

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.

LEXZUR

DashboardAgileContactsMattersTasksContracts & DocumentsReportsTimeBillingMoreCreate

Universal Search

All Time EntriesMy Time EntriesTime Entry

All Time EntriesMy Time EntriesStart TimerLog Time

Export

AdvancedColumns

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	قائمة شركة القارة			2h	Meeting	To-Be Reviewed		
2023-12-01	Carolina Robinson	Senior Associates	اداري لوجستية			1h		To-Be Reviewed		
2023-12-01	Carolina Robinson	Senior Associates	قائمة شركة القارة			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 EntriesAll Time EntriesTime Entry

Export

AdvancedColumns

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
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.

Time Entry My Time Logs All Time Logs

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 1h	5 1h	6	7 1h 30m	8 1h 30m	9
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

Billable Non Billable

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
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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.

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

Filter

Related Entity App4Legal-USD (USD)

User Username

From YYYY-MM-DD

To YYYY-MM-DD

Balance

Total Effort 4h 30m

Billable 4h 30m

Non-billable 0h

Total 1,350.00 USD

<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	

1

1 - 3 OF 3 ITEMS

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.

Start Timer

×

☒ Matter

☐ Task

☐ Contract/Document

Matter*

M20, Matter Name or Client Name

Category

None

Comments

Start Timer

Cancel

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.

LEXZUR Dashboards • Agile • Contacts • Matters • Tasks • Contracts & Documents • Reports • Time • **Billing** • More • Create +

Time Entries All Save as

1 - 20 of 663 items

Date	User	Matter ID	Matter Name	Internal Ref Number	Task ID	Task Title	Task Description	Task Description	Time Status	Eff. Effort	Billing Status	Related Invoice	Description
2023-12-01	Carolina Robinson	M00000332	قانونية شركة كفاء						Billable	2h	To-invoice		
2023-12-01	Carolina Robinson	M00000333	دعوى تجارية						Billable	1h	To-invoice		
2023-12-01	Carolina Robinson	M00000332	قانونية شركة كفاء						Non Billable	6m	-		2023-12-01 10:01 - 2023-12-01 10:01
2023-12-01	Carolina Robinson	M00000334	Legal Advice on Purchase Agreement for BLC						Non Billable	1h	-		
2023-12-01	Carolina Robinson	M00000334	Legal Advice on Purchase Agreement for BLC						Billable	6m	To-invoice		2023-12-01 16:39 - 2023-12-01 16:39
2023-11-28	Sam Marvin	M00000331	Advanced Insurance vs Adam Banking Case						Non Billable	1h	-		
2023-11-27	Carolina Robinson	M00000317	Albert Dave VS Peter company						Non Billable	1h	-		
2023-11-27	Carolina Robinson	M00000317	Albert Dave VS Peter company						Non Billable	1h	-		
2023-11-27	Carolina Robinson	M00000329	Albert Vs Branding Company	2023/562					Billable	2h	Invoiced	INV106	
2023-11-21	Carolina Robinson	M00000329	Albert Vs Branding Company	2023/562					Non Billable	1h	-		
2023-11-14	Carolina Robinson	M00000319	legal advice for Advanced Industries						Billable	2h	Invoiced	INV105	

Billable Time Logs could be included later on in client invoices.

Dashboards • Clients • **Invoices** • Expenses • Time Entries • Suppliers • Partners • Reports • Advanced •

app4legal - USD

Client Matters Items Additional Info

Matters Related to Maria Maria

Corporate Matter, Litigation Case, Matter Container

Matter	Matter Name	Practice Area	Assignee	Status	Billing Status	Billing Method	Time Logs / Expenses / Bill Items
<input type="checkbox"/> Type	Type	Select	Type	Select	Select	Select	1 Time Log 0 Expenses 0 Bill Items
<input type="checkbox"/> M00000239	legal advice for Maria	Commercial	Carolina Robinson	Done	Invoiced	Hourly Rate	1 Time Log 0 Expenses 0 Bill Items
<input type="checkbox"/> M00000261	Commercial Consultation for Maria	Commercial	Carolina Robinson	1-Review	Invoiced	Fixed Fee	1 Time Log 0 Expenses 0 Bill Items

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.

LEXZUR Dashboards • Agile • Contacts • Matters • Tasks • Contracts & Documents • **Reports** • Time • Billing • More • Create +

Universal Search

All Reports Build your Report

Companies

- Company Shares By Date
- Company Shares By Shareholder
- Company Shareholder Votes
- Company Shareholders Tree View
- Shareholders Finder
- Board Member Finder
- Companies per Licenses & Waivers expiry dates
- Companies Assets
- Company Related Objects

Persons

Persons Per Group Of Companies

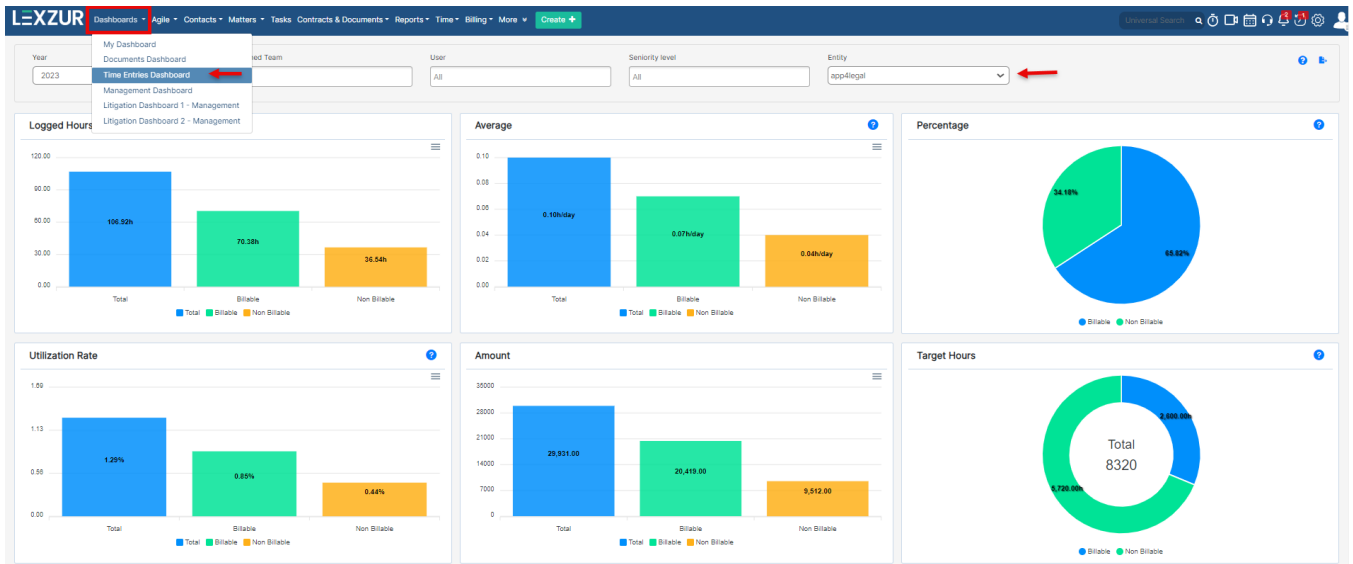
Time Entries

- Time Entries By Matter
- Time Entries by Seniority
- Time Entries by Contract/Document
- Time Entries by Seniority for Contracts/Documents
- Time Entries KPI report
- My Time Entries KPI report
- Time Entries By Client Report
- Time Entries By Matter Report
- Time Entries By Contract/Document Report

Tasks

Task Roll Session

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!