Timekeeper Communication Template - iTimekeep March 2020 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 March 21, 2020:

### iTimekeep [Desktop + Mobile]

**Start capture time right away by quickly creating Temporary Matters**

Oftentimes you might be ready to start working and entering time on a matter, but you don’t have the final matter number yet. Timekeepers now have the ability to immediately create a temporary matter at the same time a new timecard is created. Temporary matters can be used in any draft timecard while waiting to obtain the final matter information.  When you are ready to assign all the timecards from a given temporary matter to the final matter, just convert the temporary matter to the actual one and all entries will be automatically transferred. Once all entries are transferred to the new matter, the temporary one is no longer available, avoiding unnecessary clutter.

**Submit and release time the way it best fits your workflow**

Today’s timekeepers have different ways to submit and release time into the firm’s time & billing system. Some timekeepers may want to release one entry at a time, others one full day or week, or simply hand pick the entries to be submitted or released. iTimekeep makes it easier and quicker to select entries for a given time period that you want to submit or release. Do you want to see everything that is waiting to be released? Simply apply a filter, select all entries and release. It’s that simple!

**Find the matter you need, simpler and faster**

iTimekeep is known for how quick and fast you can find a matter and start entering time right away. The intuitive and modern search experience in iTimekeep has been enhanced so that you can now type any words, in any order, that are contained in the matter or client (e.g. name, number, description) and immediately you will be presented with a list of the matters matching that criteria.

**Quickly identify the timecard status through its lifecycle**

As a new iTimekeep user you might wonder how to differentiate a timecard that is a draft, from one that has been just submitted, or one that was released in the Time & Billing system. Since the lifecycle of a timecard goes through several stages, iTimekeep now uses icons and tooltips so you can quickly identify the current status of a timecard throughout its lifecycle. For example, draft entries have a paper and pencil icon, unreleased submitted entries show a diskette, while released entries are greyed out showing a lock icon since they are uneditable.

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]