AboutTime™   Versys Software, Inc.

The most efficient way for attorneys to track time and expense

Feature Summary

- Convenient stay-on-top Timer Toolbox

- Notebook use while away from the office

- ABA Task codes included

- Month calendar view with summaries

- Attorney time budgeting

- Flexible views and reports

- Faster key-entry with abbreviations

- Graphical time presentations

- Over 100 preference settings

- Security by timekeeper

- Expense tracking

- AboutTime works with any billing system

Stay-on-Top Timer Toolbox

The Timer Toolbox, as shown above, helps the attorney by making it easy to track the range of tasks that make up a day's work. Regardless of the desktop application currently in use, the Timer Toolbox can "stay on top" to display what activity is being timed.

Whether doing legal research, preparing documents, or talking with a client on the phone, you can easily set the client, the matter or case, and track the elapsed time for the current activity. If an interruption occurs, a single mouse click pauses the current activity timer and starts a new one. When it is convenient to do so, details for the currently timed activity can be filled-in.

Notebook use while away from the office

Recording your time away from your desk is simple. Just unhook from the network and go. AboutTime allows entry of time when it is most convenient, whether at the office, while traveling, or at home.

With AboutTime, professional activity can be tracked in real time or entered later, either online or offline. This flexibility gives you optimum control over timekeeping without the need for additional modules or add-ons.

On and offline, AboutTime allows you to set up personal nicknames (aliases) for individual matters and cases. Offline work is quickly and easily integrated when you return to the office. Aliases created offline are automatically applied within all your client/case records with a single change to a record, no need to duplicate your efforts.

ABA Task codes included

UTMS code sets are included with AboutTime and are presented to the user when a matter or case is marked as requiring the use of a code set.
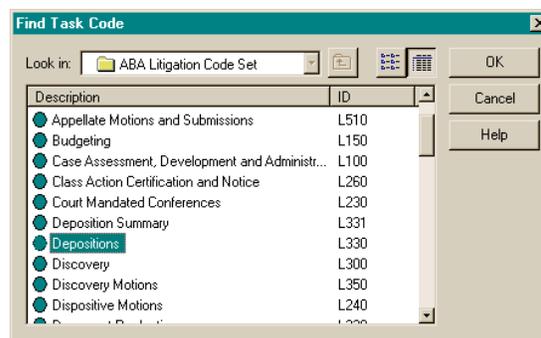
Month Calendar Time View
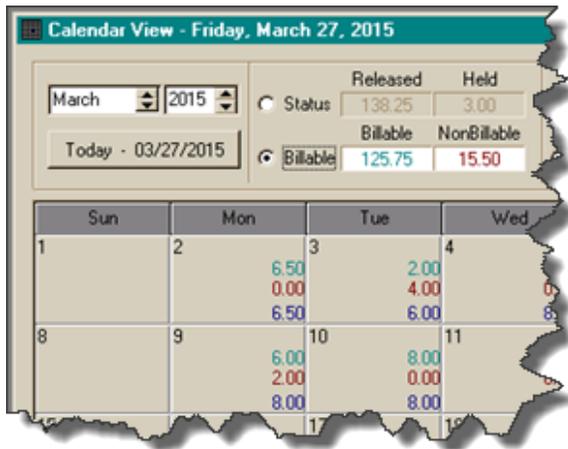
Time summaries by day and totals for the month are available in the calendar view for each of the following time categories:

- Billable, Non-billable, Total
- Budget, Actual, Difference
- Held, Released, Total
- Total Only

Flexible views and reports

Time and expenses can be reported in summary or in detail by day, by week, by month, or by date range. For your convenience, reports optionally present information for the most recently viewed day, week, or month.

Attorney time budgeting

Attorney time per-day, excluding firm holidays, can be budgeted for Weekdays, Saturdays, and Sundays.

Faster key-entry with abbreviations

AboutTime expands the text as you are typing for commonly used phrases. Text expansion is accomplished with short abbreviations that can be set at the firm level or on an individual basis.

Graphical Presentations
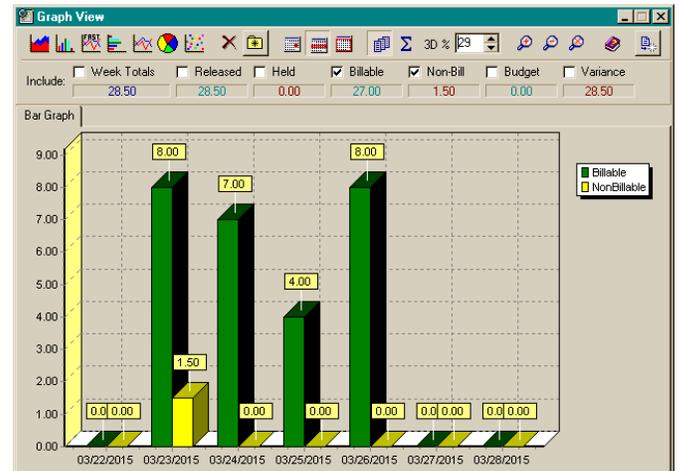
Summarizations of time categories can be presented and compared in bar charts, line graphs, pie charts, and scatter graphs.
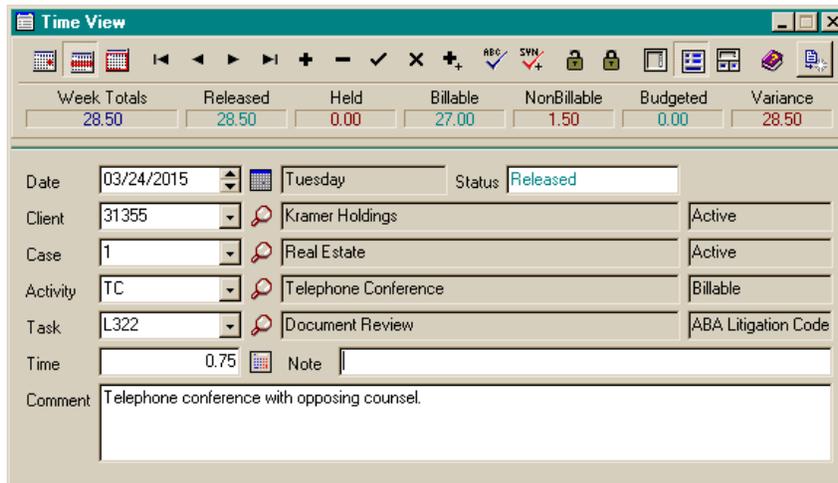
Over 100 Preference Settings

Preferences can be established on an individual, group, or firm-wide basis and can optionally be modified by individuals. Preference settings include:

- Open to calendar or other views
- Day, Week, or Month time views
- Lookup sort order, by type
- Default Attorney, by login
- Minimum time increment
- Fields to repeat for new entries
- Optionally enforced spell checking
- Optional custom dictionaries
- Field order for each list type

Security by timekeeper

Access to attorney time can be shared or restricted. Security settings apply, even when AboutTime is used while disconnected from the network.

Time View

Week Totals	Released	Held	Billable	NonBillable	Budgeted	Variance
28.50	28.50	0.00	27.00	1.50	0.00	28.50

Date: 03/24/2015 Tuesday Status: Released
Client: 31355 Kramer Holdings Active
Case: 1 Real Estate Active
Activity: TC Telephone Conference Billable
Task: L322 Document Review ABA Litigation Code
Time: 0.75 Note:
Comment: Telephone conference with opposing counsel.

Versys-developed software incorporates all the enhancements that have accrued from many years of client requests with law firms ranging in size from five to over 400 attorneys.

The company is headquartered in San Francisco and has support offices in Massachusetts, New Jersey, and Arizona, From East to West Coast the company offers 12 hours of availability on all working days. On-site consulting and training is provided for new software installations and may be scheduled for specific projects. Our clients consistently report that our support staff is friendly, capable and responsive.

AboutTime works with any billing system

AboutTime imports validation information such as clients, matters/cases, and attorneys. It also exports time transactions in ASCII format for easy interaction with law firm billing software. An agent process supports the full automation of these AboutTime activities on a very flexible scheduled basis.

Expense tracking

AboutTime provides a simple way to speed recovery of client-related expenses. Cost entry is by attorney, client, and case. Each user can select their default view of Day, Week, or Month, the columns in their cost list, and their default entry display of List, Detail, or Both. Activity codes are defined by the administrator, and there can be a firm-wide, group, or individual default code.

Versys Software, Inc.

Versys Software has an over 20-year history of providing high quality products accompanied by full service to clients in the legal community. Prior to focusing on the legal profession, the forerunner company developed professional billing software for the medical and dental professions, full accounting and project management software for construction companies, and inventory and parts management for auto dealerships. This varied background provided the basis for the development of our time tracking, billing, accounting, and practice management software.

AboutTime Technical Requirements

A client computer can be any network connected PC that is configured with sufficient capacity to run word processing software with reasonable performance. AboutTime works with all Windows systems. Ten to fifteen megabytes of disk will be needed for programs and data.

The server computer acts as a file server for the client systems and it can also optionally run an agent process as an operating system service. Application administration can be performed with software that is loaded on the server or that is loaded on another system. The server is expected to be Windows 2000 or later. Server disk requirements are an initial 20 to 50 megabytes plus 10 megabytes per timekeeper.

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