

## Time Entry

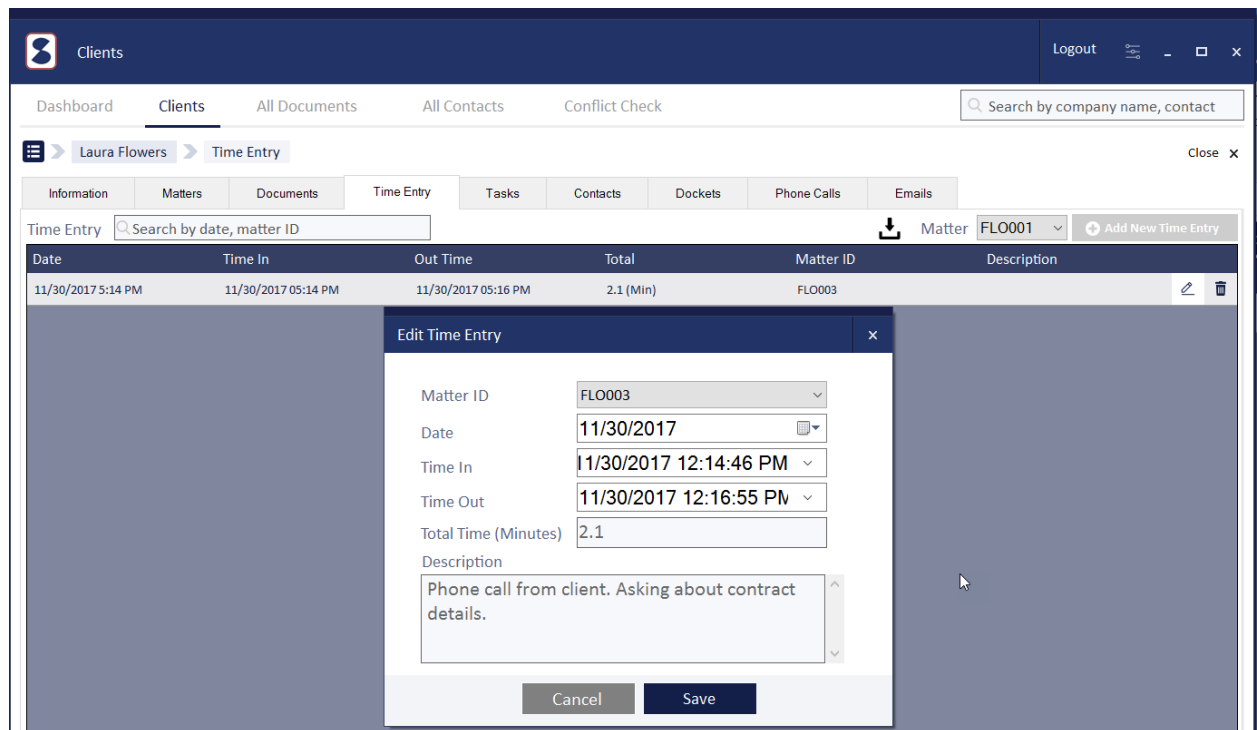
From Clients tab, click the “Edit” link for a specific client and go to the “Time Entry” tab. You can add new time entries by selecting a matter from the dropdown list. Once you click the play button the timer will start, when you click the stop button your time entry will be added into the program. If you click the pause button, the timer will pause and you can continue working on your matter when you click play again.

The screenshot displays the Sention software interface for time entry. At the top, there is a navigation bar with 'Clients' selected. Below it, a breadcrumb trail shows 'Laura Flowers' > 'Time Entry'. A search bar is present with the text 'Search by date, matter ID'. A table lists time entries with columns for Date, Time In, Out Time, Total, Matter ID, and Description. A modal window titled 'Sention - Timer' is open, showing 'Matter Id : FLO001' and 'Matter Name : BreachContract'. The timer displays '00:00:09' and includes play, pause, and stop buttons. A description field is also visible in the modal.

Date	Time In	Out Time	Total	Matter ID	Description
11/30/2017 5:14 PM	11/30/2017 05:14 PM	11/30/2017 05:16 PM	2.1 (Min)	FLO003	

## Editing an existing time entry

You can edit an existing time entry by clicking the “Edit” button on an existing document.



The screenshot displays the 'Clients' software interface. The top navigation bar includes 'Dashboard', 'Clients', 'All Documents', 'All Contacts', and 'Conflict Check'. A search bar is located on the right. The main content area shows a breadcrumb trail: 'Laura Flowers > Time Entry'. Below this, there are tabs for 'Information', 'Matters', 'Documents', 'Time Entry', 'Tasks', 'Contacts', 'Dockets', 'Phone Calls', and 'Emails'. The 'Time Entry' tab is active, showing a table with columns: Date, Time In, Out Time, Total, Matter ID, and Description. A single entry is visible for 11/30/2017 with a total of 2.1 minutes. An 'Edit Time Entry' dialog box is open, allowing modification of the selected entry. The dialog fields are: Matter ID (FLO003), Date (11/30/2017), Time In (11/30/2017 12:14:46 PM), Time Out (11/30/2017 12:16:55 PM), Total Time (Minutes) (2.1), and Description (Phone call from client. Asking about contract details). 'Cancel' and 'Save' buttons are at the bottom.

Date	Time In	Out Time	Total	Matter ID	Description
11/30/2017 5:14 PM	11/30/2017 05:14 PM	11/30/2017 05:16 PM	2.1 (Min)	FLO003	

## Deleting an existing time entry

You can delete an existing time entry by clicking on “Delete” button. Note: Sentian Solutions does not recommend deleting a document from the program.

## Searching an existing entry

You can search an existing time entry by entering search keywords such as: “date, matter ID, etc” into the search field.