ORION
Perceptive Software
Measurable Results

Time *Management*

Financial Management
Time Management
Document Management
Contact Management
Case Management
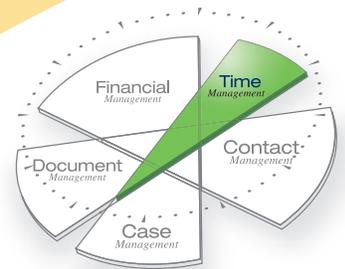
Tired of **Losing Billable Time**?

Studies show that the average firm is losing approximately **1.2 billable hours per day per attorney** - due to a failure to properly record time.

In the modern law office, professionals have multiple methods to produce their work product - handheld devices, online research, email, fax, telephone, mobile phone, etc. - it is easy to see how lawyers lose billable time.

Complex cases, specialized billing requirements and numerous methods of Client communications require a comprehensive law firm information system. This system must be tailored specifically to the unique demands of today's law office.

Firms need a system that makes it easy to account for their time and easy for the back office to bill for that time. Orion does both.

Orion works the way your staff does:

- Track time on **Tasks**, **Appointments**, **Emails**, **Documents** and **Phone calls** by attorney and Matter.

- Multiple projects with multiple Clients

- Matter-specific **Smart Timers**® capture **all your time**

- Time capture from within your Microsoft Office Applications

- Actual versus target/budget goals that are tracked in real time

- See billable and non-billable time totals the way you want: by day, week, month or year.

- Adjust workloads to **increase profitability** at every level – firm wide or Matter specific

iOrion® Mobile Application

iOrion allows lawyers and their legal staff to immediately begin entering time using their iPhone, iPad, Samsung Galaxy, etc. Even while traveling, time can be reflected in office-based systems, and management can always know where every Matter stands as far as billable time is concerned.

iOrion also automatically prompts the user to record their time upon completion of phone calls, emails or other tasks.

Entering time becomes a **quick and easy process**, which encourages attorneys and staff to enter time against every Matter, every time.

Orion Time Management – *Make the Most of Your Time*

- Smart Timers® – One or More Can Run At the Same Time

- Matter-Project Tracking

- Budget Comparisons and Projections

- Time Captured Automatically (Appointments, Tasks, Phone Calls, Documents, E-mails, etc.)

- iOrion® – Mobile Application for Apple iOS (iPhone, iPad, etc.) or Google Android Allowing for Automatic Time Capturing or Remote Manual Entry

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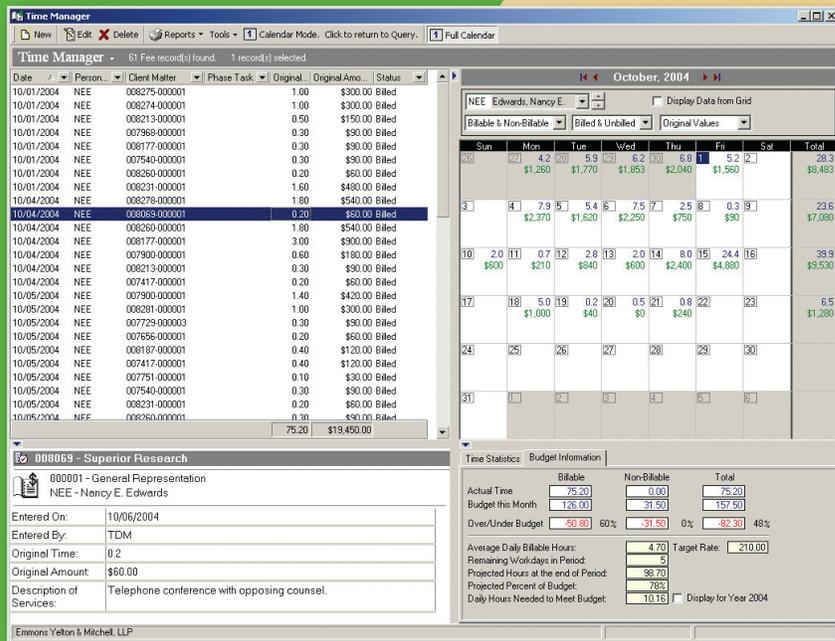
Time Manager

Whether you're drafting documents, conducting depositions, making phone calls, or attending appointments, the Time Manager provides an easy way to enter and edit entries all on one screen. Powerful sort, selection and edit features make managing large volumes of time entries easy to do for both staff and attorneys. With appropriate security rights, you can see time entered by individual attorneys, practice groups or the entire firm, in a calendar format by day, week or month.

Target budget information is displayed and helps you stay on track.

Smart Timers®

Smart Timers allow you to track your progress on cases automatically and capture time on multiple projects for multiple Clients via easy-to-use "stop watches". When you're finished, the Smart Timer® will automatically create fee transactions on the proper Matter with the correct rates and total time. These transactions can then be easily reviewed in the Time Manager and in Orion's mobile application, iOrion. Also, with the addition of Orion's Microsoft Office Productivity Pack, Smart Timers can be related to Clients/Matters, into Microsoft Office Applications such as Outlook and Work (outside of your Orion application). Now, you will never miss an opportunity to record your time.

Orion Productivity Pack

Time capture can now take place from directly within the applicaiton were the work is being done. While drafting a new email or reviewing an incoming email in Microsoft Outlook, attorneys and legal staff can reatle the email to the necessary Matter, start and manage timers and when complete, record the time automatically in the Orion desktop application. Time can also be tracked while reviewing or creating new documents in Microsoft Word.
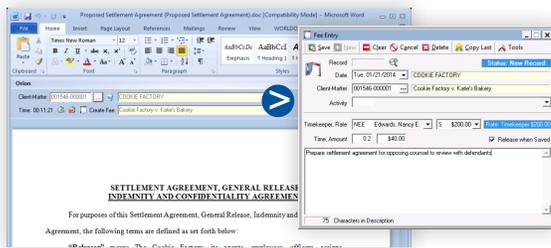
Integrated Time Capturing

Orion's highly intuitive interface allows users to easily capture more billable time, when they need to, from any part of the program by integrating basic day-to-day tasks all into one system:

- Completing a phone call initiated by the Orion Smart Dialer®
- Sending/replying to an email
- Drafting a new document
- Upon marking an appointment or task complete
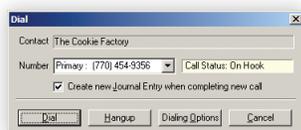
Capture your time during day-to-day tasks with one click on your keyboard, it's that simple!