



TimeKM Extend - Outlook provides contemporaneous time capture directly from within Microsoft Outlook. TimeKM Extend Outlook eliminates the need for the timekeeper to leave and disrupt his/her current work process to capture time.

Technical Requirements and Integration

- MS Outlook 2000
- MS Outlook 2003
- MS Outlook 2007
- I.E. Explorer 6.0 or higher
- TimeKM 5.0 or higher

Feature	Benefit
Multiple Capture Methods: <ul style="list-style-type: none"> Jot it Down 	Configurable user options for time capture application give choice and flexibility to professionals to match their work habits, resulting in higher participation and more revenue. Jot it Down offers quick capture with 3 clicks without leaving any Microsoft application.
Multiple Capture Methods: <ul style="list-style-type: none"> Tag and Send 	Configurable user options for time capture gives choice and flexibility to professionals to match their work habits, resulting in higher participation and more revenue. Tag and Send offers a pick and choose mechanism fro e-mails and agenda items and subsequent transformation into time entries. Individual or multiple e-mails can be selected and transformed into time entries.
Multiple Capture Methods: <ul style="list-style-type: none"> Remind Me 	Configurable user options for time capture office application gives choice and flexibility to professionals to match their work habits, resulting in higher participation and more revenue. "Remind Me" offers the professional a friendly reminder on exit of a document or application to capture time. Time spent within a document or work session is automatically tracked.
Intelligent Case / Shortcut	Allows a professional to use case/project names (corridor talk) in the capture process avoiding complex file and project numbering schemes, resulting in quicker capture , less effort , and more revenue.
Case/Shortcut / connection to CRM info	Provides intelligent and dynamic linking of CRM info to case/shortcut names, resulting in fewer keystrokes and quicker capture with less effort.
Express Time Capture – In Vision	Provides quick and easy access from within the firms'most used application to Time Capture. The close proximity to the timekeepers work environment provides a stimulus for capture resulting in more participation and more revenue for the firm.

The attorneys, legal secretaries and time keepers who evaluated leading time capture vendor solutions felt PensEra's TimeKM solution offered much improved and intuitive 'at time of event' time data capture capabilities and management tools, in a modern technology platform easily integrated with other firm software applications.

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