

## Data Sheet

# Contractor Labor and Equipment Account Reconciliation Software (CLEAR)

*Challenged with tracking labor and equipment costs for large numbers of contract workers during a refinery outage?*

### Consider CLEAR ...

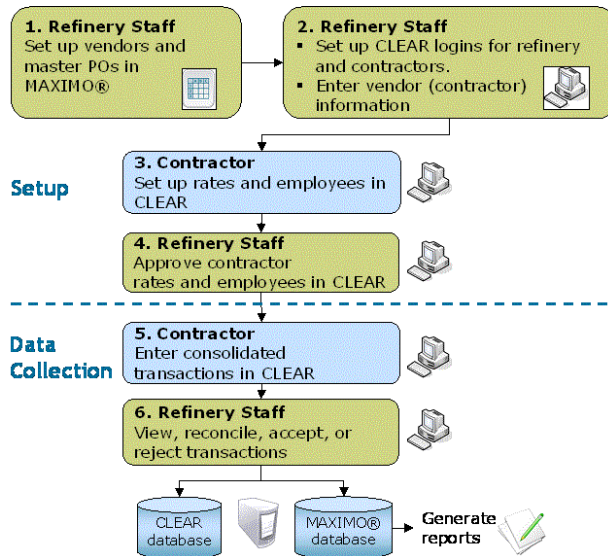
- Improves project management by electronically collecting and integrating labor and equipment costs directly into your plant maintenance management or accounting system – eliminates paper.
- Reduces accounting staff costs and eliminates temporary data entry staff.
- Automatically reconciles data and highlights discrepancies.
- Ensures contractors get paid the right amount, on time and without any additional cost or effort.

### Product Overview

DataSplice **Contractor Labor and Equipment Account Reconciliation Software (CLEAR)** is an innovative record-keeping, data entry software product that saves you money. CLEAR helps you easily and accurately collect, manage, reconcile, and monitor daily labor, equipment, and per diem costs associated with a large temporary workforce of contractors and subcontractors. CLEAR integrates directly with your maintenance management system so the collected data can be analyzed immediately using familiar project reports.

### How it Works

With CLEAR, you and your contractors use a collaborative setup and data collection process.



### Setup

1. The refinery enters information about the contractor's Master PO into the maintenance management system. All other entries in the CLEAR system are keyed to these data values.
2. Refinery staff uses CLEAR to set up logins for refinery staff and contractors who will be using CLEAR. Staff then enters basic contractor (vendor) information.
3. Contractor supervisors log into their own CLEAR clients to add information about their employees, labor, equipment, material and per diem rates.
4. This information is electronically verified and approved by the refinery.

### Data Collection

5. Once setup is complete (a one-time effort), data collection begins. The contractor supervisor provides consolidated transaction data in one of two ways:
  - Logs into his own time-keeping system and extracts data for upload to CLEAR.
  - Logs into CLEAR and directly inputs the day's labor and equipment transactions.
6. Once the contractor completes the upload to CLEAR, the refinery staff can: a) view the information in CLEAR; b) automatically reconcile it against the original PO; c) verify, accept, or reject discrepancies; d) and upload the accepted information to the maintenance management system for purchasing or project reporting.

## Benefits

### Collects accurate contractor time and equipment usage data.

- Management always knows the daily status of a turnaround project.
- Contractors can perform on-budget for complex turnaround projects.

### Improves accountability and auditability of contract time and equipment use data.

- Timely input and reporting of project data.
- Better cost and time management.
- Automatically reconciles data and flags discrepancies (checks if correct individuals are charged correct rate for correct hours).

### Reduces additional staff costs.

- Less cost for management and training of temporary staff, including temporary staff infrastructure (offices, equipment, software licenses).
- Less management and storage of confidential, paper time-keeping information.
- Less overtime paid to refinery staff handling time-keeping activities.

### Ensures that contractors get paid the right amount, on time.

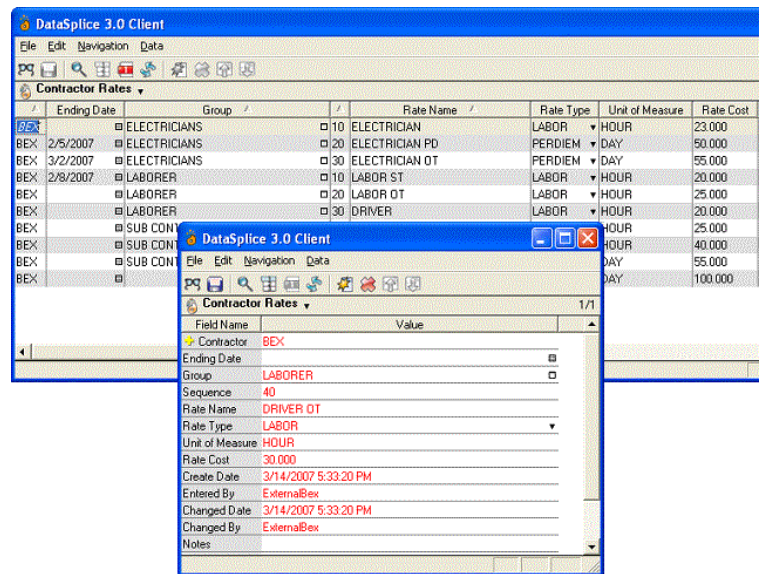
- No additional costs or effort to contractors.
- Prevents input of erroneous data, such as unapproved employees or rates.
- Enables better collaboration between refineries and contractors.
- Contractors can enter time information with their own time-keeping system (import to CLEAR) or enter time information directly into CLEAR.

### Facilitates rapid implementation with low impact on resources.

- Is scalable to any number of contractors, and is priced.
- Integrates directly with your maintenance management system to generate familiar management reports.

## Features and Functions

Feature	Function
Security	<ul style="list-style-type: none"> <li>Set up name/password logins to restrict data access to correct personnel.</li> </ul>
Contractor Classification	<ul style="list-style-type: none"> <li>Define legitimate contractors and employees for a given project.</li> <li>Classify employees by job to ensure correct charges.</li> </ul>
Rate Classification	<ul style="list-style-type: none"> <li>Define legitimate work group rates to prevent charges to the wrong job categories.</li> </ul>
Data Input	<ul style="list-style-type: none"> <li>Use spreadsheet-like screen to enter consolidated contractor labor and equipment charges. Use of standard database ensures compliance with auditing and eventual Sarbanes-Oxley.</li> </ul>
Approval	<ul style="list-style-type: none"> <li>Only approved rates and employees can be entered.</li> </ul>
Client-Server Implementation	<ul style="list-style-type: none"> <li>Built on DataSplice's proven platform, ready to go mobile if necessary.</li> <li>Includes client-server management tools for automatic client updates from the server.</li> </ul>



**Contractor Rates Screen**

## System Requirements

CLEAR consists of server and client software. Both are Windows applications that use Microsoft .NET Framework and various database components to access an Oracle database.

Requirement	Server	Client
Operating System	Windows 2003/XP/2000	Windows 2003/XP/2000
Processor Speed	1+ GHz	500+ MHz
RAM	1+ GB	512 MB
Installation Disk Space	250 MB	48 MB
.NET	MS .NET Framework 1.1 on Windows Oracle ODP .NET provider for 10.2 Oracle 9i and 10g access	MS .NET Framework 1.1 on Windows SQL Server desktop engine

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