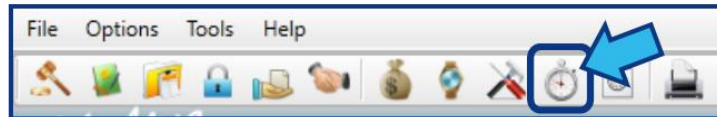


Webinar Outline

Global time entry.

Accessed on the **Global Toolbar**, the **Time Accounting Entry** icon allows for entry of time for any matter.



Add new time record

> Start 00:00:00 Start/Stop -- Choose Favorite -- Settings Print Close

Clear All Duplicate/Same(F9) Duplicate/Next(F2) Same Matter(F8) Save/Next(F7) Save/Exit

Date 5/20/2019 Staff DEMO Dept Fund

Matter Task Hours 0.00

Desc

Update status text with this entry

Total for 05/20/2019 0.00 Spell Check Show all for Matter Staff

Staff	File #	Title	Subject	Hours	Description

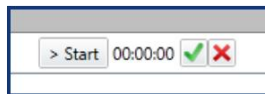
To enter time for a specific matter, use the **Time Accounting for this Matter** icon located in the **Matter Toolbar**. This will auto-populate the **Matter** and **Dept** fields.



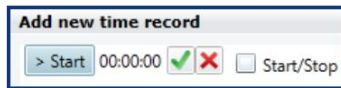
Time tracking with stopwatch feature.

The stopwatch feature can be used to track and record time as it occurs. If available, it can be accessed on modules, such as **Assignment** or **Claims** (on the bottom near the center), on the **Add new time record** window (appears after selecting the **Time Accounting Entry** icon from the **Global Toolbar** or after selecting the **Time Accounting for this Matter** icon from the **Matter Toolbar**), or on the **CyTime Widget**.

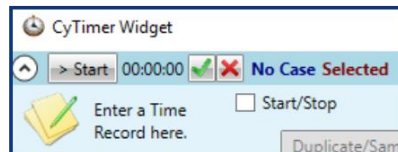
Bottom-center of module:



Top-left of Add new time record window:

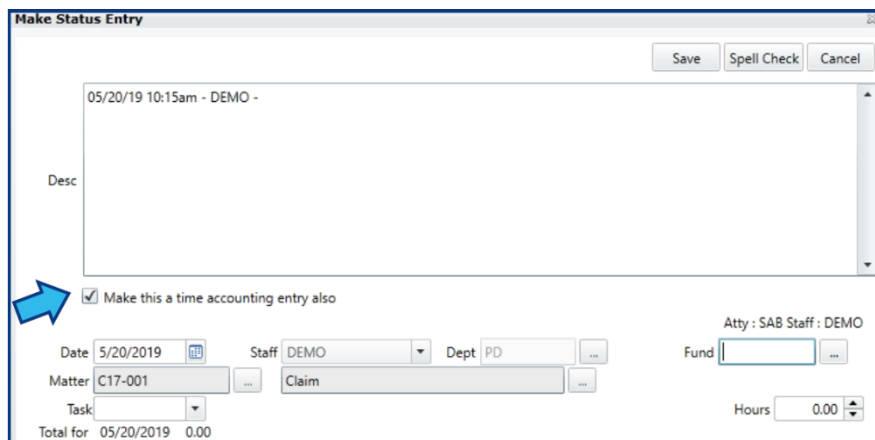


Top-left of CyTimer Widget window:



Time Accounting entries through status updates.

When making a **Status Entry**, there is a checkbox to make a time accounting entry at the same time.



Make Status Entry

Save Spell Check Cancel

05/20/19 10:15am - DEMO -

Desc

Make this a time accounting entry also

Date: 5/20/2019 Staff: DEMO Dept: PD Atty: SAB Staff: DEMO

Matter: C17-001 Claim Fund: Hours: 0.00

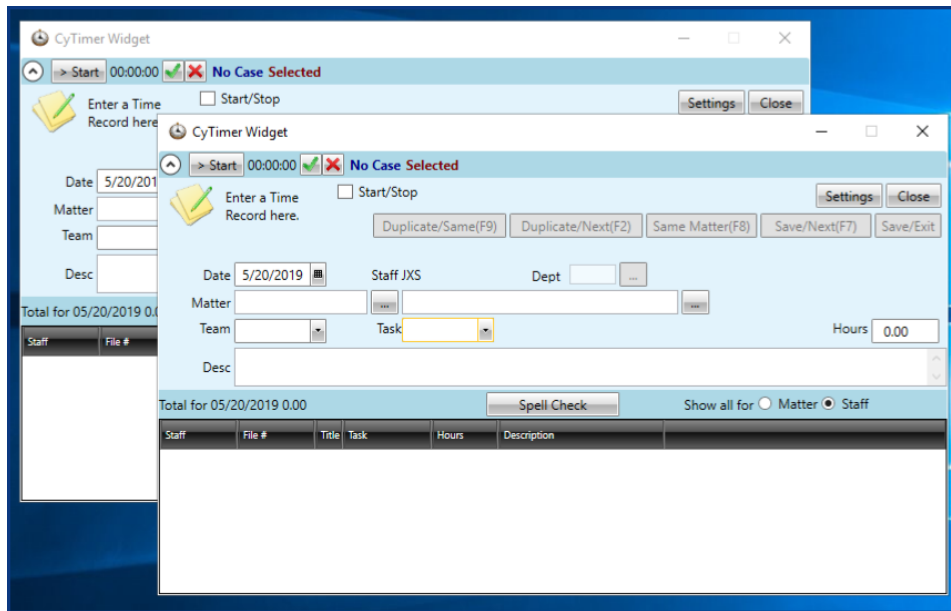
Task: Total for 05/20/2019 0.00

CyTime Widget.

The **CyTime Widget** can be used to manage real-time tracking of time for multiple matters.



Open a **CyTimer Widget** window for each matter.



Creating and using favorites.

Favorites can be created from the **Add new time record** window by pressing the star icon at the top, near the **Print** button. **Favorites** are selectable from the drop-down box to the left of the star icon.

