Smart Time: Time Capture & Reporting Datasheet

Smart Time is an advanced time management platform designed for law, accounting and professional services firms. The platform uniquely supports time capture, time entry, reporting and mobile in one cohesive package.

It is also platform independent. You can run Smart Time on any device and install any combination of modules and platforms depending upon your firm's needs.

The *Time Capture* module goal is to help timekeepers accurately complete their timesheets by providing a daily journal that answers the question "What did I do today and is it billable?"

For timekeepers who must record what they did in six-minute increments, the time capture module gives them perfect recall at the moment they prepare their timesheets. It gives them a daily journal that tells them what they did, when they did it and how long it took. It enables them to find the small increments of time that usually are forgotten, and to correct underreported entries.

HOW DOES TIME CAPTURE WORK?

Smart Time polls your firm's systems and the user desktop to find information about every event that occurred throughout the timekeeper's day. It finds emails, calendared meetings, phone calls, mobile calls, documents, dictation, browsing and more. Next, event data is cross-referenced to assign client matter codes, while supplementary data is added to the event description to better jog the timekeeper's memory.

Users can access their data online or receive a nightly journal report.

A REVENUE GENERATOR

Because leaked time is so pervasive in firms that bill by the hour, plugging this leak can lead to significant gains in billable hours, and therefore, revenue. Smart Time not only supplements the timekeeper's memory, but its simple interface and intuitive design make timekeeping less painful, leading to higher rates of compliance.

Let's take a look at the potential revenue impact of implementing Smart Time. It's very reasonable to expect to find an additional 4 to 6 hours of leaked time per timekeeper per month.

Our research shows that Contemporaneous timekeepers leak 4 hours per month, and Reconstructionists typically leak 6 or more hours. For a firm with 100 timekeepers (averaging $400/hour), closing the leak represents an additional $200,000 per month, or $2.4 million per year, in incremental time value.

SMART TIME BENEFITS

Easy-to-Learn Interface. Smart Time is simple to use and requires minimal training.

It's Trainable. Teach Smart Time the relationship between email addresses, phone numbers and client matter codes so

future transactions get automatically coded at a client or matter/project level.

Smart Time Is User Configurable. If you want to eliminate all calls less than 5 minutes, you can do it. If you want to combine all emails from the same thread, it's your choice. Manage your local time zone or set up automatic reporting. User settings allow you to focus your output results.

Adaptable to Different Work Styles. Supports all timekeeping styles, including contemporaneous, reconstructive and collaborative. Work with the online journal to prepare timesheets, or print out a Smart Time report to use later. Or, share it with your secretary.

Workstation Independent. All user activities are reported regardless of how many different workstations, home computers, mobile devices or remote connections the user logs into for work.

SOFTWARE SUBSCRIPTION

Smart Time is offered on a month-to-month subscription basis, which includes: use of the software; new version releases; maintenance upgrades; and access to our Support Department.

The key benefits of this model are:

Reduce Initial Cost of Ownership: No large cash outlay like in a traditional purchase and maintenance plan.

Known Cost of Ownership: Just the subscription cost, plain and simple.

Immediate Write-Off of Costs: Expense the yearly subscription fee, instead of capitalizing and depreciating licensed software.

Unlimited Training: All the train-the-trainer sessions and administrator training (for IT and Accounting staff) you need.

No Charge for New Connectors: If you need a new connector or adjustments to an existing one, it's included.

TECHNICALLY SPEAKING

The best technology is the kind you never need to think about. We think about our technology all the time, mostly so you don't have to. Smart Time is user friendly and enterprise ready. That makes it easy for us to install and for you to maintain. But, in case you're wondering, here are the technical details.

Smart Time is a .NET enterprise application. It runs on top of Microsoft IIS and SQL servers and is highly scalable for multi-office environments. Data is stored in XML and SQL. The application is Unicode compliant for multi-language support. On the desktop, Smart Time runs in a browser. Internet Explorer, Chrome and Safari are supported. Native applications are available for iOS, Android and Windows mobile devices.

Pre-built data connectors are available for Microsoft Exchange, Autonomy iManage, OpenText Docs, Worlddox, Netdocs, BlackBerry Enterprise Server, Nortel, Avaya, Mitel, Cisco, Lync Server, Android, iPhone, Interaction, Equitrac, Copitrak, nQueue Billback, BigHand, Winscribe, Summation, Concordance, Microsoft Office and Adobe applications. Need another connector? We will build it for you.

Smart Time integrates with Aderant, Thomson Reuters Elite, Microsoft Dynamics, LexisNexis, SAP, Deltek and other leading accounting systems. We have an extensive integration that manages lookup, validation and data transfers in all directions. Our bi-sync routines ensure that time entries in Smart Time are always in sync with the accounting system of record.

ABOUT US

Smart WebParts creates software solutions that maximize profits for law, accounting and professional services firms. Our flagship product, Smart Time, is an all-in-one time management platform.

Our team of experts specializes in finance, accounting, marketing, process engineering and technology. We utilize best-of-breed technologies, as well as the most advanced tools and production processes. We have built a dedicated team who offer solutions that are unique in the industry.

Smart WebParts is privately held and is headquartered in Campbell, California.

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Micro Strategies began tailoring solutions for the legal community more than 30 years ago. We continue our focus on legal and professional services firms and have grown our offerings to meet the changing technology needs of those communities. Over time, we have evolved into more than just a technology solutions provider for our clients. Clients now view us as a trusted advisor – consulting with us on a variety of solutions to the business and technology issues they face on a daily basis.