

# Quick Reference

## *Time Recording in Legalsense*



### Time Entry

There are multiple ways to record time in Legalsense. The most common way is the 'Manual' input form. This is also the first view when you log on to the system.

The following fields are available on the "Manual" input form:

**Total Time:** Enter the time in hours and minutes. It is also possible to set the time entry to decimals for example, 0.2 (12 minutes) or 1.5 (1 hour, 30 minutes). It depends on the settings of your system which way of entering time is chosen. The time will be rounded off to the smallest time unit. Usually this is 6 minutes.

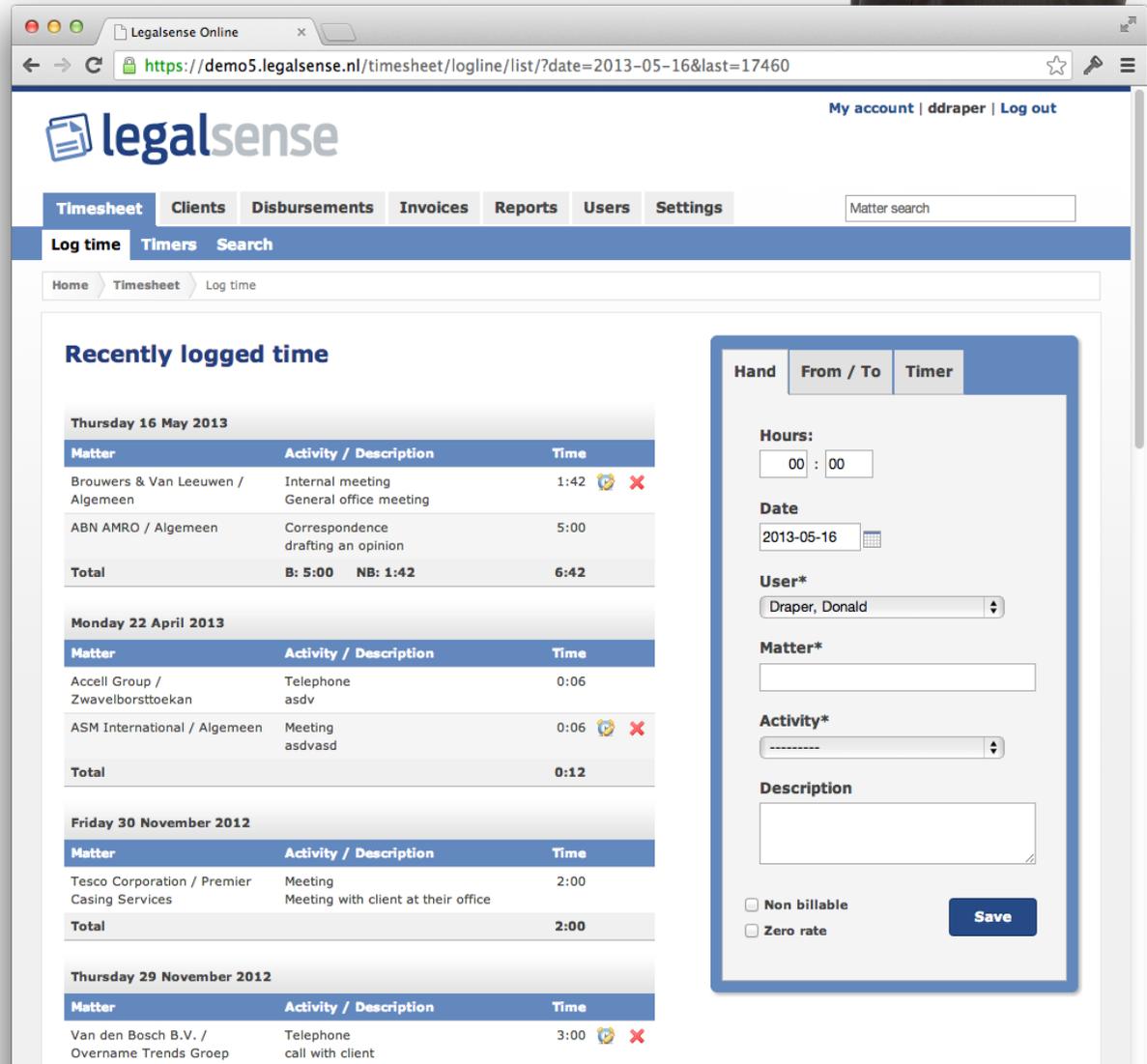
**Date:** The default setting is the current date. This can be changed in the Date field.

**Matter:** Select the matter by typing the client, case-name, or part of it. To display all available matters, you can press the backspace key.

**Activity:** Select the activity on the select box. If the activity list consists of more than 15 items, select the activity by typing the activity or part of it. To display all available matters, you can press the backspace key. The activity is pre-set by the company.

**Description:** Enter a description of your choice. Usually the description is also displayed on the invoice (specification). Therefore, for a file in English, we advise you to also use a description in English.

**Non-billable:** Set the time entry to non-billable in which case it will not be billed and will not show up on an invoice.



Legalsense Online

https://demo5.legalsense.nl/timesheet/logline/list/?date=2013-05-16&last=17460

My account | ddraper | Log out

legalsense

Timesheet Clients Disbursements Invoices Reports Users Settings

Matter search

Log time Timers Search

Home Timesheet Log time

### Recently logged time

Thursday 16 May 2013

Matter	Activity / Description	Time
Brouwers & Van Leeuwen / Algemeen	Internal meeting General office meeting	1:42
ABN AMRO / Algemeen	Correspondence drafting an opinion	5:00
<b>Total</b>	<b>B: 5:00 NB: 1:42</b>	<b>6:42</b>

Monday 22 April 2013

Matter	Activity / Description	Time
Accell Group / Zwavelborsttoekan	Telephone asdv	0:06
ASM International / Algemeen	Meeting asdvad	0:06
<b>Total</b>		<b>0:12</b>

Friday 30 November 2012

Matter	Activity / Description	Time
Tesco Corporation / Premier Casing Services	Meeting Meeting with client at their office	2:00
<b>Total</b>		<b>2:00</b>

Thursday 29 November 2012

Matter	Activity / Description	Time
Van den Bosch B.V. / Overname Trends Groep	Telephone call with client	3:00

Hand From / To Timer

Hours: 00 : 00

Date: 2013-05-16

User\*: Draper, Donald

Matter\*

Activity\*

Description

Non billable  
 Zero rate

Save

## Recent Time Entries

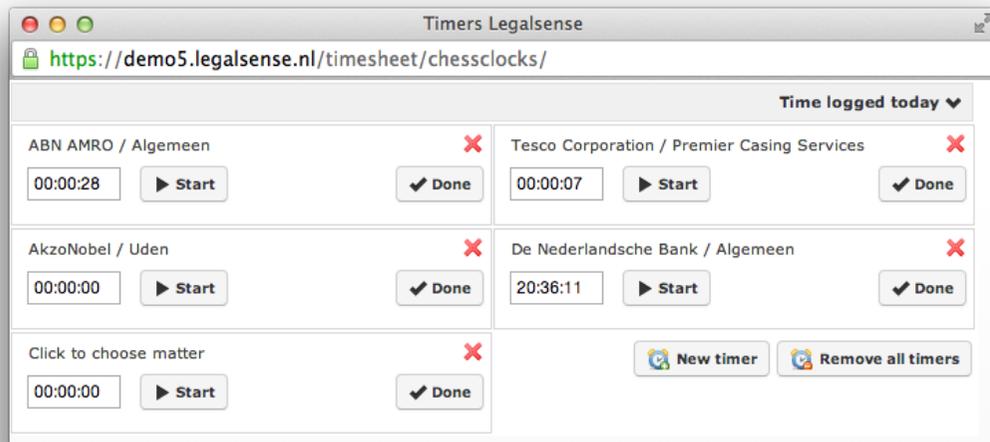
On the left side of the homepage (time writing), you will see an overview of your recent time entries. This overview will show the last 7 days on which you have written time. A time entry can be edited until it is used on an invoice by clicking the edit icon on the right side of an entry. An entry can be deleted by using the red cross (first, you will be asked to confirm). When non-billable time is written, this will also appear in the total row per day (B = billable, NB = non-billable).

## Timers

In the submenu (blue submenu at the top) the Timers option opens a new screen where one or more timers can be started. Each timer can be set to a matter and started by pressing the play button. When you are finished, the time can be entered by pressing the 'Done' button to enter the activity and description. At the top right there is an option 'Time Overview Today' that shows all written time for the current day. **Please note** that a timer will continue to run when it is not stopped (even when the screen is closed).

## Search Time

Using 'Search' (blue submenu at the top) you can search for older time entries. The search fields at the top provide the ability to search for a period, status, activity or matter. Results are displayed per day. Unbilled time entries can also be edited here. Multiple time entries can be written off, removed or transferred to another Matter.



## Search Matters

Use the Matter search field in the top of the page to search for matters. This search field is available in almost any screen.

## Clients and Matters

Client and Matter data can be accessed through the menu 'Clients'. Using the search field at the right top (Matter-search) you can also navigate to a case page. On the Matter detail page is also a summary of the total written time, billed time and the work in progress.

