

Appendix 1

Functionality of the software

Leadtime is a comprehensive ERP system specifically designed for digital service companies. It combines various core functions such as employee management, client management, task management, and time tracking into one integrated platform. Below is an overview of Leadtime's key functional areas:

Main section "Your company"

- Manage employee master data
- Salary monitor
- Vacation and sickness management
- Overtime management, working time accounts
- Integrated employee file with follow-up system

Main section "Organizations"

- Integration of external users into the system
- Project progress monitoring and task prioritization for clients
- Organization and contact master data

Main area "Task Management"

- Centralized ticket system for managing activities
- Internal and external tickets
- Support from AI tools for precise and structured ticket creation
- Customizable ticket templates for different requirements
- Comprehensive customization options for workflow optimization

Main area "Time recording"

- Seamlessly integrated time tracker for time recording
- Task-based recording of working hours
- Automatic time tracking reminders
- Monitoring of recorded times in the team calendar
- Detailed evaluations and reports

Main section "Agile Planning Tools"

- Tools for planning and prioritizing tasks in multi-project environments
- "Big Picture": Overview of tasks in projects
- "Pools": Multi-project overview for task prioritization
- Pipelines: Optimal coordination of resources and team members
- "Stacks": Task planning tool for professionals

Main area "Requirements and Project Management"

- Standardization of projects through "project components" (templates)
- Dynamic questionnaire system for capturing project requirements
- Automation in the creation of specifications and project contracts
- Integrated test suites for quality management

Main area "Quotation calculation, invoicing and dunning"

- Automated quotation calculations
- Billing of tickets
- Automatic billing of recurring payments, e.g., SaaS pricing models
- Integrated receivables management and dunning

Main section "Evaluations"

- Comprehensive analysis tools for optimization of the company
- Real-time key performance indicators such as contribution margins, sales development, and capacity utilization
- Support in identifying and utilizing productivity potential

Furthermore, the current range of functions of the software can be found in the service description on the provider's website at: <http://leadtime.de/funktionen>.