oneAdvanced

Time Capture

Easy, accurate time
recording for legal

Contents

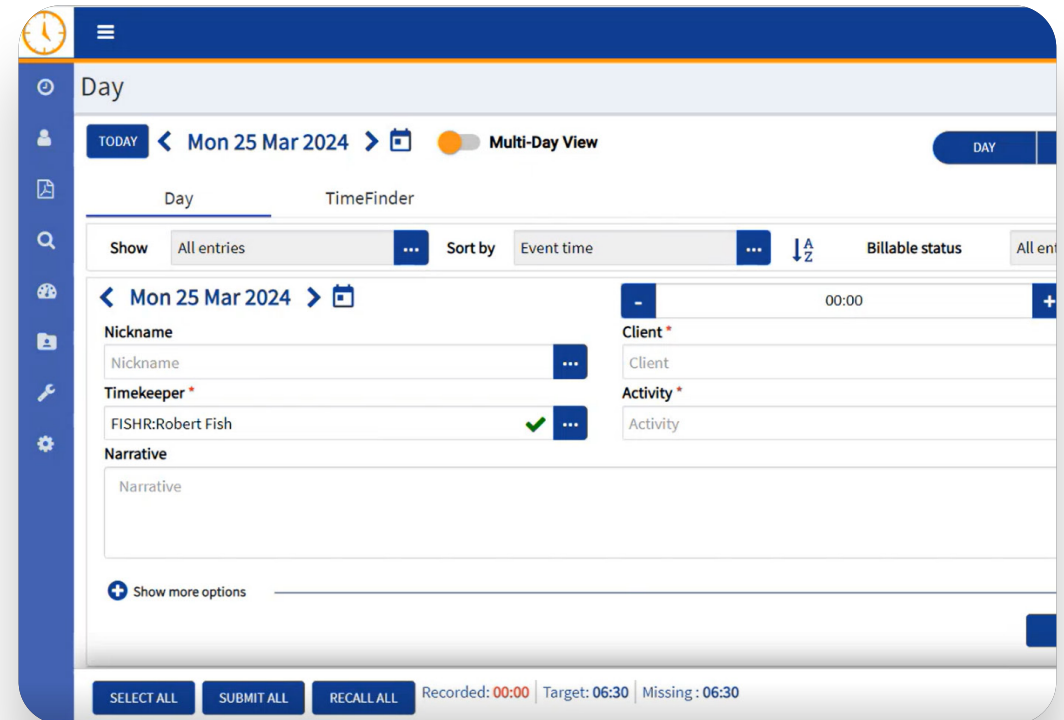# A modern cloud solution for forward thinking firms

Time Capture, previously known as Carpe Diem, is a market-leading time recording solution that's designed to enhance firm-wide performance. It does this by enabling fee earners to capture every revenue event, maximise billable time, and achieve a measurable improvement in realisation rates.

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In addition to a very powerful suite of time recording features, Time Capture is an extensible platform with a comprehensive suite of APIs. This enables seamless integration with your firm's existing software, preventing the need for time-consuming development work, and enhancing the capability of your technical infrastructure, without significant cost.

- Developed on a platform that offers the very latest technologies

- Incorporates AI and machine learning to aid comprehensive time capture

- An intuitive interface that is consistent across all devices

- Highly customisable to meet your firms' specific requirements

- Enhanced passive time capture reduces lost time

- Use recorded time entries from Time Capture to ensure adherence to client billing rules and outside counsel guidelines

Use time strategically

By providing accurate time data for each matter, Time Capture acts as a valuable business management tool. Time Capture's powerful, customisable metrics and dashboards provide actionable data that can be used to improve time capture, billing, and revenue - all with one click.

Increase utilisation rates

It's easy for busy timekeepers, who are moving between matters, or trying to do several things at once, to neglect to capture all their time. Time Capture provides powerful functionality designed specifically to maximise billable time capture.

Increase realisation rates

Fee earners can upload time entries quickly and be assured they are correct (i.e., detailed, accurate and compliant), so worked time can be processed efficiently, and billed without delay.

Increase collection rates

Clients who are told in advance how much they will be billed, and who receive detailed, timely, accurate invoices, are much more likely to have realistic expectations and confidence that charges are fair. The number of unpaid bills decreases, as client satisfaction increases.

On average, fee earners miss

1 hour

of billable time everday

Slow billing processes can delay payment by up to

60-90 days

Disputed inovices can cause firms to

lose up to

20% of the

amount billed

Flexible Time Capture

Instantaneous timekeeping

Time Capture ensures that time is consistently captured by providing users with the tools to capture time the instant it's worked, regardless of which device they're using.

- Users can capture time whenever they move to a new task by using the SmarTimer toolbar that floats above all open applications

- Our TimeFinder Collector also captures time used for client communications, like calls, emails, or Teams meetings

- A quick click is all that is required to start recording time, or to stop and start another timer

- Running timers follow users when they move between devices

- Predictive assistance auto-completes data and provides in-line spell checks

- Three key metrics allow users to monitor their time capture against targets

- Time entries can be split across multiple clients and matters

Reconstructed timekeeping

Finding time that hasn't been recorded can be time-consuming for fee earners, and capturing those missing minutes is often difficult, and frustrating.

- Time Capture's TimeFinder function automatically suggests time entries that may have been missed

- Users can auto-populate timesheets based on their digital footprint

- Or find missing time quickly and easily by responding to intelligent prompts

Activity	Collector Type	Capture fime from
Telephone Calls	Telephony Collector	Internal and external telephone calls on business, VoIP or IP phone systems (with related data)
Document Management	BigHand iManage NetDocumnets	Documents and emails, checked inm, and out
Outlook	Exchange	Microsoft Teams Emails Calendar Appt's

Mobile timekeeping

Accessible from both Apple and Android devices, the Time Capture native app offers comprehensive, yet easy-to-use, mobile functionality.

- Users can securely record time from any location, on or offline

- Timesheets allows users to view all their time entries for the day and to filter them by status

- Built-in security with industry standardised authentication and all data encrypted in transit or at rest

- The mobile app allows fee earners to leverage poor quality time efficiently as they can use commuting time to review and update daily time entries

- Modern user-friendly interface option of 'dark mode'

- The Time Capture Mobile App accommodates French as well as English language

"Our lawyers have said that they find the navigation very user-friendly. The tool is intuitive, especially as the user interface is consistent across devices. These features take the pain out of time entry and make it more likely that our lawyers will consistently produce correct and prompt timesheets."
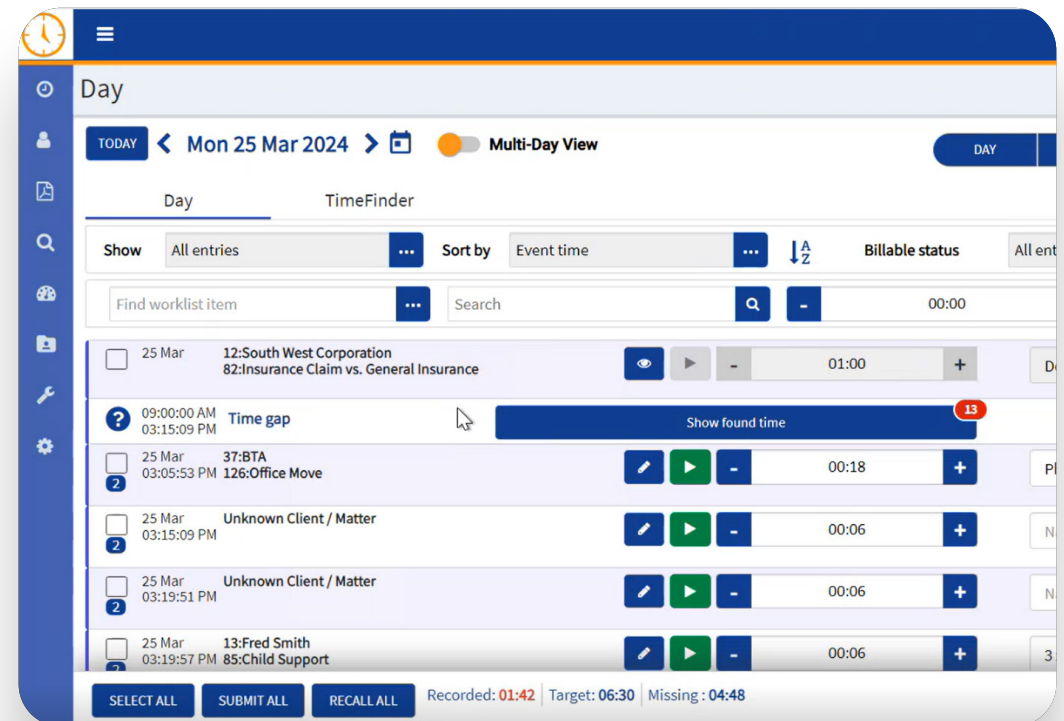
Leonardo Brandileone CIO, Mattos Filho

Transparent billing

Using Time Capture, the time that lawyers, and accounting or support teams, spend sorting out time entries is significantly reduced. A reduced billing cycle means faster payment, improved realisation rates and higher levels of client satisfaction.

- Shorten the bill-to-payment cycle and increase billing compliance

- Boost efficiency with easy time entry, validation, and submittal for timekeepers

- A sophisticated billing engine can validate against rules, using Time Capture or hosted third party applications

- Reduce billing errors with time validation before submission of time records

- Free up time for finance staff during the prebill phase with 'first-time correct' entries

- Use Task Centre to schedule and run regular notifications via email or SMS to alert timekeepers to complete, and submit, their time entries efficiently

- When billing is performed correctly, all invoice queries can be answered quickly and openly. This makes the billing process key to building trust and strong client relationships.
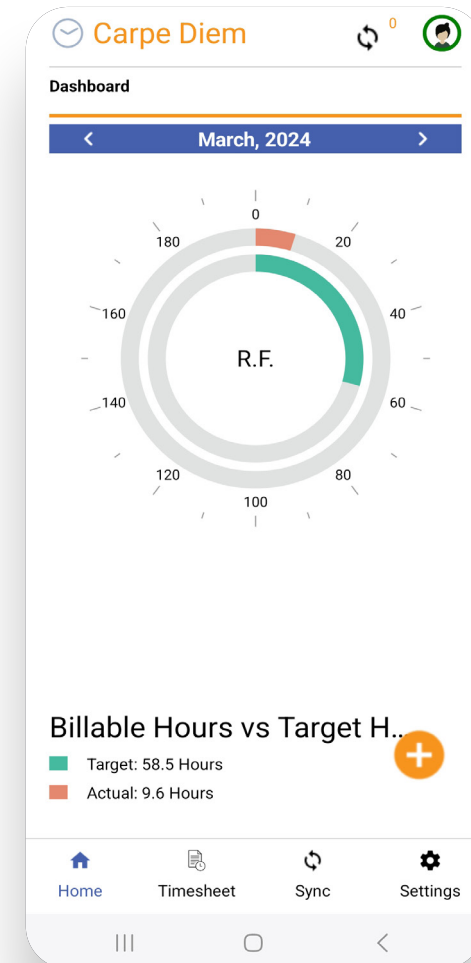
Tracking critical time data

Time Capture's powerful, customisable metrics and dashboards give you access to actionable management data that can improve compliance, reduce risk, and increase cash flow - all at the press of a single button.

- Use Time Capture TaskCentre to automate and schedule reports on an individual, or firm-wide, timekeeping performance

- Track the time matter completion actually takes so you can schedule work accurately

- Gain insight into work patterns, areas of low usage, or areas under stress from too much work

- Easily reallocate work to those with spare capacity

- Manage, and control, price strategies such as blended hourly rates, fee caps, hourly rate volume discounts and fixed fees or matter based rates

- Develop tactical business development initiatives to drive work to any underutilised practice areas

- Auto Glossaries and Narratives allow the pre-population of defined narratives based on client and matter type to further save time

- Group glossaries can be created and shared with user sets within Time Capture

"Before introducing Time Capture, we had no visibility of how many hours each lawyer was recording. Now we can easily review how each lawyer is using the system. We can follow up where there are conspicuous time gaps or low hour days, to find out what has happened."
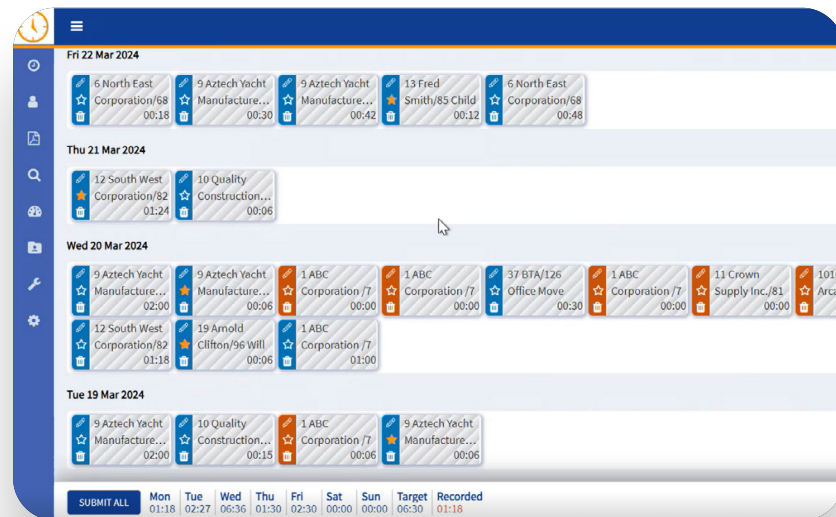
Mette Marie Harder Winther-Sørensen,
Office Administrator, IUNO

Plug time capture into your legal ecosystem

Working in technology silos can cause work duplication, errors, lost time, and lower revenue.

Time Capture delivers the benefit of being built on an API first approach, allowing easy and seamless integration with other solutions in your firm. This could include hosting Time Capture within your document management system, importing fee earner's annual leave from your HR system, or the real-time export of time data to your accounting system.

- Connecting time recording to your firm's practice management system, enables lawyers to instantly surface data about a client matter, billing, compliance, budgets, or alternative fee arrangements

- Combine with your accounting solution to significantly simplify compliance and the billing process

- Sync with your document management solution to make it easier to uncover hidden billable time

- Benefit quickly as limited time and resources are required to implement, or maintain, integrations

- Integrations with other industry-leading applications include, but are not limited to, NetDocuments, iManage, Microsoft Office and Teams, ALB, P4W, BigHand and all leading telephone systems

- The Time Capture Outlook NetDocs Plugin enables users to capture time for NetDocuments activity within Outlook

- Allow users to update configuration / settings for this plug in

- Upgrade to the latest Microsoft .net libraries to ehance performance and productivity

General Counsel -
Verify the contribution
of your in-house legal team

The trend of in-house legal departments becoming more central to the routine operations of a business is growing. The result is increased pressure to manage greater workloads, with increasing complexity. Budgets are also squeezed as in-house teams are subjected to greater levels of scrutiny in the delivery of value and controlling costs.

Using Time Capture provides a succinct view of how time is spent, allowing value to be allocated to that time. This unprecedented transparency allows for informed strategic decisions to be made by clearly indicating when it is most effective to insource work or use an outsourced resource such as an ALSP or external counsel.

Time Capture allows true insight into your legal operations:

• Tracking workload over time periods to help plan optimal allocation of resources

• Allocating specific types of work to the most efficient resource

• Identifying, and making visible, those who are dealing with a specific matter

• Understanding the real value of work done externally, and pricing accordingly in order to negotiate the best fee arrangements at the most effective cost

Your data is secure

As the only legal timekeeping solution approved for inclusion in the UK Government's G-Cloud digital marketplace, you are assured we always take your data security very seriously.

Safeguards to protect your data, and meet regulatory compliance requirements, are baked into the network architecture with secure datacentres across North America and Europe to give you complete peace of mind.

- Transparent data encryption of all databases, back-ups, and transaction logs

- HSTS (HTTP strict transport security) enforced

- Single sign-on (SSO) and multi-factor authentication (MFA) are supported

- Users are authenticated against the firm's Azure Active Directory

- Database transaction logs backed-up every 10 minutes, databases fully backed up every 12 hours, full 35-day retention of backups

- Continuous improvements to database in line with best practice and performance

- Long-term (up to 10 years) back-up retention available, if required

- 99.5% uptime

Working in partnership

Training

Training end-users and timekeepers to know, love and get the most out of your new software is the final piece in the jigsaw of a successful project, and arguably, the most important. It provides staff with the knowledge and confidence to resolve their own problems, reduces downtime and preserves compliance with your firm's policies.

- Our training team works with both new and existing clients, helping them meet all their objectives

- Quick start or fully customisable options are available to meet your specific requirements

- Choose fully managed project implementation, if preferred

- Imbedded tutorials and 'how to' guides get users quickly up-to-speed with new features and functions, ensuring they get maximum benefit immediately

Support

It's simple. We aim to provide the best technical support service possible. Our experienced team is made up of friendly and knowledgeable people who efficiently manage any issues and provide help to all users.

- Choose from a broad range of support services to address the needs of your users and your business

- All support responses and resolutions are conducted within the standard of our Service Level Agreements

- User Voice is our ideas portal. It's a collaborative space for users to suggest, discuss and vote on product enhancements.

- You can also benefit from an active user group which meets regularly to discuss, and share, information about our timekeeping software

"We are now able to enter time much more quickly and in many different ways. Tracking has become seamless. Even when we don't have all the details to hand, we can enter time partially, and then go back and complete the entry later. This assures more accurate capture."

Dr Keriene Dovile
IT and Business Project Manager, Ellex Valiunas

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We would love to hear from you

Hopefully this was a helpful insight into how Time Capture can help you. If you'd like to find out more about how Time Capture can help your business and ensure you are ready to meet the future, get in touch with us today.

Get in touch