iTimeKeep 1.6

For iPhone, Android and Web enabled devices

Table of Contents

About iTimeKeep

iTimeKeep is the mobile Time Entry solution for Attorneys while on the Go! Attorneys can enter time anywhere they are and capture time that otherwise will never be recorded. iTimeKeep integrates seamlessly with your Time & Billing System. Matters and task codes are retrieved real time on your iPad or iPhone. As soon as you submit your time from the iPad/iPhone, it will be synced up and be entered in to your Time & Billing System.

What Is New in iTimeKeep 1.6?

We are excited to announce iTimeKeep v1.6 for iPad, iPhone, iPod Touch, Android phone, Android Tablets and other web browsers (Chrome, Safari, Kindle Fire). We have listened to your feedback and we remain deeply committed to delivering the best mobile time entry solution for attorneys on the Go!

- Enhanced usage of Recent Matters. Recent matters become immediately available on the Recent Matters list, without having to push the "Refresh" button.
- Validation of Task and Activity Codes. To prevent the submission of incomplete time entries iTimeKeep now validates that appropriate task and activity codes have been selected (only for matters that require them).
- Ability to restrict time durations to 1/10th or 1/4th of an hour. Choose the option that best meets your firm needs.
- Ability to prevent time entry for future dates. If this setting is enabled, you will not be able to enter a timecard for a future date.
- Logout button (iPhone only). To log out of iTimeKeep, go to the "About" menu option at the bottom of your screen and tap on the Log Out button.
- Other performance enhancement and minor bug fixes.
  - Bug fixed: work date set to today
  - Bug Fixed: when the submit button is pressed and the device has no internet connection, a message will display to alert the user. Time entries can be submitted normally once the internet connection is restored.

Getting Started

Before you start using iTimeKeep, please make sure you have completed the following pre-requisites:

- Download and install iTimeKeep on your iPad or iPhone.
- Bellefield Connect service will need to be the installed at the firm.
- You need to receive your User ID and Password to login in to iTimeKeep.
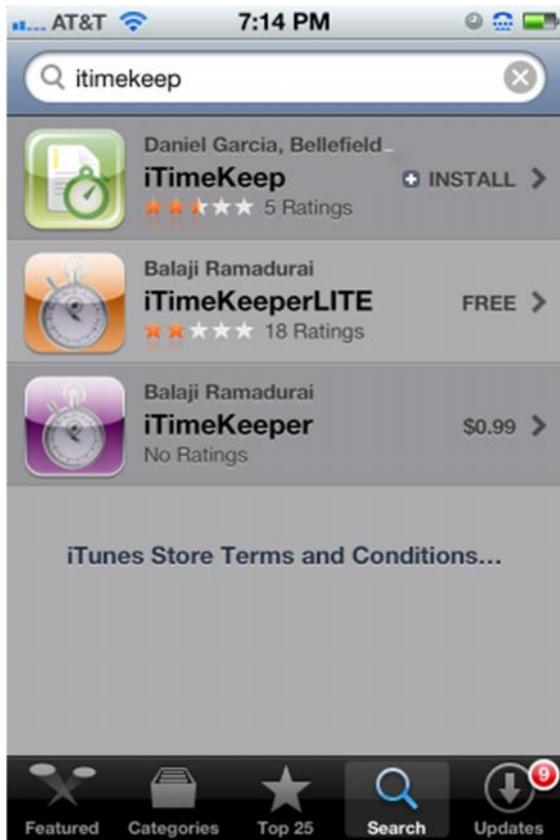
Logging in to iTimeKeep

The first time you login to iTimeKeep you will need to provide your User Id and Password. You can click on the "Remember me" button to save the login credentials. After that click on the Log In button.

My Time Dashboard

When you login to iTimeKeep, you will land on the My Matters Dashboard. Here you will see both un-submitted timecards and the timecards that you already submitted to your Time & Billing System. My Time will display only the timecards that you have entered via your mobile device.
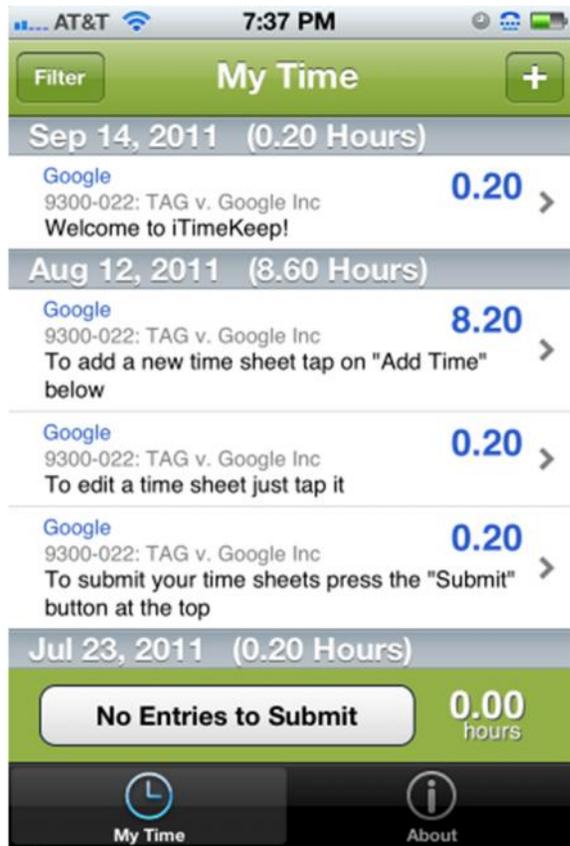
Un-submitted (pending) Timecards

Un-submitted timecards are those you have just entered but have not been sent out to the Time & Billing System. They have a blue dot.

The total un-submitted timecards will show up at the bottom of the screen.

Submitted Timecards

Submitted timecards are those you released to be sent to your Time & Billing System. Once they are submitted, you cannot edit those for changes.
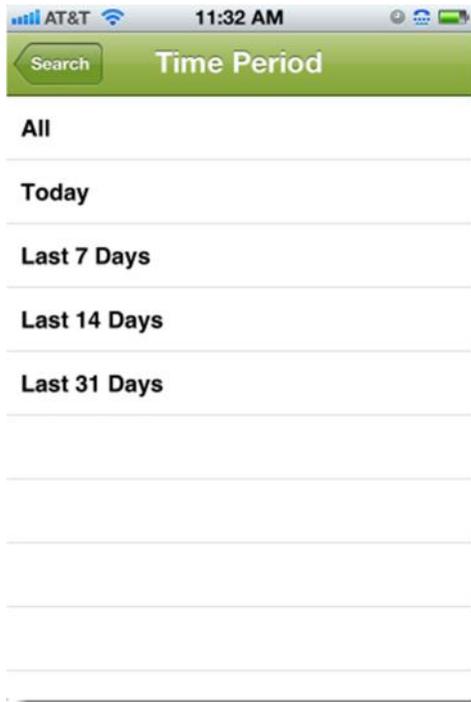

Filtering My Time Dashboard

On the left side of you screen you can filter your timecards by Time Period, by submitted or un-submitted or by matter.
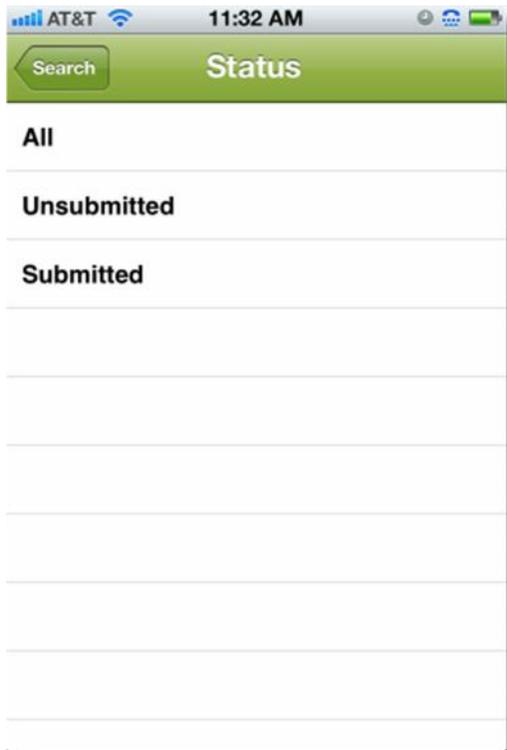
Filter by Time Period

You can see only timecards created within a period of time.

Filter by Status

You can see timecards by status submitted or un-submitted.

Filter by Matter

The matter filter shows only the matters for which you have entered time. Just tap on the matter and it will show only timecards for that matter.
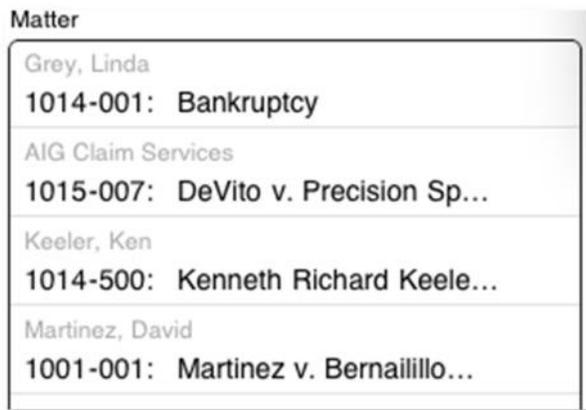
Adding Time

To enter a new timecard, you need to tap on the plus sign located at the top right of My Time.

The new timecard screen will come up. You need to complete the information on the screen before you can save your timecard.

Fields Description

*Matter*: Required field. Matters are retrieved real-time from your Time & Billing System. When you tap on the matter list, you the selection matter screen will come up. There are 3 way to select the matter you are looking for.

Recent Matters: List of active matters you have worked on recently. You can filter this list by entering your search criteria in the filter search box.
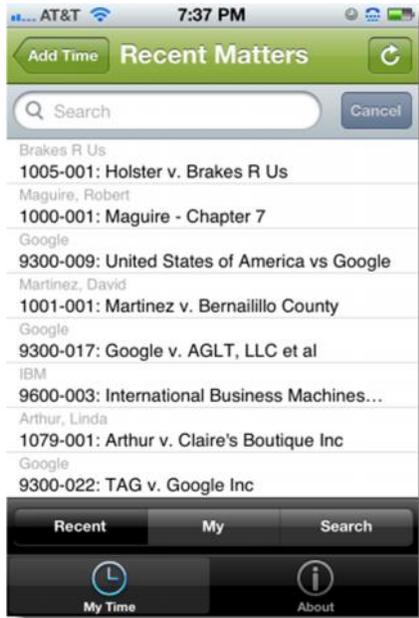
My Matters: List of active matters that have been assigned to you (originating, billing, supervising, etc). You can filter this list by entering your search criteria in the filter search box.

Search for a Matter: In the search box you can type any of the following about the matter you are searching on: matter id, matter name, client id, or client name.
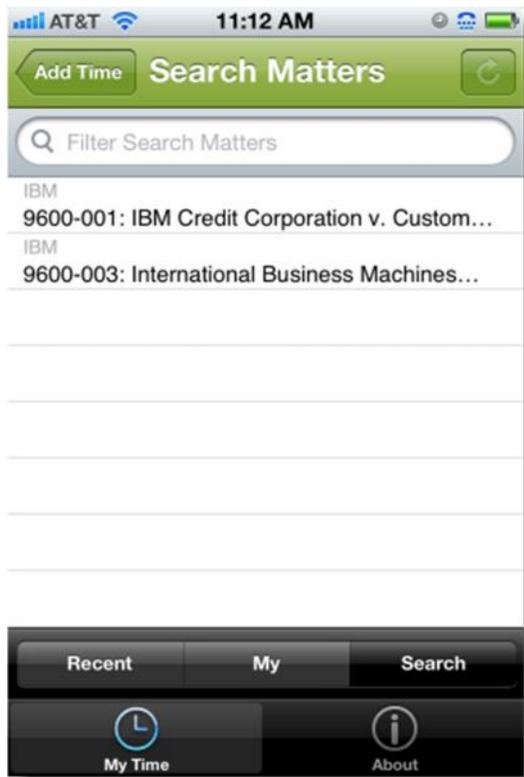
Date: Required field. Use the date picker to choose the date of the work. It defaults to today's date, but you can use the "Yesterday" or "Tomorrow" buttons to quickly go back or forward one date, or simply select a different day.

NOTE: You can prevent from entering time in the future by turning off the setting "Future Work Dates". Settings are located in the "About" menu.

Hours: Required field. When you tap on the hour field, the hours keyboard will come up. You can enter your time in tenths of one hour or in quarters of an hour.

Task Code: If the selected matter has associated Task Codes, they will be displayed in the Tasks Codes List. You can search by a specific Task Code by typing the name or code description on the Filter Task Codes text box. If the matter does not require Task Codes, this list will be empty.

NOTE: Task Code can be required by turning on the setting "Validate Task Code". Settings are located in the "About" menu.

Activity Codes: If the selected matter has associated Activity Codes, they will be displayed in the Activity Codes List. You can search by a specific Activity Code by typing the name or code description on the Filter Activity Codes text box. If the matter does not require Activity Codes, this list will be empty.

NOTE: Activity Code can be required by turning on the setting "Validate Activity Code". Settings are located in the "About" menu.

Description: Required field. This is a free-text field for you to enter the description of your work. Because it is text field, you can take advantage of the iPad or iPhone features.
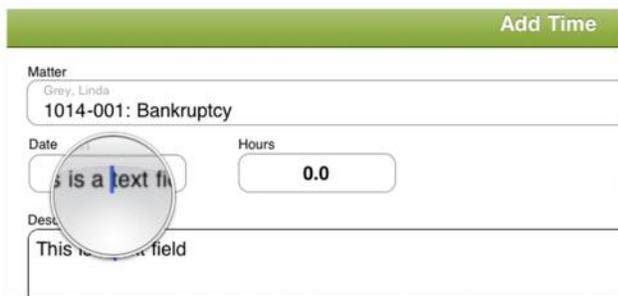
For example, you can double tap to select one word and the Edit menu will come up.

You can stretch out the selection by dragging out the blue dots.

You can tap-hold to move the cursor.

Saving your Timecards

After you completed entering the timecard information, click on the "Save" button on the top right of your screen.

Right after the timecard has been saved, you will be on the My Time dashboard screen and you newly entered timecard will show up as un-submitted (blue dot) and the total number of hours un-submitted will increase.

Deleting a Timecard

You can only delete "un-submitted" timecards. Timecards already submitted to your Time & Billing System will remain read-only.

To delete a Timecard, go to My Time dashboard, and select the un-submitted timecard you want to delete. Tap and hold for 2 seconds and the delete option will come up. Click on the delete button and confirm you want to delete that entry.


Editing an Existing Timecard

You can only edit "un-submitted" timecards. Timecards already submitted to your Time & Billing System will remain read-only.

To edit a Timecard, go to My Time dashboard, and select the un-submitted timecard you want to delete. Tap on the entry you want to select and you will go the Time Entry screen. From there you can change any field. Click on My Time to go back the main dashboard.

Copying an Existing Timecard

If you want to copy an existing timecard and create a new one based on that, go to My Time dashboard, select the timecard you want to duplicate, tap and hold for 2 seconds and the select the option Duplicate & Edit. A new timecard will be created with the exact same information as the copied timecard. Make your changes, save the timecard and you will be back to the dashboard with a new un-submitted timecard.
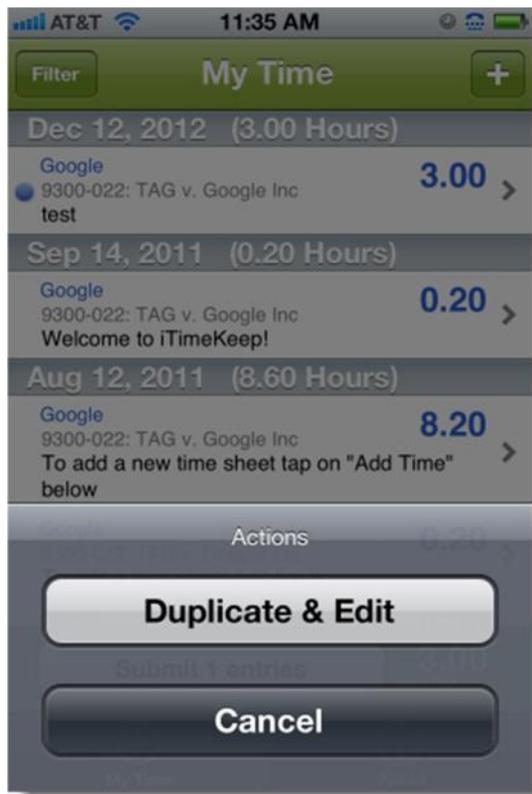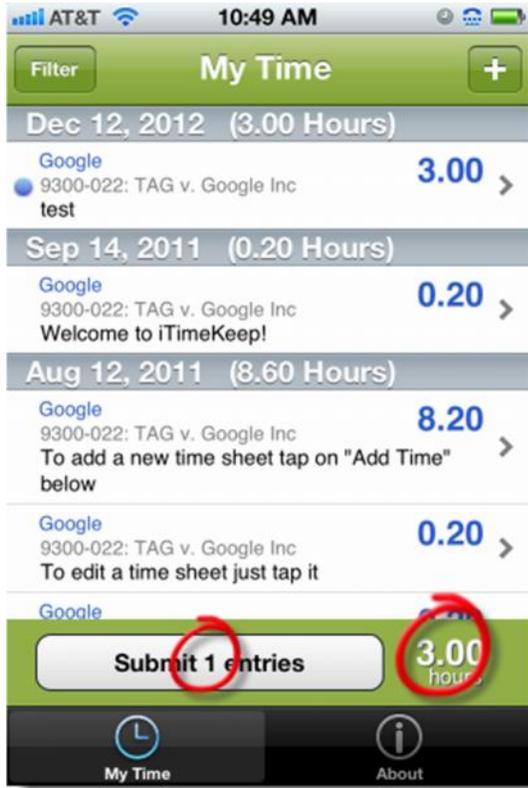

Submitting Your Time

New timecards are created as un-submitted timecards. You can identify them by the blue dot. Un-submitted timecards will stay in that status until submit those to your Time & Billing System.

In the My Time dashboard, you will see at the top of the screen the total count of timecards that are un-submitted waiting to be sent to your firm's Time & Billing System. There is no limit for how long you can maintain timecards in un-submitted status, however it is a good practice to release those at least once a day.

When you are ready to submit your timecards, tap on the Submit button at the top right of the My Time screen and confirm.

As soon as your timecards are submitted to your firm's Time & Billing System they will be created as un-finalized timecards.

You can modify timecards, only while they are in the un-submitted status, once they have been submitted you cannot change them.

iTimeKeep Settings

The new iTimeKeep Settings allow users for more control on how they want to enter time. Settings are located in the about menu.

Here is the list of settings available in this version:

Zero-hour Time Entries: Turn on/off to allow/disallow entering timecards with zero hours value. The default is set to disallow zero time.

Task and Activity Codes: These settings are "on" by default. When the setting is on, if your matter requires task or activity codes iTimeKeep will not let you save the entry until you have entered those. If codes are not required, you will not be prompted. We recommend that you always have this option on.

Time Increments: You may select time increments when entering time. If you firm works with 1/10 of an hour, select 1/10. If your firm works only with 1/4 of an hour, select 1/4. Select both if your firm allows for both.

Future Work Date: If this setting is enabled, you will not be able to enter a timecard for a future date.

Dictating Your Time

Dictation is the new typing. Dictation is only available for the iPhone 4S or iPad 3. Instead of typing, tap the microphone icon on the keyboard. Then say the description of your timecard while your iPad listens. Tap "Done" and, your spoken words become written words.
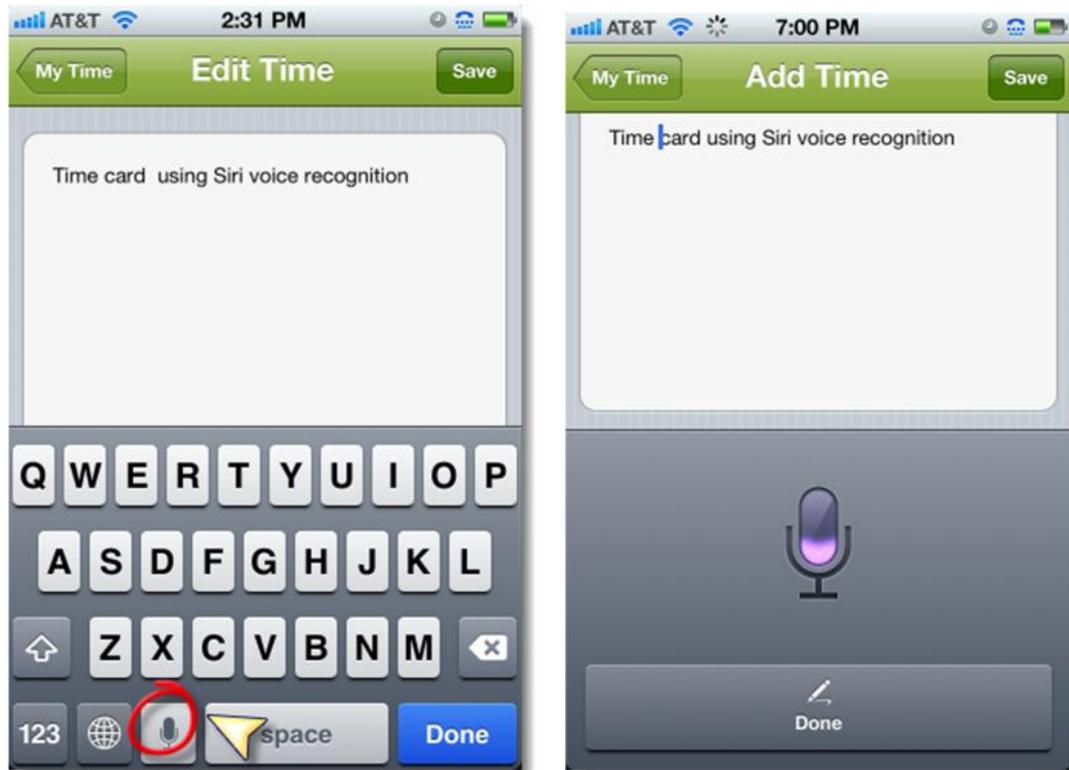
How to Create Your Own Abbreviations

Abbreviations are helpful when entering timecard descriptions. You may create and maintain your own abbreviations by following these steps. When you are typing a description, just enter the shortcut code you created and iTimeKeep will immediately convert the abbreviation to the full phrase.

From your iPhone/iPad desktop, select the Settings App and then select "General" Settings / Keyboard / Shortcuts. Select "Add New Shortcut". Type the abbreviation (shortcut) Phrase and Shortcut code.

FAQ

Can I use iTimeKeep if I'm not connected to Wi-Fi or 3G?

No. You need have connectivity in order to enter timecards and submit those to your firm.

I cannot connect to iTimeKeep even though I'm connected to the Wi-Fi and 3G. What do I do?

It is likely that the service running iTimeKeep at your firm is down. Please contact your IT administrator.

Can I modify a submitted timecard?

No. Once they are submitted to your firm they cannot be changed.

For how long do I have my timecards on my iPad or iPhone?

Entries are kept for approximately six months.

Who should I contact for technical support?

You should contact your IT department or contact Bellefield Support support@bellefield.com

My firm only bills in 10th of an hour. Can this be setup?

Yes, go to the "About" menu at the bottom of the screen and under "Settings/Time Increments" choose the 1/10 option.

Can I access my abbreviations while typing my timecard description?

Yes. You can create your own by following the steps explained in this user guide "How to Create Your Own Abbreviations".

Can I dictate my time if I don't have an iPhone 4S?

No, Unfortunately. Dictation is only available for the iPad 3 and iPhone 4S.

Can I delete a timecard after I submitted it to my Time & Billing System?

No. Once you have submitted your time to your Time & Billing System, you cannot edit or delete a timecard. You will need to do that from your Time & Billing System.

Can I use iTimeKeep from multiple devices?

Yes, your iTimeKeep license can be used in all devices you want: iPhone, iPad, iPod Touch, Android, Kindle Fire and Web Browsers.

I want to see in "My Time Dashboard" only un-submitted entries. How do I do that?

From My Time, under the filter area at the left of My Time, tap on the "Status" box and select "Un-submitted".

Need more information?

If you want to learn more about our iTimeKeep mobile solution and how it can help attorneys to efficiently enter time anywhere they are, we will be delighted to assist you.

General Enquiries

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