Timekeeper Communication Template - iTimekeep Fall 2019 Release

Please modify this text to fit the voice of your firm.

Hi [first name]!

## Great news! iTimekeep is at it again, rolling out a new release so that you can work the way that you want to work in order to achieve the most efficient, accurate, compliant (and dare we say, delightful) time entry experience.

## Did you know that One Experience Timekeeping is part of your iTimekeep subscription?

Your iTimekeep subscription includes both mobile and desktop capabilities, which gives you the ability to complete the desired function, regardless of location, device or time. This is referred to as *One Experience*, and the best and most accurate timekeepers are using a combination of both mobile and desktop applications, based on what is convenient at the moment that they enter their time.

Here’s an overview of what’s coming your way on December 7th, 2019:

### iTimekeep [Desktop + Mobile]

**Collaborate, #TagPeers and Recover More Revenue with Intelligent Teams**

Intelligent Teams brings consistency and collaboration to the timekeeping process so that we present a unified account of what was accomplished on a given matter within a given timeframe. Upon entering the narrative, you can “tag” other timekeepers that are working on a matter by using the @ symbol then typing and selecting their name. Intelligent Teams will automatically create an intelligent timecard(s) in draft mode for associated timekeepers with the same information as the original timecard, bringing all relevant timekeepers into the timekeeping process to maximize accuracy and efficiency!

**My Shortcuts lets you do more with your time**

Enter time faster than ever before with My Shortcuts. Simply type a few letters to trigger your time entry to populate with custom pre-written paragraphs, tailored to your needs. With My Shortcuts, you (or your assistant) have the freedom to create an unlimited number of customized shortcuts, so that you can achieve the fastest path to entering time. This feature gives you ownership of your time, removing the need to wait or have shortcuts that do not apply to you.

**Personalized Engagement Gives You Exactly What You Need**

Personalized Engagement enables you to stay on top of your time, quickly and easily. Whether you are engaged via an email or a push notification, iTimekeep will recognize which device you are using and open the appropriate app you need when you need it. Whether you are working in mobile or desktop, or accessing your calendar etc., you will have everything you need to accomplish your desired tasks at your fingertips. The fastest, simplest and most accurate way to complete a task always wins.

### iTimekeep [Desktop Only]

**Print Time Codes Provides More Thorough Reporting**

In this version, we added the ability to print time codes from the print function, providing a more comprehensive print view. Get more data and better visibility into your timekeeping performance with every detail of your time entry included in your printed records, including codes, tasks, locations, etc.

Changes to iTimekeep Desktop will not require any action on your part, but again, please make sure to update your iTimekeep mobile app if you do not have automatic updates turned on.

Sincerely,

 [Admin Name]