



Open Practice

Builds a Better Practice



TIME MANAGEMENT

Capture more time
– real-time alerts to ensure
maximum time recoverability.

Record all attendances: time recording

The Open Practice interactive time recording system was designed and tested in consultation with practicing professionals.

It is intuitive and easy to use. Similar in layout to a conventional time sheet, it is instantly familiar, but with the advantage of having all information about the client and matter available.

Details are recorded directly into the system, eliminating duplicated data handling and reducing margins of error.

Multiple views of time sheet data (controlled by security levels) enable departmental and team leaders to track performance of all members.

As an additional option, time recording notes may be dictated using voice recognition software, generating further time savings.

All information recorded in the time sheet is immediately available for billing.

Maximise revenue: work in progress

A flexible charge rate structure, including scale fees, meets the needs of different clients and circumstances. Time may be recorded according to the system defaults or may be client, matter or person specific.

Time may be chargeable or non-chargeable. It may be pro bono or speculative, client agreed, scale or fixed fee. Time accumulates for a task, with the ability to stop and start the clock as many times as required. The interactive time sheet is the ideal environment for

matter creation wizards provide a quick way for time keepers to open matters with core information only, and immediately record time entries.

Multiple views of time sheet information lets managers view data for individuals, departments, groups or the entire office. Missing time sheets are easily tracked by the system.



Personal System Organizer - 5.1.32

Time - Time Entry

6 - For AF - Andrew Foley - Friday October 13, 2006

Date	Code	Matter	Client ID	Matter Details	Task	Details
Fr, 13 Oct 2006	AF	1000029	BARCLAYS	SALE FOR 11 SMITH	A	Attendance
Fr, 13 Oct 2006	AF	2003212	SALL MARY NOREEN	SALE OF 53 SMOTH ST	A	Attendance
Fr, 13 Oct 2006	AF	2003212	SALL MARY NOREEN	SALE OF 53 SMOTH ST	C	Conference
Fr, 13 Oct 2006	AF	2003212	SALL MARY NOREEN	SALE OF 53 SMOTH ST	M	Meetings
Fr, 13 Oct 2006	AF	2003212	SALL MARY NOREEN	SALE OF 53 SMOTH ST	M	Meetings

Client Name: Sall
Acting: AF
Responsible: AF
Matter Details: SALE OF 53 SMOTH ST
Worktype: CS
Matter Work
Opened: 13/09/2006
Dial Down
Totals: Chargeable Units: 50.00 Chargeable Value: 1575.00 Non Chargeable Units: 5.00

the busy practitioner to enter time records directly into the system, making data instantly available for matter tracking and billing.

Time records can be instantly printed for filing in the physical file.

Time may also be recorded before a matter is created, making sure that important records of initial instructions are included.

Once the matter is created, the time entry is easily allocated. Client and

Schedule tasks and manage resources: matter diary

The powerful diary is used for matter related tasks and appointments. Multiple views of diary information make the management of human resources easier than ever.

View the appointments and activities of all your staff at a glance, proactively monitor workloads, reschedule resources and avoid conflicts.



TIME MANAGEMENT

Communicate effectively: email

Open Practice can be configured to use its own internal email system, or a third-party email system such as Microsoft Outlook.

Scheduled tasks and email may be linked, integrating email reminders into the matter management system. The benefits of this are:

- Duplication of data in these areas is eliminated
- The unique Open Practice functionality for managing the diaries and calendars is extended to Exchange appointments
- The functionality operates seamlessly from within Open Practice – you do not even have to open Outlook on the desktop
- Improved collaboration tools – the ability to easily view other people's appointments and to make appointments for other people.

