

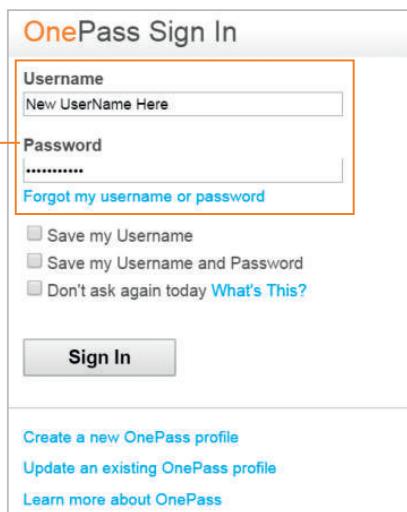
FIRM CENTRAL®

TIME & BILLING FEATURE – ENTERING TIME

QUICK START GUIDE

STEP 1

Go to firmcentral.westlaw.com and sign in with your usual OnePass.



The image shows the OnePass Sign In interface. It features a 'Username' field containing 'New UserName Here', a 'Password' field with a masked password, and a 'Forgot my username or password?' link. Below these are three checkboxes: 'Save my Username', 'Save my Username and Password', and 'Don't ask again today [What's This?](#)'. A 'Sign In' button is at the bottom. At the bottom of the window, there are links for 'Create a new OnePass profile', 'Update an existing OnePass profile', and 'Learn more about OnePass'.

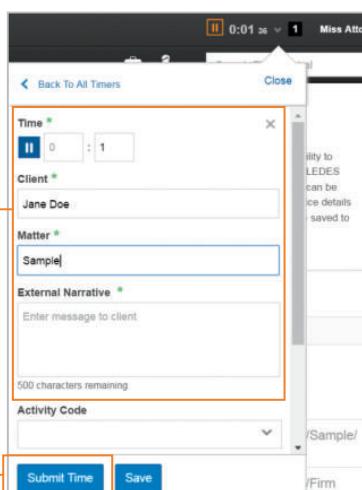
STEP 2

Click on the **timer** next to the orange play button in the upper right, and then click **Add Details**.



STEP 3

Enter the amount of time to be captured. Select a Client and Matter to associate with the time entry. Enter a narrative to be seen on the invoice.



The image shows a 'Time' entry form. It includes fields for 'Time' (set to 0:00:10), 'Client' (set to 'Jane Doe'), 'Matter' (set to 'Sample'), and 'External Narrative' (a text area with placeholder text 'Enter message to client'). The entire form is highlighted with an orange box. At the bottom, there are 'Submit Time' and 'Save' buttons.

STEP 4

Click the **Submit Time** button.

Find out more about how Thomson Reuters can help you prepare to go pro.

Visit firmcentral.westlaw.com

The intelligence, technology and human expertise
you need to find trusted answers.

the answer company™
THOMSON REUTERS®