



# Bills Out Legal Billing Service

Outsourced. Out on Time.

## The ABC's of Online Time Entry

Need to track your your time when away from the office? Here is how to select and use online time entry software.

### All aboard!

Select a single online time entry method for your office and get all of your mobile users on board. This approach will save you time, money and headaches at billing time.

### Be mobile

PCWorld reports that smartphones are now more popular than PCs. So, use a product that has a mobile option that will run on your smartphone.

### Compatibility

Match your online option with the central software it was intended to work with. This seems obvious, but we often encounter attorneys using software for time entry that is not designed to work with their central billing software. The result is manipulation (for import) or complete re-entry of time to prepare it for billing. Using compatible online software will also give you an interface very similar to that of your desktop software so that you can comfortably move between the desktop at the office and online entry when away from the office.

We recommend Sage Timeslips eCenter for Sage Timeslips users who want to track time and expenses while away from the office. Here's how the slip list looks in the eCenter:

Welcome, D. Brickley

### Slip List

New Time Slip successfully added.

View Slips By: All | Slip Type: All | Bill Type: All

Date	Timekeeper	Activity	Time/Quantity	Value	Complete
1/16/2013 Billable	D. Brickley ABC	Communicate (othe... ABC v. DEGP	9:18:00 175.00	52.50	
Telephone conference with Robert Waters.					
Start Timer   Mark as Complete   Open Slip   Duplicate Slip   Delete Slip					
1/24/2013 Billable	D. Brickley Atlantic	Analysis/Strategy	1:00:00 150.00	150.00	

Select a slip to view or edit by clicking on the radio button associated with the slip.

Total Slip Count: Complete (0) | Not Complete (2) | Total Slips (2) | First | Previous | Page 1 of 1 | Next | Last

Timeslips eCenter also has a Mobile Access option for time entry on the iPhone, Android and other mobile devices:

### Sage Timeslips eCenter

Welcome to Sage Timeslips eCenter. Please login to continue. All fields are required.

Login Name:  
amancini

Password:  
\*\*\*\*\*

Login

Contact Sage

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Need help with billing? We provide full service billing assistance to law firms throughout the United States. Reply to this email or call 816-698-2488 for more information.

