

Record your time

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With the Time pack on, every matter has a Time tab. Run the timer while you work, or add time afterwards, and your week fills in as you go.

Before you start

An admin switches on the **Time** pack first. See [Switch on a pack](#).

1 Set your year and targets

Go to **Settings** > **Time**

An admin chooses **Financial year starts in**, the **Daily target** in hours and the **Activities** people pick from, one on each line, then presses **Save**.

2 Open the matter's time

Go to **Matters**

Open the matter and press **Open** beside **Time**.

3 Run the timer

Press **Start timer**. It keeps running at the top of every Desk page while you work elsewhere.

Press **Stop** and the time is saved on the matter.

4 Or add time by hand

Under **Add time**, fill in:

- **Date**
- **Time**, like 1:12 or 45m
- **Activity**
- **Note**, if you want one
- **Chargeable**, switched off for time you won't charge

Press **Save time**. Press **Change** on an entry to fix it.

5 See your week

Go to **Time**

Each day shows the time recorded against your target. Use **Previous week** and **Next week** to move around.

6 Run the year report

If you look after other people's time, choose someone under **Whose week**, or press

Year report. Pick the **Financial year** and **Group by** person, matter, client or activity, and press **Download CSV** for a spreadsheet.