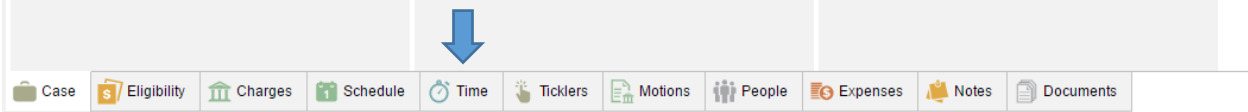
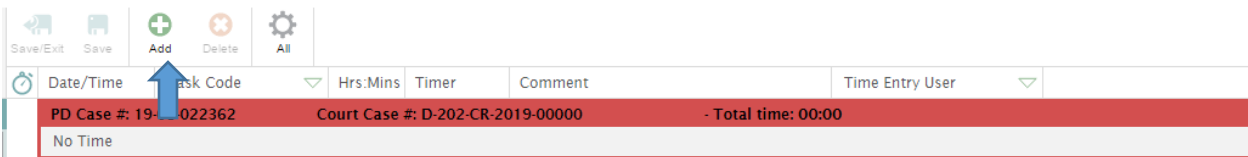


➤ TIME ENTRY IN DEFENDER DATA

From the case information screen of the case you are entering time on click on the Time tab at the bottom of the window.

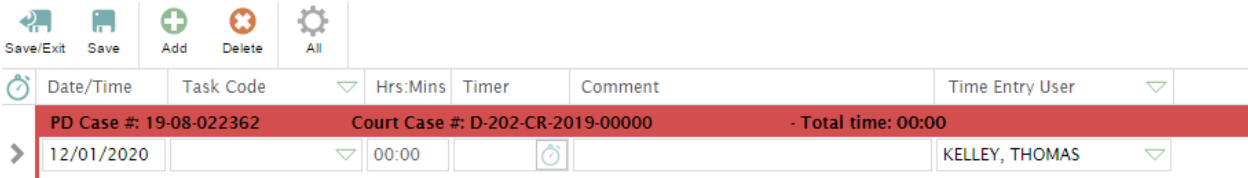


This will open the Time entry window



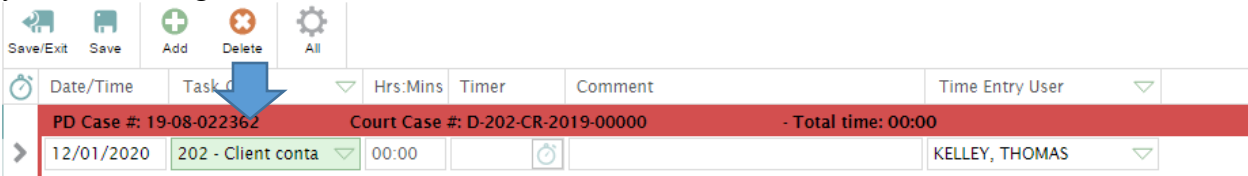
To enter time click on the Add icon on the toolbar at the top of the window

This will open a time entry row where you can enter time on the case.

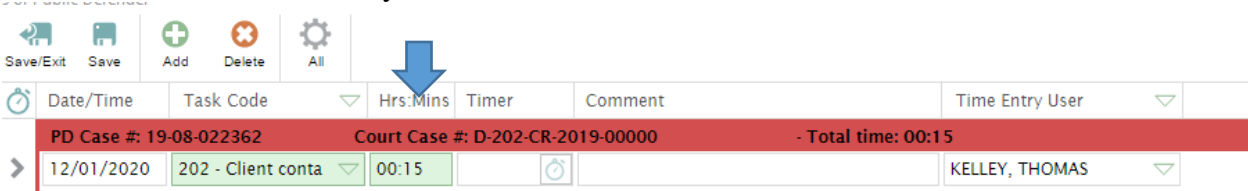


The date will automatically populate to the current date so you will need to change that to a different date if necessary to correspond to the date you are entering time for.

The next column has a heading of Task Code. This column has a drop down list that lists a number of tasks. Select the task from the drop down list that most closely matches the task that you are entering time for



The next column is where you enter the actual time you spent on the task in HH:MM format. Therefore if you spent an hour and 15 minutes on the task you would enter 1:15. If you spent less than an hour, i.e. 15 minutes, you would enter the time as 0:15.



The next column with the heading Timer is an optional function you can use if you are tracking the time on a task that you are currently working on. If you have an entry with no time entered and you want to track the time you spend on the task clicking on the clock icon under Timer will start a timer that will track the time until you click on the clock again. The next column

Comment is for any comments you may want to enter to clarify or describe more fully what the task was that you are entering the time for.

Save/Exit	Save	Add	Delete	All						
🕒	Date/Time	Task Code	Hrs:Mins	Timer	Comment	Time Entry User				
PD Case #: 19-08-022362							Court Case #: D-202-CR-2019-00000		- Total time: 00:15	
➤	12/01/2020	202 - Client conta	00:15	🕒	telephone call to client to discuss plea offer	KELLEY, THOMAS				

When you are entering time the final column Time Entry User will automatically populate with the name of the attorney, or firm, that is on the defender date account that you are logged into. Finally, after all information has been entered click on the Save icon on the toolbar at the top of the page to save the entry you just completed. Clicking on Add again on the toolbar will open another row for time entry below the first row you just completed.