

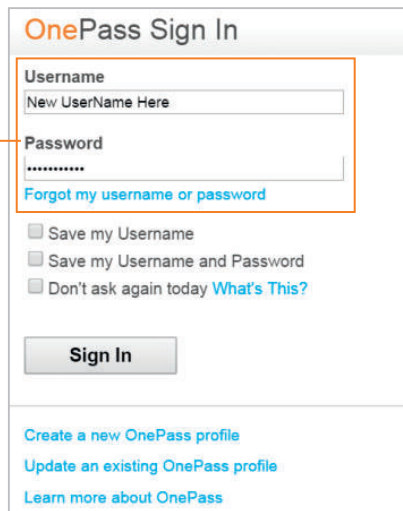
FIRM CENTRAL[®]

TIME & BILLING FEATURE – ENTERING TIME

QUICK START GUIDE

STEP 1

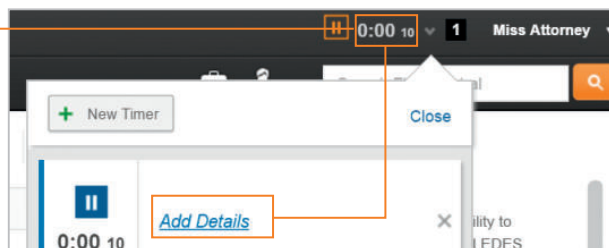
Go to firmcentral.westlaw.com and sign in with your usual OnePass.



The image shows the OnePass Sign In form. It includes fields for Username (with placeholder text 'New UserName Here') and Password (with masked characters). Below the password field is a link for 'Forgot my username or password'. There are three checkboxes: 'Save my Username', 'Save my Username and Password', and 'Don't ask again today' with a link 'What's This?'. A 'Sign In' button is at the bottom. Below the form are links for 'Create a new OnePass profile', 'Update an existing OnePass profile', and 'Learn more about OnePass'.

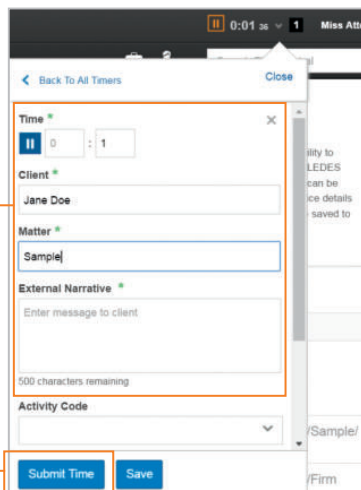
STEP 2

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 the 'Add Details' form. It includes a 'Time' field with a play button and a timer set to 0:01. There are fields for 'Client' (Jane Doe) and 'Matter' (Sample). There is an 'External Narrative' field with a placeholder 'Enter message to client' and a note '500 characters remaining'. There is an 'Activity Code' dropdown menu. At the bottom are 'Submit Time' and 'Save' buttons.

STEP 4

Click the **Submit Time** button.

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