SurePoint®

Entering Time Has Never Been Easier with SureTime™

Capture every minute with the SureTime, the latest innovation in time management

Maximize your time with an intuitive and predictive application that automatically captures time and connects with the SurePoint® Legal Management System (LMS).

Automatic time entries are available for any new events added to your Outlook calendar and when using Microsoft® Office 365 applications, including Excel, Outlook, PowerPoint, and Word.

SureTime eliminates the administrative burden of entering your time, letting you focus on what matters most - your clients and practice.

To learn more about **SureTime** and what it can do for your firm, schedule a demo today!

Considerations for improving your firm's time management process:

- How long do attorneys wait to enter their time?

- How are attorneys tracking their time?

- Are time entries being delegated to staff?

- Are you using a timekeeping application that is not integrated or native to your billing system? How long does it take to reconcile?

- What is the financial impact of timekeepers waiting to enter their time?

- How do delays in timekeeping affect write-offs and realization rates?

- How much billable time is unrecorded?

- How do timekeepers enter time when they are away from their desk or home office?

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![SurePoint logo]

Intuitive

SureTime makes it easy and simple to capture your time, eliminating the administrative burden it takes. Enable automatic time entries for any new events added to your Outlook calendar or from Microsoft Office 365 applications. Use voice dictation to draft your narratives. Day and monthly views help you track your performance.

Predictive

SureTime predicts the clients and matters you are likely to select. All the information you need to start entering time is right at your fingertips. You can also view and quickly search for your clients. SureTime will catch spelling errors and replace autotext codes with text in your narratives.

Connected

SureTime connects to LMS and the SurePoint Mobile App enabling you to enter and release time from anywhere. There's no need to reconstruct your work or delay the billing process. Use the SurePoint Office 365 plug-in to enable automatic time entries.

Maximize Productivity and Performance

Accurate and contemporaneous time entry helps track your performance, improves your productivity, and accelerates billing. You can save draft time entries when you are working on a potential client or matter. With SureTime, you can delegate time entries, edit multiple time entries at once, and enable automatic time entries in Microsoft Office 365 applications, including Excel, Outlook, PowerPoint, and Word.

Innovations in Timekeeping

- **Automatic Entries from Microsoft Office 365 Applications**

- **Automatic Time Entries from Outlook Calendar Events**

- **Add Time**

- **Add a Draft Time Entry**

- **Work on Behalf Of**

- **Manage Time**

- **Narrative**

- **Advanced Search Capabilities**

- **Day View**

- **Month View**

- **Actions on Multiple Time Entries**

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Automate Time Capture While You Work
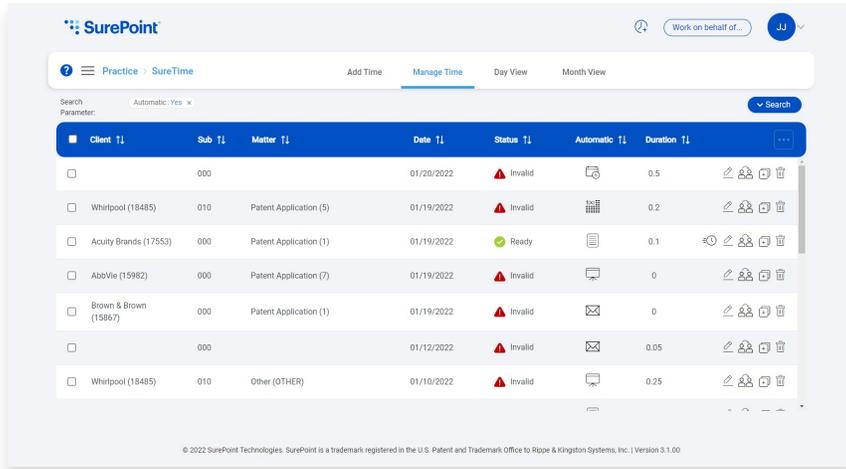
Automatic Time Entries from Outlook Calendar Events

When the Cloud Calendar preference is enabled, automatic time entries for any new events added to your Outlook calendar are created.

Automatic Time Entries from Microsoft Office 365 Applications

Time entries are automatically saved from Microsoft Office 365 applications, including Excel, Outlook, PowerPoint, and Word, using the SurePoint Office 365 plug-in. These entries are saved with an Invalid status until approved.

Status ↑↓	Automatic ↑↓	Duration ↑↓
✓ Ready		0.7
⚠ Invalid	🖥	0.1
⚠ Invalid	f(x)	0.3
⚠ Invalid	📄	0.2
⚠ Invalid	🗓	1
⚠ Invalid	🗓	1
✓ Ready		0.8
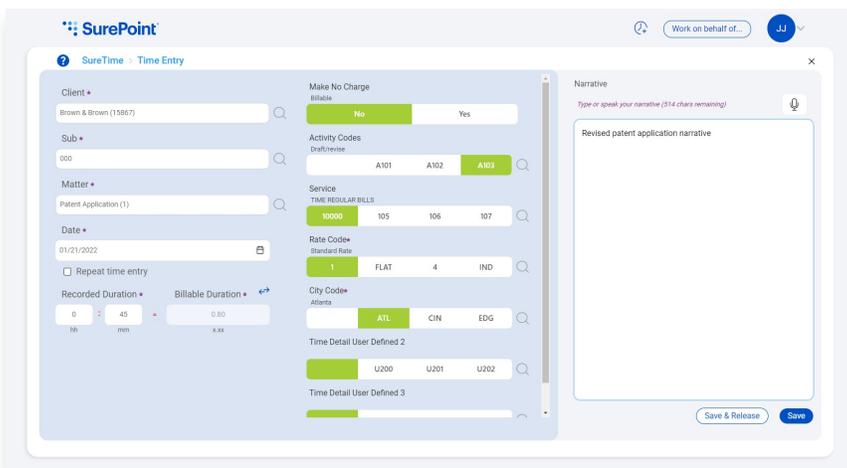
Add Time

Add a time entry to ensure that billable and non-billable time is captured while you work.

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Automate Time Capture While You Work

Add a Draft Time Entry

Add a draft time entry to track time for potential clients or matters. Capture your time while you wait for the matter to be created.
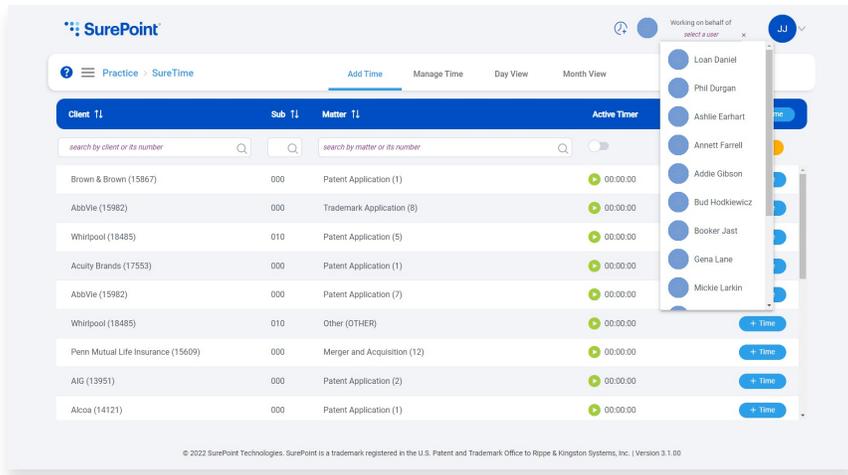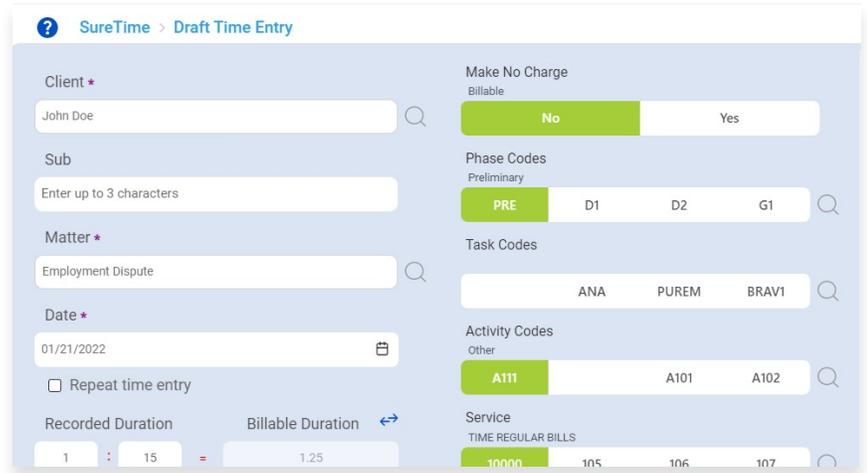
Work on Behalf Of

Add a time entry to ensure that billable and non-billable time is captured while you work.

Manage Time

New and intuitive ways to manage your time entries include: bulk change multiple time entries, copy a time entry, combine time entries, transfer a time entry to another timekeeper and more.

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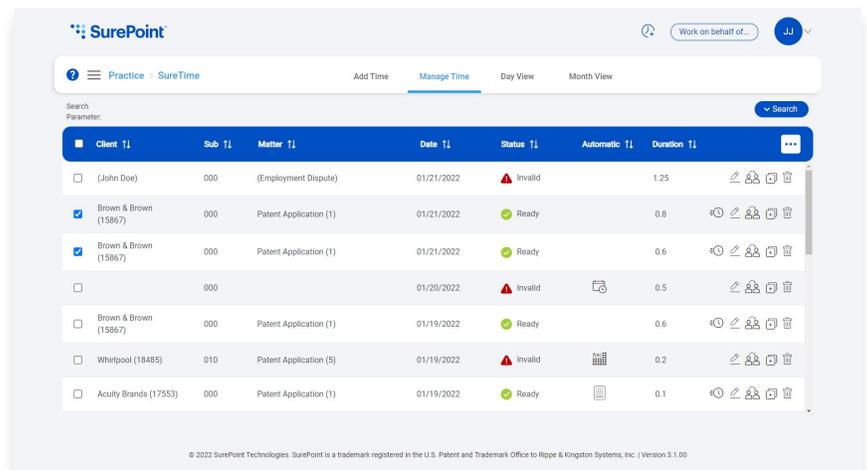
Automate Time Capture While You Work
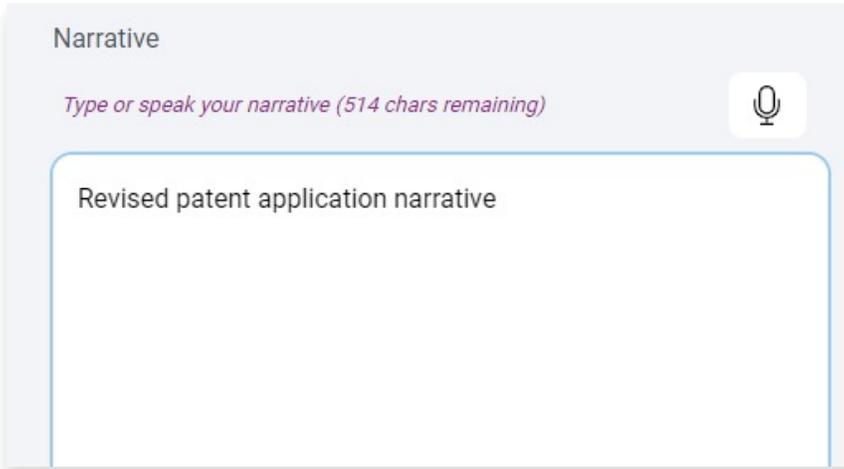
Narrative
Type or speak your narrative for the time worked. Enter autotext codes to quickly insert standard or frequently used text. The code is automatically replaced with the proper text.

Advanced Search Capabilities
You can search for time entries that match a single or multiple value. The more search options you filter, the narrower the results.
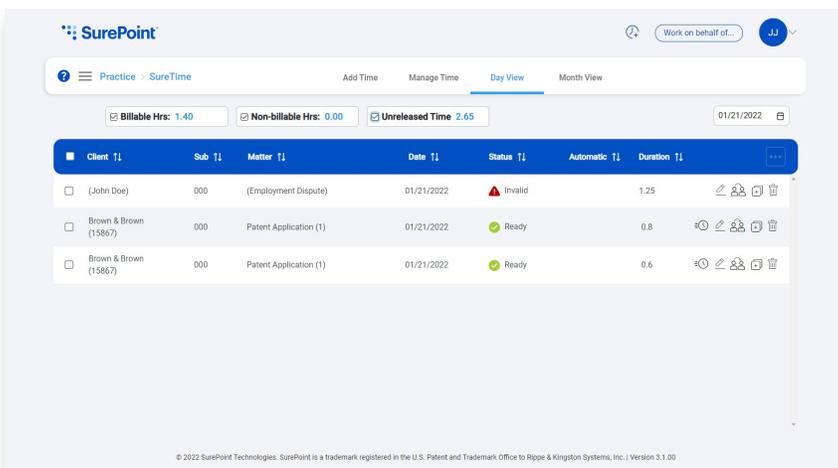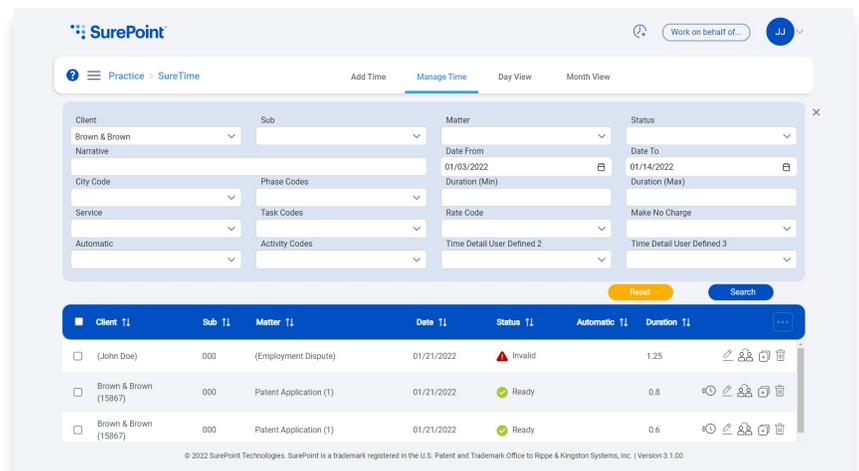
Day View
See an overview of time entries for a specific day. The total billable, non-billable, and unreleased hours and dollar amounts are displayed.

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Automate Time Capture While You Work

Month View

Use Month View screen to see an overview of total hours for every day with saved time entries on a monthly calendar. This will helps you identify days where you have unreleased time or missing time. See a weekly breakdown of your billable hours, summary of your total time for the month and year to date, and dollar amounts.
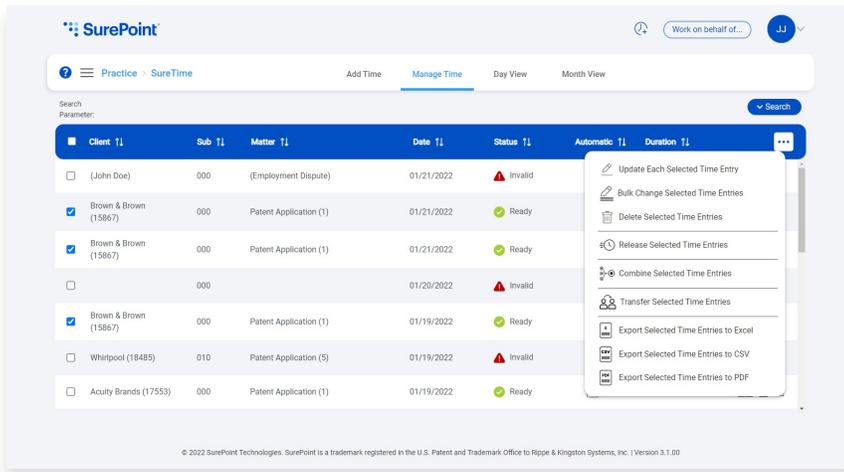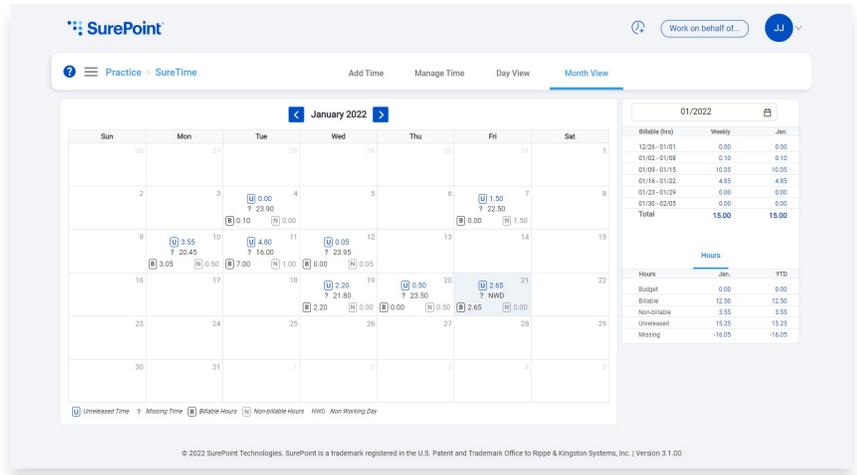
Actions on Multiple Time Entries

Save time by updating or working with multiple time entries at the same time.

ABOUT SUREPOINT

SurePoint® is a leading provider of financial and practice management software to law firms nationwide. With a community of more than 50,000 members, SurePoint continues to transform the legal industry by enabling law firms to unlock higher performance by freeing lawyers of administrative burdens so they can spend far more time focusing on their clients and their practice.

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