Timekeeper Communication Template - iTimekeep July 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 July 11, 2020:

### iTimekeep

**Boost productivity as you work on calendar or email**

Lawyers spend a great part of their working days in Outlook. With iTimekeep for Outlook you can immediately convert email and calendar events into timecards, automatically start timers as you read or write emails, and autofill entries and easily build a full calendar day of work. All that with the convenience of using Outlook and without switching apps.

**Mobile or Desktop, it works the way you work**

Whether on the go or from their desks, you are always working. iTimekeep for Outlook provides the convenience to enter time from Outlook Mobile or Desktop, on any device (Windows, Mac, iOS, Android, etc.), very intuitively, ensuring the same great experience and with almost no training.

**Capture more time proactively and in compliance**

The added convenience of capturing time from Outlook Mobile or Desktop results in more time captured, accurately, as it happens. iTimekeep, now available for Outlook, continues to enable law firms to avoid procrastination, reduce revenue leakage and ensure time entered is always in compliance with the client’s guidelines. number, description) and immediately you will be presented with a list of the matters matching that criteria.

**Increased reporting flexibility within this known interface**

Reporting in iTimekeep has been enhanced so you can set additional data criteria you wish to report on – including selecting a specific client(s) or matter(s) and ability to specify a timeframe longer than six (6) months. Additional formatting options are also available for you to readily see the data you are looking for without having to manipulate data after-the-fact in Excel. Also includes updated format for PDF.

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]