



CIVICA

Private Practice Training → Core Time Recording

➤ Who will the course benefit?

It is recommended that this course be attended by Supervisors/Fee Earners, as well as the operators who will be responsible for data entry.

➤ Pre-requisites

Attendees should have basic keyboard skills. Attendees are requested to submit questions and example reports to the trainer two weeks prior to the course date to enable the trainer to adapt the content to the specific requirements of the attendees.

➤ Course reference

8LEG002

➤ Duration

One day.

➤ Further information

For additional information on this course or any other training issue please e-mail training@civica.co.uk

➤ Course objectives

This session covers setting up Activity codes and different charging methods as well as how to input time sheets, edit unfinished time sheets, add simple time entries for a known client/matter, add simple time entries for a new client and new matter and view time entries using view matters. Delegates will be shown how to transfer time, view and post suspended time.

Time

- Desktop overview
- Maintain activities
- Fee Earner Budgets
- Maintain Calendar Events
- Manual timesheet entry
- Timer
- Time Transfer
- Fee earner time transfer
- Matter time transfer
- List suspended time
- View Matter

Time Valuation Methods

- Client/matter rates
- Activity valuation
- Fixed fees
- Scaling fees
- Work type valuation