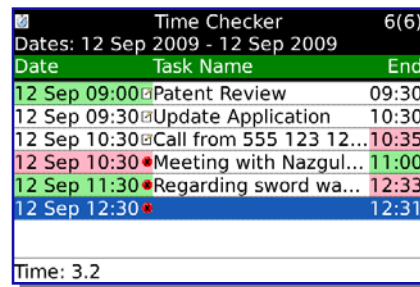
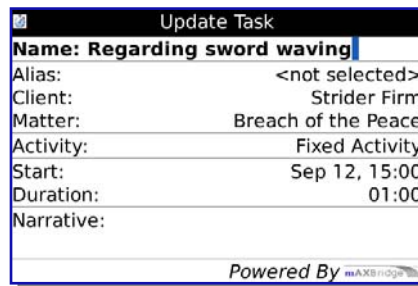


## Mobile Time Expense Management

### Improve Revenues with Accurate Billing

Mobile Time Expense Manager (**mTEM**) is a BlackBerry® application designed for Professionals that need to maintain accurate time records.



Completing billing timesheets is a time consuming and arduous task facing all professionals but is a fundamental activity for generating company revenue. Computer based timesheet solutions, help reduce the time wasted to a degree but still require access to a PC.

mTEM however, allows professionals to enter and manage time recording on their BlackBerry without the need to use a PC. Running on the BlackBerry® device, it can automatically capture phone calls and email interaction and convert calendar appointments into billable tasks. The result is more accurate time recording, with more billable hours available each week, with less time wasted in creating these details.

mTEM can integrate with time recording and billing systems like Carpe Diem, Thompson's Elite and Axxia. In addition, time details entered on the BlackBerry can be immediately available to accounting departments and other applications. The privacy of the transmission is guaranteed by RIM's secure network and encryption technology.

#### Highlights:

mTEM offers a streamlined option for managing time billing, using 2-way access to major electronic time sheet and accounting systems, directly from the BlackBerry®. It allows users to:

- Enter time allocation details as they occurs throughout the day
- Create time details directly from BlackBerry® Calendar
- Provide a comprehensive narrative for all billable activities with BlackBerry® Auto text
- Review billing (and non billing) times by day or week before submission to corporate systems

#### How It Works:

- mTEM can be used to save times with a duration, or timers can be initiated as tasks begin and stopped when the task is finished.
- Phone calls can be timed automatically, with 'black' and 'white' lists to filter calls and automatic population of some details for 'white listed' numbers.
- When timed appointments end, the elapsed time is assigned to the task with a single button click.
- Tasks can be listed showing their associated timers so that timing errors can be checked and then submitted individually or in bulk.
- Filters can be set to check the billing totals before they are submitted.

## Benefits

- Improves company revenue - Research suggests that law firms can improve time billing revenue by 12% if accurate time recording is maintained
- Increases productivity - No time need be wasted on filling time sheets at the end of the week
- Reduces the billing process time - Fewer timesheets are outstanding at the end of each project
- Employees manage daily tasks better - Tasks can be set up ahead of time and the associated timers can simply be initiated as each task starts
- Reduces the number of time billing complaints – accurate time recording of phone calls and meetings means clients are not overcharged.
- Low training requirement - The solution is so intuitive that employees will begin using it with little or no training and start billing their time more accurately from the moment it is loaded on the handheld
- Swift return on investment

## Features

- Automatically records times for all incoming and outgoing phone calls – and it is easy assign these to clients
- Create tasks from BlackBerry® calendar entries (a new calendar menu option)
- Integration with email creation and viewing, if these times should be recorded too
- Search and Select processing to extend the data available on the device
- Time meeting durations with simple “one-click” action
- Easy to use predictive menu's anticipate user navigation
- BlackBerry® 2-way-push shows all billing tasks (even those that may have been generated on an office based PC)
- All recorded tasks can be checked on the BlackBerry® and then submitted to the billing system at the end of each day
- Color coding highlights unbilled time or overlapping tasks in the Time Checker
- Comprehensive filtering to simplify viewing of tasks
- Options provide fast configuration for integration with a variety of systems
- Utilizes BlackBerry® features like first letter search and built-in auto-text
- Developed specially for BlackBerry® in native JAVA
- Fast screen response
- No interruptions when in poor GPRS reception areas
- BlackBerry® encryption provides secure company data access
- Operates on all the latest BlackBerry® Wireless Handheld models

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