Quick Guide: CCH iFirm Timers

To...	Instructions	Notes
Enable Timers on your Site:	Settings > Practice Management > General Settings > Timesheets > Enable Timers	
Create a New TImer:	Click Clock icon in top menu bar > Click Add Timer	**Note**: Timer will start and any running timer will be paused
Rename a Timer	Click Clock icon at top of screen > Click on Timer Name > Type new name	
Change Elapsed TIme:	Click Clock icon at top of screen > Click on Timer's Time Elapsed > Type new elapsed time	**Note**: Changing Name and Elapsed Time can be done before adding timer to Timesheet **Note**: Timers can also be accessed from the My Timesheet area
Pause Timer:	Click Clock icon at top of screen > Click on the red square next to the Timer	
Re-Start TImer:	Click Clock icon at top of screen > Click on the green triangle next to the Timer	
Create Timesheet Entry for a TImer from Today:	Click Clock icon at top of screen > Click on the Stopwatch next to the Timer > Fill in desired fields | Add	
Create Timesheet Entry for a Timer from a Previous Day:	Click on My Timesheet in top menu bar > Navigate to the day > Click on Timers tab > Click on the Stopwatch next to the Timer > Fill in desired fields > Add	Note: Timers must be paused before adding to Timesheet
Edit a Timer that has already been added to a Timesheet	Timers already added to a Timesheet cannot be edited, they will appear with a greyed out (inactive) re-start triangle	
Delete a Timer:	Click Clock icon at top of screen > Click on small X icon next to Timer > Select Yes to confirm	

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