

## Introduction

DENOVO Intelligent Time is an easy to use and innovative software tool, enabling an accurate recording of time spent on any client matter, whether it is in the form of a client meeting, telephone call (in/out), perusal of documentation, statement collation, precognition, document production, email production, collation of documents such as multiple photocopies and so on.

Additionally the software is “Intelligent” enough to charge an accurate fixed rate for a document and the charge basis can even take into account the size of the document. Additionally further layers of intelligence can be added to this information that can take into account differing rates for a fee earner such as a Partner versus an Assistant or Para-legal or secretary. The software will then apply the appropriate charge-out rate depending on the type of work.

Intelligent Time Charges can then be applied to enable the firm to create fees/bills that are accurate and reflect the actual work carried out on behalf of the client.. Intelligent Time Charges can be automatically presented to the DENOVO Intelligent Fee/Billing Production system. This will enable the firm to automatically create accurate billing when presented to the client. DENOVO Intelligent Time is extensively used by many British Legal firms.

By implementing this software the firm can gain access to critical Business Intelligence such as “Work In Progress”, now required to be reported on each year by HMRC. Additionally Intelligent Time will enable the firm to establish work types that are more profitable than others and areas of business that perhaps cost the firm money.

*“I don't have the time to record my time”*, a well worn cliché regularly used in private practice. The requirement for better Business Intelligence within all busy Legal Firms, large or small, not to mention a desire to increase fee billing where appropriate is a must for every firm today.

Recording an additional six minutes extra per Fee Earner per day, will add substantially to the overall profitability of a Firm.

## Features and Benefits

DENOVO Time Recording includes the following key features and benefits:

- Multiple choice of Time Entry into the system. You choose the best method for your firm.
- Multiple open time sheets per Fee Earner enabling you to go back to previous days of work that the Time Intelligence for that day has not been concluded.
- Intelligent charging can reflect Terms of Business or Schedule of Charging Rates.

- Intelligent and flexible structure of charging rates covering all work types and all client types such as Private, Civil, Commercial, Criminal and Civil SLAB based rates including Fixed Fee.
- Activity cost, charge out rates and Fee Earner costs stored by effective date enabling the firm to charge the accurate rate that applies at the time the work took place.
- Automatic selection of appropriate charge. No need to refer to charge-out tables for differing work types.
- Unlimited number of charge categories and activity codes which means that no matter the size of a firm and the cross section of work types a charge band can be applied.
- Optional charge rates by Fee Earner or Fee Earner type, department or group.
- Supports charge rates based on your firm's unit sizes such as six minutes, fifteen minutes or any other.
- Time transactions can be used by DENOVO Intelligent Accounts in creating Fees/Bills.
- Intelligent and user definable terminology for Fee Earner and Activity Codes therefore no need to remember complex naming or numbering conventions.
- Rapid selection of most recently used matters (per Fee Earner) enabling quick access to those files recently worked on.
- Intelligent recording and analysis of chargeable and non-chargeable time. Analyse and see where the time is being spent profitably or more importantly **non-profitably**.
- Intelligent automated narratives facility, minimizing key input.
- Definable unit size with automatic round up of units, e.g. 8 minutes = 2 x 5 minute units.
- Optional entry of start and end time with automatic calculation of duration.
- Optional Intelligent Percentage warning system when WIP limit is about to be exceeded enabling action to be taken before the limit has been breached. Particularly of use for those firms who carry out SLAB related work or can be used for interim billing.
- Enquire by Client, Matter Balance or Time Postings.

**For further information about DENOVO Intelligent Time and other products and services available from DENOVO, please do not hesitate to contact us and we will endeavour to respond to your enquiry as soon as possible.**