

## SUPPORT CORNER



### WHAT IS A SMART TIMER AND HOW DO I USE IT?

#### Background

Smart Timers automatically count the minutes and hours spent on tasks. You can start and stop them whenever you want, and you can create fees from them.

#### Adding Smart Timers

You can enter fee or time transactions by clicking the Smart Timers button from the Orion Desktop Program Group Task Bar. Smart Timers are an easy and powerful way to keep track of time spent performing any client-related task or activity (for example, phone calls, drafting/reviewing e-mail messages, or on-line research). The Smart Timers Manager is a floating window that organizes individual timers into a single view that is set to stay on top of other windows and applications. Smart Timers will help you capture billable time that may not have been noted otherwise.

#### Smart Timer Instructions

1. From the task bar, click **Smart Timers**. The following screen appears.



Time	Client-Matter	Client Name	Matter Name	Fee
<input type="checkbox"/> 00:04:37	990060-000002	ABBOTT & YOUNGBLOOD	ABA v. Abbott Youngblood	<input checked="" type="checkbox"/>
Telephone conference with Mr. Youngblood regarding possible settlement				
<input type="checkbox"/> 00:03:44	002248-000005	ABC COMPANY	Federalist Paper Company v. ABC C	<input type="checkbox"/>
Review of disputed contracts				
<input type="checkbox"/> 00:35:16	002248-000009	ABC COMPANY	Georgia Technology Company v. At	<input type="checkbox"/>
Review e-mail correspondances between client and opposing parties				
<input type="checkbox"/> 00:33:59	000288-000001	ADMINISTRATIVE PARTNERS INC.	API v. Elite Informaiton Systems	<input checked="" type="checkbox"/>
Review of disputed case laws on contracts				
<input type="checkbox"/> 00:33:22	001546-000001	COOKIE FACTORY	Cookie Factory v. Katie's Bakery	<input checked="" type="checkbox"/>
Draft contracts				
<input type="checkbox"/> 00:32:51	008130-000001	EMERSON FIDELITY & TRUST	Whitehall, George Michael vrs. Eme	<input type="checkbox"/>
Review contracts				

Smart Timers: 6 Active: 0 Total Time: 02:23:51

2. To add a new Smart Timer, press the Insert key or click **New**
3. Fill in fields as required. See the field descriptions in the following table for specific information

### Field Descriptions – Smart Timers Screen

Field	Description
Client-Matter	Identifies the client-matter. Enter the client and matter number for the Smart Timer you are entering. If you do not know the correct number, you can use the F8 key or click the <b>Look-Up</b> button
Description	In the <b>Description</b> field, you can more quickly append other activity code descriptions to the text by entering the activity code and pressing the F3 key

### Starting and Stopping Smart Timers

You can start, stop, or reset a timer by using buttons located on the toolbar of either the Smart Timer or Smart Timers Manager.

If a Smart Timer is running when an attempt is made to either close Orion or to shut down the PC, an information message appears providing options to either stop the Smart Timer or to allow it to continue running.

- If you stop the Smart Timer, it is saved and can be accessed again after restarting the application.
- If you allow the Smart Timer to continue to run, it is saved along with the amount of time that has accrued. Once the application is restarted, each Smart Timer that was running is updated with the time that has accrued since shutdown and will be restarted. In addition, the Smart Timers Manager will appear with an indicator that there are Active Timers.

#### Steps – Starting a Timer

To start a timer, use one of the following methods:

1. From the Smart Timers Manager, place a check mark in the first column. The timer changes from red to green and the time begins to increment.
2. From a Smart Timer, click **Start**.

#### Steps – Stopping a Timer

To stop a timer, use one of the following methods:

1. From the Smart Timers Manager, remove the check mark from the first column. The timer changes from green to red and time stops incrementing.
2. From a Smart Timer, click **Stop**.

### Resetting or Removing Smart Timers

You can reset or remove a timer by using buttons located on the toolbar of either the Smart Timer or Smart Timers Manager.

#### Steps – Resetting a Timer

To reset a timer:

3. Select a timer.
4. Click Reset.

## Steps – Removing a Timer

To remove a timer:

3. Select a timer.
4. Click Remove.

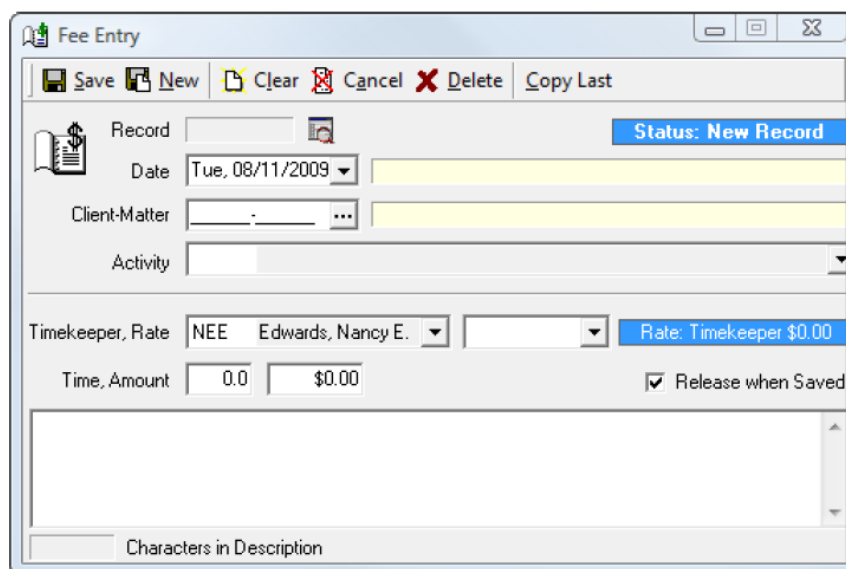
## Creating a Fee from a Start Timer

Use this procedure to create a fee from a Smart Timer. You can edit the fee transaction prior to saving the fee. For more information, see “Adding Fee Transactions” in Chapter 2, *Fee Input and Edit*.

**Note:** When creating or updating an existing fee from a timer, time is rounded based on your firm's default settings (tenths or hundredths) using the 4/5th rounding rule.

To create a fee from a Smart Timer:

1. Select a timer.
2. Click **Bill Time**. The following screen appears.



Orion creates a new fee transaction with the date, client-matter, timekeeper, time, rate, and description completed by the information contained in the Smart Timer.

3. Edit the fee transaction as required.
4. When finished, click **Save** to save your changes.

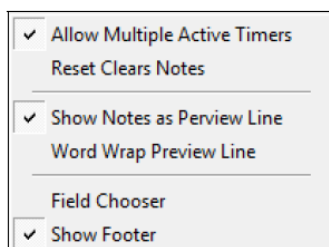
Orion updates the Fee column with a check mark. If you click **Bill Time** for a timer where the Fee column contains a check mark, you can either add or replace time in the existing fee transaction or create a new fee.

## Setting Options for Smart Timers

Options provide you with customized views (the way in which information is displayed) and behavior.

To set options for smart timers:

1. From the Smart Timers toolbar, click **Options**. The following menu appears.



2. If you want to:
  - Enable an option, select it from the menu. There is now a check mark to the left of the field name.
  - Disable a checked option, select it. The check mark is removed.
3. Click anywhere outside the menu to close it.

## Menu Option Descriptions

Field	Description
Allow Multiple Active Timers	Allows more than one timer to run at the same time. When this option is disabled, any active timers (timers that are running) will stop when another timer is started.
Reset Clears Notes	Clears the <b>Notes</b> field (timer description) when you click the <b>Reset</b> button from the toolbar.
Show Notes as Preview Line	Displays the notes associated with a timer in the Smart Time Manager. To view the notes (time description), open the timer.
Word Wrap Preview Line	When used in conjunction with the Show Notes as Preview Line, allows you to view the full text in the Smart Time Manager. Otherwise, only the first line shows.
Field Chooser	By default, displays the Time, Client-Matter, Client Name, Matter Name and Fee status flag in the Smart Time Manager. You can remove any of these columns by selecting this option and dragging a column to the Columns window. You can add fields back by dragging a column from the Columns window to start the Smart Timers Manager.
Show Footer	By default, displays the footer that shows the count of timers (total and active) and the total time accrued from all timers in the Smart Timers Manager. You can remove the footer by turning this option off.