

How to Add Time Logs

Objectives

- Add time entries manually
- Record time via the Timer

Steps

The Time Module in LEXZUR efficiently allows you to log and track time entries for various aspects of your legal work, including Matters, Tasks, and Contracts. It serves as your central hub for all time-related activities.

You have the flexibility to record your time manually by adding detailed time logs or using the integrated timer within LEXZUR for automatic time tracking.

You can create new entries directly from the **Time Module**, providing a visual calendar to track billable and non-billable hours efficiently.

Time Entry

My Time Logs

All Time Logs

September 2023

<

>

Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
	1h	1h		1h	1h 30m	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Total hours in September: 6h		Billable Amount in September: 900.00				
<div><div></div> Billable</div>		<div><div></div> Non Billable</div>				

Edit Time Entry

Subject

Matter

Matter *

M00000240: Albert company Case

Date

2023-09-05

User *

Carolina Robinson

Category

Select a Category

Internal Status

To-Be Reviewed

Effort *

1h

☒ Non Billable

Description

Save

Cancel

Logged Time

Date

ID

Name

Rate

Total

Time Status

Category

Additionally, you can add time entries on the go using the **Create** buttonTime Entry

Create +

Company

Person

Corporate Matter

Litigation Case

Hearing

Matter Container

Contract/Document from Template

Upload Contract/Document

Intellectual Property

Task

Time entry

Expense

Meeting

Reminder

There is also a dedicated time entries tab within Matters or Contracts, that allows you to add time related to these items directly from there.

M

M00000261 Commercial Consultation for Maria

Matter - Corporate Matter

Trust

4,900.00 USD

Paid

5,000.00 USD

Due

0.00 USD

Billable

Time entry

Export to Excel

Start Timer

Bulk Transfer to another Matter

<input type="checkbox"/>	Date	User	Effort	Rate	Category	Internal Status	Billable	Description
<input type="checkbox"/>	2023-07-25	Alice Jones	1h (1.00h)	Default Rate		To-Be Reviewed	Yes	
<input type="checkbox"/>	2023-07-25	Alice Jones	2h (2.00h)	Default Rate		To-Be Reviewed	Yes	
<input type="checkbox"/>	2023-07-25	Alice Jones	1h 30m (1.50h)	Default Rate		To-Be Reviewed	Yes	

Filter

Related Entity

App4Legal-USD (USD)

User

Username

Q

From

YYYY-MM-DD

To

YYYY-MM-DD

Balance

Total Effort

4h 30m

Billable

4h 30m

Non-billable

0h

Total

1,350.00 USD

1

1 - 3 OF 3 ITEMS

10

To add a new Time Entry you must fill out some mandatory fields including:

- The **type** (Matter, Task, or Contract)
- Associated item **name**
- **Date** (automatically set to the current date) and you can easily choose any other date.
- The **effort** in hours.
- If it's a billable entry, you'll also specify the related **client name**.

Beyond the essentials, you can include additional details like category and status. Time entries can be categorized as billable or non-billable, making it simple to invoice clients later for billable hours.

Administrators can associate the time entry with a specific user and set a user rate per hour.




The rate value is calculated based on two types 'fixed' and 'system based' values which follow these priorities respectively: the rate per case or contract, rate per user, and default value of entity.

For a seamless tracking experience, LEXZUR offers an embedded timer. Start, pause, stop, or end the timer as you work, and your tracked time will be added to the list of time entries for the corresponding Matter or Contract.

You can easily manage the timer, from the clock icon on the top right of the navigation menu.

Universal Search



Manage Timer

Start Timer

No Task

00: 00: 31

End Timer

M00000324 - Legal Advice on Purchase Agreement

No Contract

No Description

No Task

00: 01: 46

End Timer

M00000305 - DIG international limited legal opinion

No Contract

No Description

To start a new timer, you need to specify the type as well either matter, task, or contracts, and the name of the associated item. Once the timer starts, the timer icon will turn green indicating that it's counting your time.

Start Timer

☒ Matter
 ☐ Task
 ☐ Contract/Document

Matter*

Category None

Comments

Start Timer

Cancel

Click on the timer again if you want to pause or end it.

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!