How to log time on Litigation Cases

Objectives

- Add time entries related to a litigation case.
- Record the time on matters using a timer.

Steps

The Time Tracking module In LEXZUR enables you to track your time manually by adding your time logs, or automatically by using the timer embedded inside the system.

To do that, simply open the case, click on the **Time Entries** tab, click on the **Actions** button, then choose **"Time entry",** to record the time spent on a particular activity.
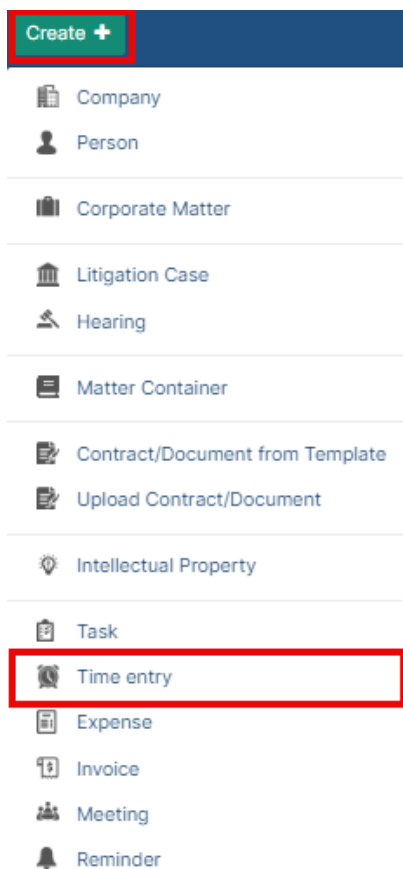

> ⓘ You can also add any time entry directly from the **Create** button, and link it to the desired matter.

Adding time entries from the matter's page automatically sets some values, such as **Type** and the **Matter name.**

Likewise, the current **date** is set. However, you may choose another date and indicate the **Effort** logged in hours.

The **Client Name** is automatically retrieved from the related case's information as well.

Time entry   ✕

Type*	Matter*
Matter ▾	M00000220: Backboss Company x Alvah Batz 🔍

Date*	Effort*
2022-05-24 📅	H:MM ❓

Comments

Category   + Add New
None ▾

Internal Status   + Add New
Not Set ▾

Client*   ☐ Non-Billable ❓
BackBoss Company 🔍

☐ Repeat ❓

> More Fields

> Audit

Save	Save and duplicate	Cancel

Time log entries are billable by default unless you check the non-billable box.

Additionally, admins can choose the user related to such time entry and the user rate. Therefore, they can choose between either the system's predefined rate or a fixed rate (from the More Fields).

Time Logs could also be repeated on a daily basis. Check the **Repeat** option and set the **To Date.**

⚠️ Weekend days and holidays will not be included in the repeated time logs.

Furthermore, you can also log time automatically by starting the timer embedded inside the system.

Click on the timer within the navigation menu **Start Timer.**

Choose the Type and specify the matter name, choose a category, and add comments if needed.

Start Timer   ✕

Matter ● Task ○

Matter* [M20, Matter Name or Client Name   🔍]

Category [None   ⌄]

Comments [   ]

[Start Timer]   Cancel

Upon finishing, you will have the option to pause or end the timer, and the system will automatically calculate and log the time to the related litigation case.

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

Thank you!