



Time Recording Solutions for In-house Legal

Improving your ability to recharge clients, plan budgets, monitor workloads and demonstrate best value

All organisations are under increasing pressure to make significant efficiency and productivity improvements. Time Recording capabilities play a big part in both identifying opportunities and demonstrating the resulting improvements.

Time recording data is a primary input to many of the business functions of in-house legal teams, including:

- Workload monitoring
- Manpower forecasting
- Organisational/departmental budgeting
- Internal/external cross-charging

Iken's Time Recording has been developed in conjunction with Iken's large installed base of in-house clients to provide seamless time recording without adding to workloads. It may be operated as a stand-alone application or fully integrated with Iken's Case Management solution.

The bottom line

Iken's Time Recording will support productivity improvements and efficiency gains to meet your organisational targets

BENEFITS OF IKEN TIME RECORDING

- **Easy to use** - time recording is automatic

Iken automatically records the time spent working on emails, documents and items from a task list

- **Facilitates budgeting and cross-charging** - allocation of time to internal or external clients

Time spent is allocated to a case or project associated with the activity being recorded

- **Flexibility** - caters for interruptions and retrospective time recording

Multiple stop-watches may be set off whilst engaged on multiple activities to enable easy switching between and the ability to start/stop

- **Encourages personal time management**

Professionals are able to review their own time allocation and set priorities appropriately

- **Enhances client care**

Iken's Time Recording enables internal and external clients to make informed decisions about their service requests

- **Improved management and workload balancing**

A suite of management reports are delivered as a part of the Iken Time Recording solution which provide managers with the tools to enhance client billing, departmental cross-charging, budget allocation and workload monitoring





Easy to use

Developed in conjunction with different in-house functions, Iken Time Recording is both flexible and simple to use. It allows individuals to continue with their normal work practices.

Robust implementation

Iken Time Recording will be tailored to meet the needs of your department. Training is bespoke and provided on the customer premises enabling high levels of interaction and personal contact.

Investment protection

Once installed, the Iken Time Recording solution will be maintained and supported by a dedicated team of service and support engineers, highly rated for their responsiveness and professionalism.

About Iken Business Ltd

With headquarters in Bristol, UK, Iken Business Ltd is a leading supplier in information management solutions for legal, para-legal, corporate governance and case management professionals.

Iken Business Ltd is committed to meeting the needs of public sector legal professionals using intelligent IT solutions to enhance productivity.

WHAT OUR CLIENTS SAY ABOUT US

"Iken's Time Recording enables us to really improve our internal client service levels and cross-charging"

Susan Marsh, Finance and Accountancy, Rotherham

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