

How to Manage your Time in Mobile App

Objectives

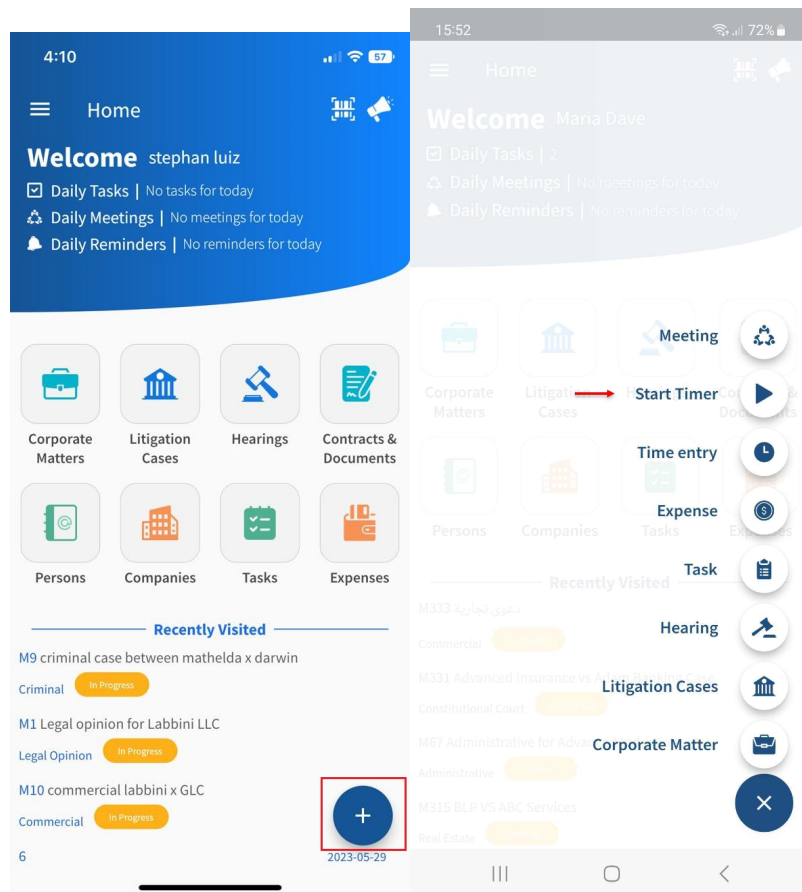
- Start the timer
- Add time entry

Steps

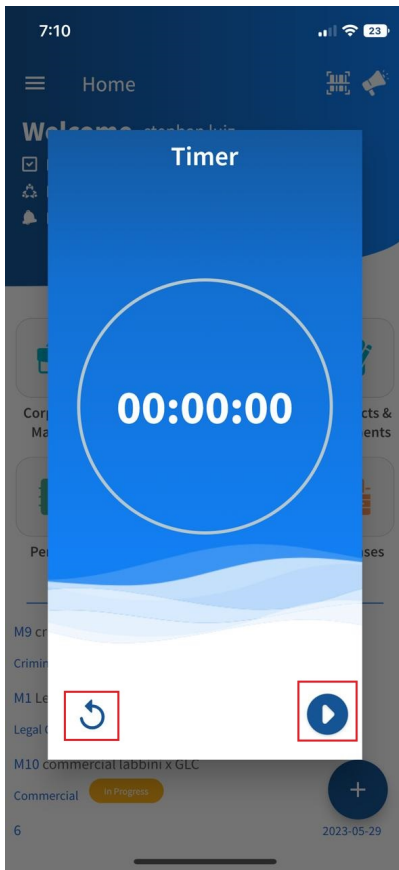
The Time Tracking module In Lexzur enables you to track your time manually by adding your time logs, or automatically by using the timer embedded inside the app.

Timer:

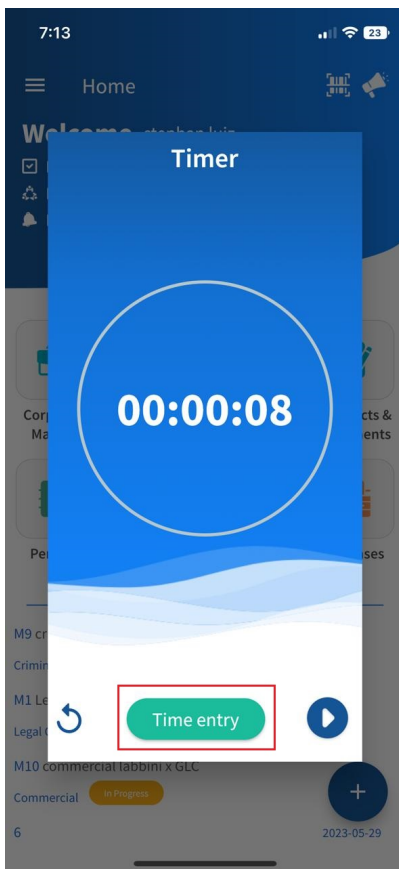
To Start a Timer, click on the **+** button at the lower right of the home screen, and click **Start Timer**.



To initiate the timer, simply click on the Start icon located at the lower right. You have also the option to restart timer if needed.



Once you have completed your timer session, simply click on the "Pause" icon. This action will trigger the appearance of a new button labeled "Time Entry," allowing you to save your recorded time into a time entry.



Indicate whether this time entry is related to a matter or task, specify the matter name accordingly, specify the date, and you can also categorize this time log, and select if it's billable or not.

7:16

Time Entry

SAVE

Matter

Start typing

Date : 01/06/2023

Category

Internal ...

Comment

Repeat

Billable

stephan ...

Clear All Fields

00 hours 0 min.

01 1

02 2

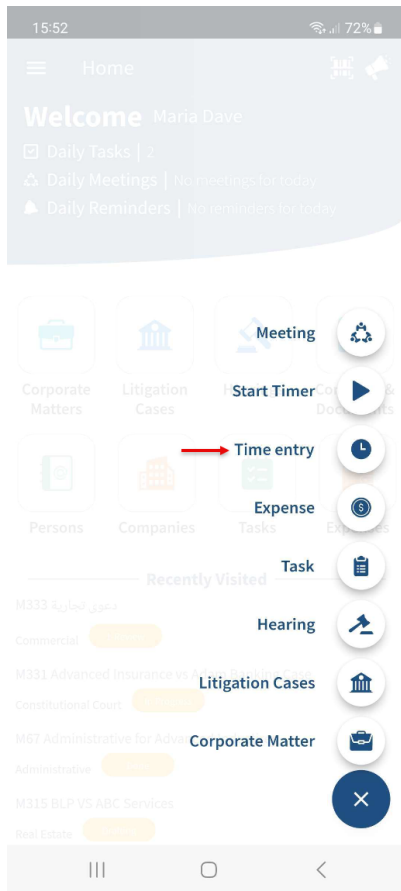
03 3

Quick time slots

15 min 30 min 45 min

Add Time Logs:

To add a time entry from your mobile application, click on the + button at the lower right of the home screen, and select **Time Entry**.



You can choose whether this time entry is associated with a matter or task, specify the matter/task name, relate it to a category, indicate its billable status, and specify the effort in time (hours, mins).

7:16

22

<

Time Entry

SAVE

Matter ▾

Start typing

Q

Date : 01/06/2023

Category

Internal ...

Comment

Repeat

Billable

stephan ...

Clear All Fields

57

58

59

00 hours

0 min.

01

1

02

2

03

3

Quick time slots

15 min

30 min

45 min

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

Thank you!