options added real value to our business from a very early stage.

Andrew Chittenden - Tomkinson & Associates

Latitude support is always quick and ready to fulfil any request for changes, something we don't get from other software vendors.

Andrew Edwards - McKinlay Morgan & Associates

Latitude has increased our bottom line, and for time billing I have not seen anything better.

John Henley - Civil Surveys & Design

Latitude minimises administrative overhead in a small firm.

Terry Cromer - Terry Cromer Surveying

It is very useful for job costing and profitability analysis.

Kevin Dodd - Earl James & Associates

At a key stroke we can find and view any document and determine the status of any job.

Grant Phillips - Charles O'Neill Pty

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Features

- Designed for organisations with between 1 and 20 staff
- Designed for organisations with between 10 and 100 staff
- Designed for organisations with between 50 and 500 staff
- Streamline the flow of work from request to quote, through project tracking to accounts
- Marketing, quoting and contact tracking
- Automated creation of new projects and project folders from templates
- Project administration and management
- Security system to limit what each user can see and do
- Capture all staff billable & non-billable time on both external & internal projects
- Document control, communications register & customer request register
- Customisable quote, project sheet, invoice & statement templates
- Search, filter and report on all company information
- Schedule field crews or individual staff on jobs and automatically notify them
- Share contacts with Exchange for use with Outlook
- Mobile timesheets for iOS and Android phones and tablets
- Estimate, quote & track actual time & expenses on project tasks & sub-tasks
- Notify staff via Outlook popup reminders, todo lists & daily reminder email
- Work logs to record and track all field work hours, equipment usage & expenses
- Auto-generate project documents and register them
- Automated coordination and control of staff tasks
- Track and bill management overhead on projects
- Personalised work queue for each employee
- Project workflow management and tracking tailored to project type and scale
- Business Intelligence (BI) interfaces
- Priority support and database management services

[illegible]

Latitude job site view shows all nearby job sites

System Requirements

Professional Edition

Desktop: Windows 10 / 8 / 7, Parallels for Mac OS
Reporting: Crystal Reports, Access, ODBC
Server: SQL Express, Windows or Windows Server

Business Edition & Corporate Edition

Desktop: Windows 10 / 8 / 7, Parallels for Mac OS
Mobile Devices: iPad, iPhone, Android tablet,
Android phone, Windows Phone 10 / 8.1 / 8 / 7
Reporting: Microsoft BI, SSRS, Crystal Reports, ODBC
Database: SQL Server 2014 / 2012 / 2008 R2 /
2008 / 2005
Browser: Chrome, Microsoft Edge, Internet Explorer,
Firefox or Safari
Server: On-premise, hosted, virtualised, Amazon AWS,
Microsoft Azure, Google Cloud
Webserver: Microsoft IIS 8 / 7.5 / 6 / 5
Exchange: 2016 / 2013 / 2010 / 2007 / 2003

Software and Online Service Links

Excel, Word, Outlook, ArcGIS, Google Earth, Google Maps, QuickBooks, Sage, MYOB, Simply Accounting, Xero, Reckon, KMZ, Acrobat, Sharepoint and more...

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