

# ARAXIS KETURA

The screenshot shows a web browser window with the URL `localhost:9453/Ketura/User/HomePageF.xml`. The page title is "Home Page for Carole Durant". It features navigation tabs for "Overview", "Alerts", "In progress", "Pending", and "Work Journal". Below the tabs are links for "Report a New Issue", "Your Personal Profile", "Browse the Audit Trail", and "Explain >>". A "New to Ketura?" message is displayed. The "Orientation" section includes links for "Getting Started", "Introductory Tour", and "Full Documentation".

The main content area contains a diagram illustrating the workflow:
 

- Global issue settings:** Possible issue topics, states, types and severities are configured globally.
- New Issue:** New issues are created. Each issue can have tasks, with work assigned to particular users.
- Workflow:** Workflow directs each new issue to a specific project milestone. When an issue's state is changed, indicating a key stage in the issue's life, workflow can also automatically add new tasks to the issue.
- Project:** Project managers create projects and milestones, monitoring them and taking action to ensure that project goals are met.
- User availability & allocation calendars:** Ketura takes into account users' availability to work and their allocation to projects, helping to give reliable schedule predictions.
- Users' 'in progress' and 'pending' task lists:** Ketura keeps users' task lists up-to-date with their tasks on current milestones of active projects.
- Users' work journals:** Ketura automatically updates project status as work is logged.

On the right side, there is a "Find" section with search options: "By issue id/content or task id" and "Advanced Search". Below it is a "Favourites" section with a note: "Use the Add to Favourites links at the top of certain pages to populate this list."

Take control of your projects. **Track issues & time.** Predict **team schedules.**

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## Integral issue tracking

Never again lose track of customer requests, project requirements, goals, defect reports, help desk tickets or other issues. Assign issues to project milestones, as and when you want to schedule them for work. Add tasks to each issue, to define what work needs to be undertaken, and by whom.

## Control your budget, not just the project schedule

Successful projects come in within budget, as well as on time. Ketura knows the hourly cost of all your team members' time, so you always have a current budget projection.

## Accurate project schedules

Ketura doesn't just tell you how much work there is to do, it predicts when it will be done and how long it will take. Ketura takes into account staff absence and availability, ensuring that you have the best schedule estimates for your projects.

## Understand what's happened

Want to know who worked on an issue, milestone or project? How long it took? How much it cost? Whether team members have managed to spend the intended amount of time on a project? Ketura makes all this

## Designed for change

Even the best prepared project teams encounter unforeseen circumstances. Ketura makes it quick and easy to reassign work, move issues between milestones or defer issues to ensure that you hit your deadlines.

## Spot emerging trends

Ketura shows you long-term trends in the cost and quantity of work required to complete projects and milestones. This can be a useful reality check on over-optimistic expectations.

## Built-in timesheets

Team members can log their own time as they undertake work using a single-click work timer, ensuring that project managers always have the latest, most accurate, information available. Out-of-office users can update their work journals after the event.

## Automatic, personalized to-do lists

Eliminate misunderstandings. Ketura gives each team member his or her own to-do list, based on all the work scheduled for them in various projects. Every team member knows exactly what to be working on.

## Prevent schedule slips before they happen

Ketura calculates two schedules for every project: one based on the 'official' project plan, and one based on the latest expectations of team members. You instantly see any discrepancies between the two, making it possible to deal with possible schedule slips *before* they happen.

## Manage all your projects in one system

You don't have to juggle multiple project files. With just one Ketura system, all your current projects are live and available, all the time. And you don't have to use all of Ketura's capabilities at the outset. Start simply, then grow

information readily available.

into its sophisticated capabilities.

## BUILD COHESIVE TEAMS

Ketura is not just for project managers. It helps your whole team work together efficiently.

### All team members:

- Use your personalized pending and in-progress task lists to understand exactly what your project manager intends you to be working on.
- Be involved in the project planning process by estimating the amount of work to be undertaken for tasks assigned to you.
- Give feedback to project managers about the amount of work remaining that you expect for each task assigned to you. This helps project managers to understand changes in your expectations as soon as they happen and helps them become aware of potentially unrealistic project schedules.
- Easily and quickly keep track of how much time you have spent on each task using the single-click timer.
- See how many hours you have worked in a period of time, enabling you to manage your time effectively.

### Support staff:

- Never lose a customer suggestion, request or problem report.
- Keep track of which customers are interested in an issue.
- Understand who has done what and when in response to a particular issue.
- Give customers the latest information by checking the status of particular issues.

### Billing administrators and financial managers:

- See exactly how much work has been done on a project or milestone in any given period and how much it cost, broken down by issue or team member.
- Set an hourly cost for each team member.

### System administrators:

- Install Ketura on a single Mac or PC. Team members then access Ketura from anywhere on your network with just a standards-compliant web browser.

## SUPPORT INCLUDED

Araxis offers free support during your trial period, and for the first year after you buy Ketura. After that, you can choose to renew support for a modest annual fee, giving you continued access to Araxis support staff and the latest product updates.

## SHARE ARAXIS KETURA