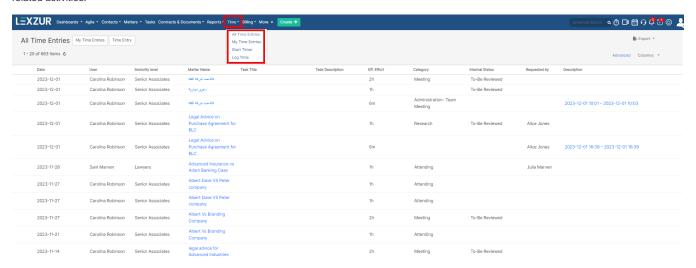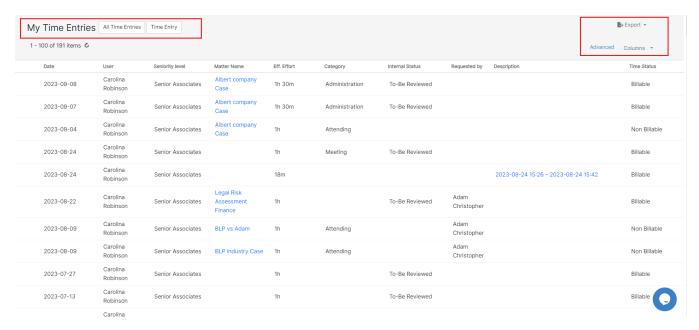# Time Module Management in Lexzur

Objectives

- Add time entries(Manually, use Timer)
- Manage Time entries (Track time entries, Reports, Dashboards, Invoice time entries..)
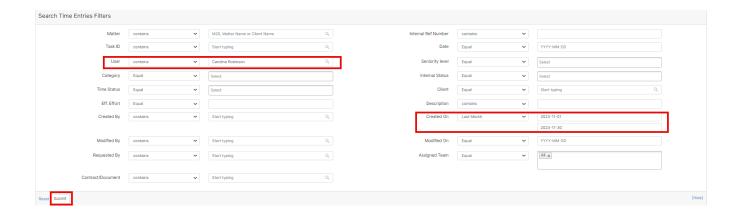
Steps

In LEXZUR, you have convenient access to efficient time management through the Time Entries feature. This versatile tool empowers you to record time entries across different facets of your legal work, encompassing Matters, Tasks, and Contracts. The Time Module serves as your central hub for all time-related activities.

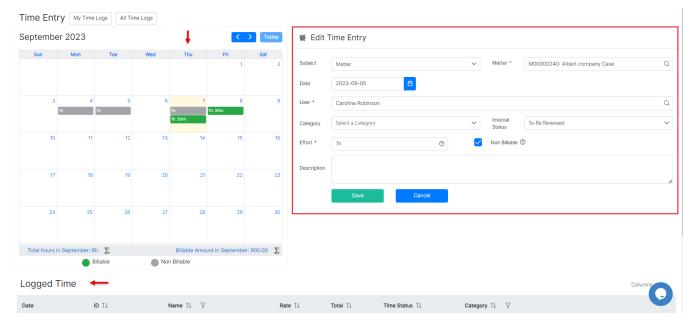| Date	User	Seniority level	Matter Name	Task Title	Task Description	Eff. Effort	Category	Internal Status	Requested by	Description
2023-12-01	Carolina Robinson	Senior Associates	دلة ضد شركة الثقة			2h	Meeting	To-Be Reviewed		
2023-12-01	Carolina Robinson	Senior Associates	دعوى تجارية			1h		To-Be Reviewed		
2023-12-01	Carolina Robinson	Senior Associates	دلة ضد شركة الثقة			6m	Administration- Team Meeting			2023-12-01 10:01 – 2023-12-01 10:03
2023-12-01	Carolina Robinson	Senior Associates	Legal Advice on Purchase Agreement for BLC			1h	Research	To-Be Reviewed	Alice Jones	
2023-12-01	Carolina Robinson	Senior Associates	Legal Advice on Purchase Agreement for BLC			6m			Alice Jones	2023-12-01 16:39 – 2023-12-01 16:39
2023-11-28	Sam Marven	Lawyers	Advanced Insurance vs Adam Banking Case			1h	Attending		Julia Marven	
2023-11-27	Carolina Robinson	Senior Associates	Albert Dave VS Peter company			1h	Attending			
2023-11-27	Carolina Robinson	Senior Associates	Albert Dave VS Peter company			1h	Attending			
2023-11-27	Carolina Robinson	Senior Associates	Albert Vs Branding Company			2h	Meeting	To-Be Reviewed		
2023-11-21	Carolina Robinson	Senior Associates	Albert Vs Branding Company			1h	Attending			
2023-11-14	Carolina Robinson	Senior Associates	legal advice for Advanced Industries			2h	Meeting	To-Be Reviewed		

Navigating to the Time section in the navigation menu provides access to a comprehensive list of all time entries, granted you have the necessary permissions. Alternatively, you can view your personal time entries, complete with comprehensive details.

My Time Entries | All Time Entries | Time Entry

1 - 100 of 191 items

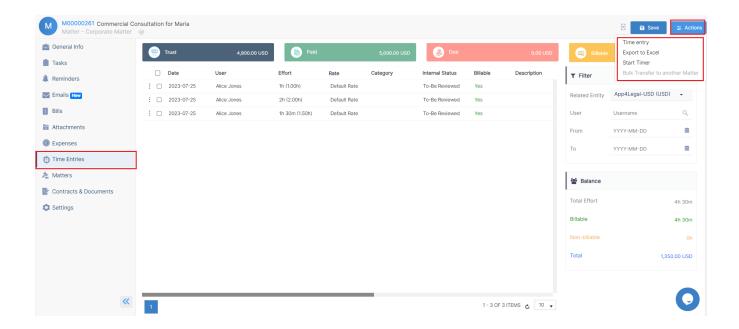| Date	User	Seniority level	Matter Name	Eff. Effort	Category	Internal Status	Requested by	Description	Time Status
2023-09-08	Carolina Robinson	Senior Associates	Albert company Case	1h 30m	Administration	To-Be Reviewed			Billable
2023-09-07	Carolina Robinson	Senior Associates	Albert company Case	1h 30m	Administration	To-Be Reviewed			Billable
2023-09-04	Carolina Robinson	Senior Associates	Albert company Case	1h	Attending				Non Billable
2023-08-24	Carolina Robinson	Senior Associates		1h	Meeting	To-Be Reviewed			Billable
2023-08-24	Carolina Robinson	Senior Associates		18m				2023-08-24 15:26 – 2023-08-24 15:42	Billable
2023-08-22	Carolina Robinson	Senior Associates	Legal Risk Assessment Finance	1h		To-Be Reviewed	Adam Christopher		Billable
2023-08-09	Carolina Robinson	Senior Associates	BLP vs Adam	1h	Attending		Adam Christopher		Non Billable
2023-08-09	Carolina Robinson	Senior Associates	BLP industry Case	1h	Attending		Adam Christopher		Non Billable
2023-07-27	Carolina Robinson	Senior Associates		1h		To-Be Reviewed			Billable
2023-07-13	Carolina Robinson	Senior Associates		1h		To-Be Reviewed			Billable
	Carolina								

From this grid, you can track the list of time logs, and search for time logs based on advanced criteria. Searching for specific time entries is a breeze, with the advanced filter options. For example, you can get the list of time entries logged by a particular user for the last month, or based on Client name, time category, related matter, and so on. You can even export the time entry list to Excel for detailed reporting.
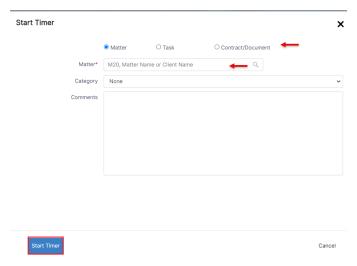
Search Time Entries Filters

Matter	contains	M20, Matter Name or Client Name	Internal Ref Number	contains	
Task ID	contains	Start typing	Date	Equal	YYYY-MM-DD
User	contains	Carolina Robinson	Seniority level	Equal	Select
Category	Equal	Select	Internal Status	Equal	Select
Time Status	Equal	Select	Client	Equal	Start typing
Eff. Effort	Equal		Description	contains	
Created By	contains	Start typing	Created On	Last Month	2023-11-01 / 2023-11-30
Modified By	contains	Start typing	Modified On	Equal	YYYY-MM-DD
Requested By	contains	Start typing	Assigned Team	Equal	All x
Contract/Document	contains	Start typing			

Reset Submit   [Hide]

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

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

Additionally, you can add time entries on the go using the **Create** button or directly from the dedicated **time entries** tab within Matters or Contracts.

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.
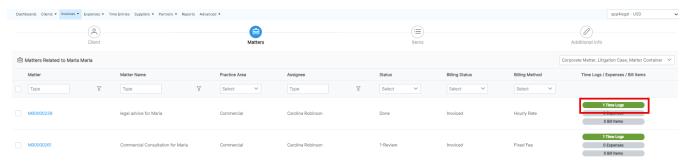

Moreover, time entries are closely integrated with the Billing Module, making it effortless to invoice clients for billable hours.

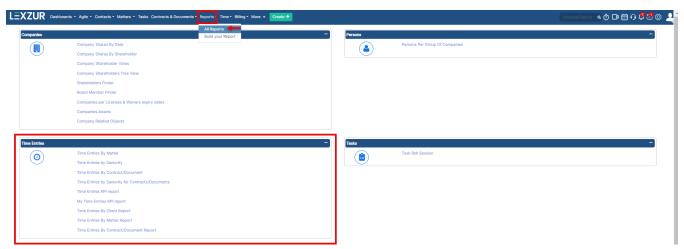Therefore, under the Billing Module, you can also track the Time entries.
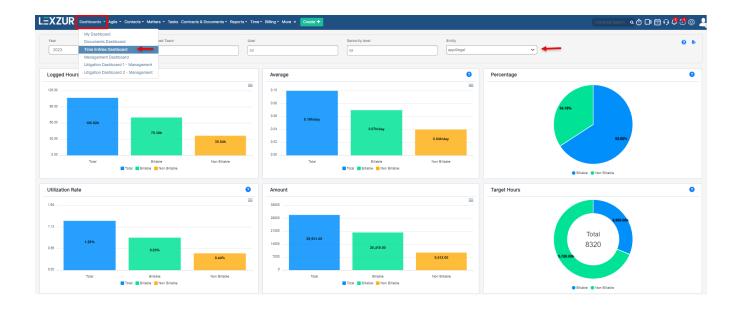
Billable Time Logs could be included later on in client invoices.

Additionally, you can generate insightful Time Reports, including Key Performance Indicator (KPI) reports.

Navigate to the **Reports Module,** you will find a list of predefined time entry reports that are ready to be used, such as Time Entries By Matter, Time entries KPI reports, and so on.

Lastly, you can visualize time entry data in dynamic dashboards with informative charts through the **Time Entries Dashboard.**

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

Thank you!