

## Batch Time Recording

iLaw Create Plug-in Packs for iLaw CK Case Management

Batch Time Recording makes entering the work done on client files a one click process. With all Charge Codes showing at once for the selected Legal Aid call and type of work, you can move down the batch time grid entering the 'Amount' for each chargeable item before adding the time with one mouse click.



Chargeable Item	Amount	Reason	Rate	Start Time
Preparation	00:30	Preparing file	£45.00	
Preparation (Enhanced)	00:00		£41.50	
Attendance	02:06	Attending Client	£46.00	
Attending Counsel	00:00		£35.00	
Advocacy	00:00		£56.25	
Travel	00:00		£29.50	
Waiting	00:00		£29.50	
Letter Out	2	Letter to Client and	£3.70	
Letter In	1	Letter from 3rd Part	£1.85	
Telephone Call	1	Call to client	£3.70	
Disbursement	£0.00		-	
Disbursement (vat)	£0.00		-	
Mileage	0		£0.45	
Max Chargeable	00:00			

[Add Record](#) 



Like the item by Item view, there are various shortcuts you can use to enter time more quickly. Use the following keyboard shortcuts after you have entered the number quantity in the Amount field.

U = Units

M = Minutes

H = Hours

### *Repositioning the order Chargeable Time is shown*

The order in which the chargeable time is shown can be repositioned to follow your own timesheets. Right click on the Batch Entry grid and click on 'Allow order to be changed'.

Attending Counsel	00:00		£80.00	
Advocacy	00:00		£80.00	
Travel	00:00		£80.00	
Waiting			£80.00	
Letter Out			£8.00	

Allow order to be changed  
Save this order

You can then move the item row up or down to it's new position.

Preparation (Enhanced)	00:00		£80.00	
Attendance	00:00		£80.00	
Attending Counsel	00:00		£80.00	
Advocacy	00:00		£80.00	
Travel	00:00		£80.00	

When you have made the desired changes right click on the Batch grid and click on 'Save this order'.