Timekeeper Communication Template - iTimekeep October 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 October 10, 2020:

### iTimekeep

**Modern UI and Unified User Experience**

The iTimekeep suite of products – iTimekeep, OCG Live and Thrive get a facelift with an updated, modern and consistent user interface.   A sleek, clean user experience that optimizes screen real estate, streamlines navigation and application flow and ensures consistency across all products, promotes increased usability and ease of use.

**Duplicate a whole day’s worth of entries**

iTimekeep has extended the current duplicate timecard action to allow the timekeeper to optionally duplicate all timecards for an entire day.  This mass action will help simplify the scenario where a set of timecards needs to be replicated for one or more matters to accurately assign the relevant time.

**Display Additional data on Timecards\***

To improve visibility of data during timecard review and editing, the My Time and Timer views of iTimekeep have been enhanced to display additional timecard data such as phase, task or activity. This additional timecard data is configurable at the firm level, allowing the experience to be specifically tailored to the firm.   From a timecard review and management perspective this will significantly improve efficiencies, allowing the timekeeper to see all the relevant detail, at a glance, without any additional actions.

*\*Note: iTimekeep Connect update required.*

**Highlight non-compliance in Work Description/Narratives\***

Work description is one of the primary reasons for eBilling rejections or payment deductions – from trigger words, to vague descriptions to excessive time, there are numerous reasons for description violations.  Given these common scenarios, for firms that have licensed OCG Live, narratives in iTimekeep will highlight violations so they can be more easily corrected. Thies provides substantial improvements to the correction process with improved efficiencies, saving time and effort. *\*Note: Requires OCG Live*

**Personalizing iTimekeep**

This release of iTimekeep includes numerous personalization options to further enhance the overall user experience, making it even easier to use.  These include the ability to choose the user’s desired color user interface theme, definition of preferred categories within the Calendar view, additional configurable timecard fields in the My Time view, addition of an avatar photo, and more!

**Viewing Thrive Goals in iTimekeep\*\***

Partners and associates can now easily see, at-a-glance, how they are tracking toward their goal right within the iTimekeep dashboards. No longer is there a need to review manual reports or email containing current billable performance data against targets. Tracking toward these hourly firm goals is immediately available throughout the course of entering and reviewing time so that corresponding changes can be made to ensure policy compliance.

*\*Note: Requires Thrive*

Sincerely,

 [Admin Name]