

5

Time Matters® Features

Why and how you should use them

The 5 Features

- ▶ Activity Power Views
- ▶ Form Styles
- ▶ Custom Columns and Quick Tabs
- ▶ Mobility
- ▶ Document Management



Related Records — 7-Day Activity Print

Able v. State of Florida (05-1236.011)

Court : Superior Court Code : PIJP
 Client : Barry B. Able (011) Staff : RSB

Expand all Collapse all See Full Matter

Contacts (1)

Name	Phone	Code	Staff
Able Consulting	612-555-9210	CLNT	RSB

Upcoming events (next 90 days) (1)

Date	Time	Description	Staff
12/08/2009	1:30PM	Meet with Jeremy Baird - investigator	RSB

ToDo's not completed (7)

Activity from the last 7 days

Notes (1)

Date	Description	Staff
11/28/2009	Office conference notes - B. Able, R. Weston	RSB

Activity Power Views

Quickly see key information, contacts, upcoming events, outstanding ToDo's and the latest activity for a case. Available in 7, 30 and 90 day views.

Matter Form - Change

File Edit View Process Help

Save & Close Save [Icons] Cancel ?

Primary Secondary Additional Custom Related Notes Documents Phone Email Mail Lexis Billing Timeline Outline

MatterRef Able v. State of Florida Code PIJPIPI Plaintiff

MatterNo 05-1236.011 Court Superior Court Staff RSB|Robert S. Brown

Plaintiff Barry B. Able Defendant State of Florida

Client Able, Barry B. 011 Notify Trigger Review Billable Private Status Open

Area 2 Area 3

Pri Contact Barry B. Able Adjuster Nigel English

Firm Able Consulting Firm State Attorney's Office

Address 1000 Hillside Rd. Address 1450 NW 12th Avenue

Address 2 Address 2

City St. Paul MN 55101 City Miami FL 33125

Tel/Fax 612-555-9210 612-555-0418 Tel/Fax 305-555-6442 305-555-6453

Area 4 Area 5

DOI 12/01/2004 SOL 3/01/2006

Description struck broadside by a state vehicle Damages \$75,000.00

Location I-95 and Forest Hill Boulevard

Area 6

Our client, Barry, was struck broadside by a Department of Transportation truck. We believe the driver of their vehicle was driving under the influence. The client was badly injured. Liability is a given, damages should be easy to prove. The only real outstanding issues are sovereign immunity and whether we will be able to hit the state for punitive damages.

Form Styles

Make your forms function as they should for each practice area!

- ▶ Learn more about Form Styles
 - See first video on this page:
<http://pm.lexisnexis.com/products/videos/Index.asp>
- ▶ Draft your Form Styles on paper
- ▶ Implement!

Form Styles

Make your data entry forms function as they should for each practice area!

- ▶ Time Matters Mobility lets you view and edit certain information from these records:
 - Contacts
 - Matters
 - Billing
- ▶ Calendar is coming soon

Time Matters®
Mobility

Email Address
arita@absims.com

Password
●●●●●●

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Mobility

Time Matters on your smart phone. Nothing to install on the phone. Just configure Mobility users in Time Matters.

▶ Learn more about Time Matters Mobility

▶ <http://www.lexisnexis.com/time-matters-v11/>

Time Matters®
Mobility

Email Address
arita@absims.com

Password
●●●●●●

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Mobility

Time Matters on your smart phone. Nothing to install on the phone. Just configure Mobility users in Time Matters.

- 
- ▶ Find and open documents from within Time Matters
 - ▶ Gain consistency in how documents are saved with Auto-Naming
 - ▶ Easily create Time Matters document records for existing documents

Document Management

Make Time Matters the repository for your document profiles



- ▶ Other TM DMS Features

- Check-out/ check-in
- Version control
- Email attachment handling

- ▶ See the Time Matters Document Management Video here:

- <http://pm.lexisnexis.com/products/videos/index.asp>

Document Management

Make Time Matters the repository for
your document profiles



- ▶ Activity Power Views
- ▶ Form Styles
- ▶ Custom Columns and Quick Tabs
- ▶ Mobility
- ▶ Document Management

Recap of Today's 5 Features

Now, go back and do something new!



Bills Out
Legal Billing Service

Arita Sims Damroze
arita@absims.com
206-396-6390



Questions for the Presenter

10 minute Q & A Period



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Arita Sims Damroze
arita@absims.com
206-396-6390

Download copies of this handout at:
<http://www.absims.com/5TMFeaturesYouShouldKnow.pdf>

Thank you for attending!

