

Timesheets recording for other fee earners

Under Users Settings (2), select particular account that will be recording timesheets for other users. There under Timesheets TAB(3), allocate other fee earners (5) from “Report Timesheets for” (4) section.

The screenshot displays the system's user management interface. On the left, a sidebar menu lists various functions, with 'Users' highlighted by a red box and the number 2. The main area shows the profile for 'Ross Moore'. At the top of this area, a navigation bar contains several tabs, with 'Timesheets' selected and highlighted by a red box and the number 3. Below the tabs, there are settings for 'Require WIP verification' (radio buttons for yes/no), 'Timesheets Reporting Target' (input field for 8.00 hrs/day), and 'Weekdays' (input field for 0.00 hrs/day). A section titled 'Report Timesheets for' is highlighted by a red box and the number 4. Below this section is a search filter and a checkbox for 'show inactive users'. At the bottom, a list of fee earners is shown under the heading 'ACOR'. The list includes 'Corporate Finance' and several individuals: Debbie Lai (DL), Edward Smith (ES), Florence Chow (FC), George Wolff (GW), Gloria Lee (GL), and Jack Pryor (JP). The first three are checked, and this list is highlighted by a red box and the number 5.

Once that user login to system (if already logged in, re-login will be required), there will be Fee Earner selection available on Timesheets recording form.

🔍
February 2023
🗓️

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
			1	2	3	4	
			🕒 8	🕒 8	🕒 8		🕒 24
5	6	7	8	9	10	11	
	🕒 8	🕒 8					🕒 16
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28					

🎯 Targets

- Weekdays 8.00hrs
- Weekly 40hrs

📊 Month

- Billable 0
- Non-billable 0
- Non-chargeable 0

Timesheet Entry

Date:
07 Feb 2023
📅

Chargeable:
☒ yes
☐ no

🔍 matter search
📋 my work

Client:
PEL0001 Pelican Resort & Spa
🗑️

Matter:
PEL0001.02 Lease Agreement
▼

Billing Partner:
Dan Cross (DC)

Handling Solicitor:
Adam Smith (Adam)

F/E:
Austin Dou
▼

Activity:
Admin
▼

Time:
 unit(s)

Billable:
☒ yes
☐ no

Memo:

✓ log hours

⌂ cancel