



**100% Web-Based Time & Labor Management**

**Co-Branding Update Form**

# Requirements Checklist

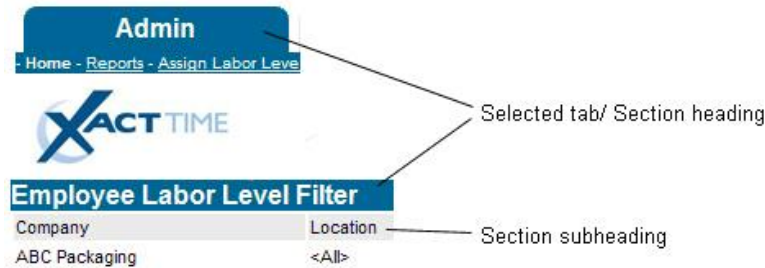
Please follow the directions carefully for each section to ensure all areas are updated as desired. Any section left blank will be presumed to remain the same as on the current brand.

- 1. URL prefix:** This prefix will be the first part of the URL used to access your account on our servers. It should be similar to the brand name listed above. Note: Due to URL limitations, the URL needs to be one word that doesn't include special characters such as @#\$%^&- or spaces. Therefore, the prefix might need to be altered slightly from the brand name. URL prefix cannot be changed.

URL Prefix: \_\_\_\_\_

Example: Test Time results in the URL "*testtime*.taserver.com"

- 2. Color scheme:** The artwork is used in the header and footer of every page that the customer views. The artwork and color scheme should be consistent with your corporate color schemes (see samples below). Section heading has white text while Section Subheading has black text.



Please use Hexadecimal Color Codes for HTML found on: (<http://www.colorpicker.com/>)

Section tab/Section heading color: \_\_\_\_\_ *Example:* dark green #089108

Section subheading color: \_\_\_\_\_ *Example:* light green #40bf59

- 3. Logo:** There is one piece of artwork needed for the header: your company logo for the upper left-hand corner of the screen (see sample below). The logo has to be a bmp, gif or jpg. **The maximum dimensions** for the logo are **270 pixels wide by 50 pixels high**. (Note: the logo in the upper right-hand corner will always say Powered by Time America, Inc.) **Please attach in e-mail.**

Please make sure the logo sent is the exact size you would like to appear on the screen, we do not resize images.

Left Side logo

Right Side logo



4. **Support E-mail:** Designate an e-mail address that your customers can e-mail when they have questions. This will appear in the FAQ and help pages. If you sell 1<sup>st</sup> line support through Synel Americas, use: [support@synel-americas.com](mailto:support@synel-americas.com)

Support E-mail: \_\_\_\_\_

Example: [Support@synel-americas.com](mailto:Support@synel-americas.com)

5. **Send us the documents:** Send all information including graphics to your Synel Americas Sales Manager. This document is required to change your Co-Brand.

### Sample Screenshot:

**Bob Vila**    [Status Board](#)          [LOG OUT](#)

**TEST TIME**    POWERED BY

Actions	Status
<a href="#">Submit Timesheet</a>	Status: Clock In
Location: Philadelphia	Time: 03/13/2009 7:39 am
Department: Training	Current Location: Philadelphia
Job: Job 1	Current Department: Production
<a href="#">Change Labor Levels</a>	Current Job: Job 1
Action: Start Break	Your current time: 7:49 am
Notes: <input type="text"/>	
<a href="#">Punch</a>	

**Messages**  
There are no active messages.

**Hours Worked**

03/08/2009    03/14/2009    [Apply](#)

[Prev. Pay Period](#)    [Prev. Week](#)    [Current Week](#)    [Current Pay Period](#)    [Next Week](#)    [Next Pay Period](#)

Approval	Type	Day	Date In	Time In	Date Out	Time Out	Reg	OT1	OT2	Unpaid	Notes
<input type="checkbox"/>	Clock In	Mon	03/09/2009	7:57 am	03/09/2009	5:00 pm	9.05 hrs				
<input type="checkbox"/>	Clock In	Tue	03/10/2009	7:43 am	03/10/2009	5:14 pm	9.52 hrs				
<input type="checkbox"/>	Clock In	Wed	03/11/2009	7:47 am	03/11/2009	5:11 pm	9.40 hrs				
<input type="checkbox"/>	Clock In	Thu	03/12/2009	7:53 am	03/12/2009	5:03 pm	9.17 hrs				
<input type="checkbox"/>	Clock In	Fri	03/13/2009	7:39 am							

[Save All](#)    Work: 37.13 hrs    **37.13 hrs**

Supervisor Approved