

**CLAS TimeSheets** allows individual time-keepers to make entries and prepare individual time sheets.

TimeSheets provides maximum flexibility in time entry. Each station knows what CLAS Time & Billing knows and is provided reference access to most CLAS information.

**CLAS helps you make the most of your time.** Track where and how your time is spent using the built-in CLAS timer.

## CLAS TimeSheets

Version 5

File	Date	Name / Re	Hrs	Who	Description	ref#
1001	01-17-06	Valley Business Inc. Re: General Corporate Matters	1.50	DL	Confirm current corporate status with Oregon Secretary of State; audit of Corporate Minute Book; review minutes and all attachments to minutes; notes to file and prepare memo for	1
1002	01-17-06	Valley Business Inc. Re: v. James Debtor	2.50	DL	Review correspondence sent by client to debtor; research need for attorney debt collector compliance with Fair Debt Collection Practices Act; memo to file and Attorney Moore with recommended language for inclusion in correspondence with debtor; draft procedure for	3
1001	01-18-06	Valley Business Inc. Re: General Corporate Matters	2.20	DL	Conference with Attorney Moore regarding need for Annual Meeting and concerns regarding need for special borrowing authorizations in meeting minutes; prepare draft special resolutions and draft materials for use in next annual meeting.	2
1003	01-18-06	Rather, Julie Re: Dissolution of Marriage	0.50	DL	Telephone call from client regarding status; review file notes and conference with Attorney Bucks regarding need to schedule meeting with	4
1001	01-18-06	Valley Business Inc.	0.10	DL		5

**CLAS TimeSheets is specifically designed for attorneys who wish to enter their own time. You choose how to organize your postings—whether by workday, client or your own method—we understand how you work and CLAS TimeSheets works for you.**

**Avoid missing valuable time. Intuitive entry forms are designed to accurately speed entry**

**NEW QuickSheets**  
CLAS preloads new time sheets with recently worked cases.

CLAS TimeSheets brings you the following features:

- **Automatic timers** start with a button click
- **Auto sheet naming** or flexibility to create your own scheme
- **Speedy entries** with default to current date, repeat of prior entries and short-hand entry codes which automatically expand (macros)
- **Spell check** individual entries or the entire time sheet
- **QuickSheets** preloads new time sheets with the cases you have recently worked or use QuickSheets to create time sheet templates
- **Enter time, costs, payments, fees and adjustment—all from your own**
- **Fully integrated** with other CLAS modules with reference access to CLAS information
- **Remote entry capable**

### System Requirements

Windows 98/ME/2000/XP, 900 MHz processor, 256 MB RAM, 30 MB free hard disk space (recommended: 2.0 GHz processor, 512 MB RAM)

**DOS Users:** CLAS TimeSheets is designed to be backward compatible—Run your DOS CLAS and Version 5 simultaneously