



Users Guide

CCH Small Firm Services

CCH iFirm Timers

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01. A number of tax and accounting offices utilize timers to keep track of their activity and create timesheets, as they find timers an easier and more accurate method of accounting for their time.

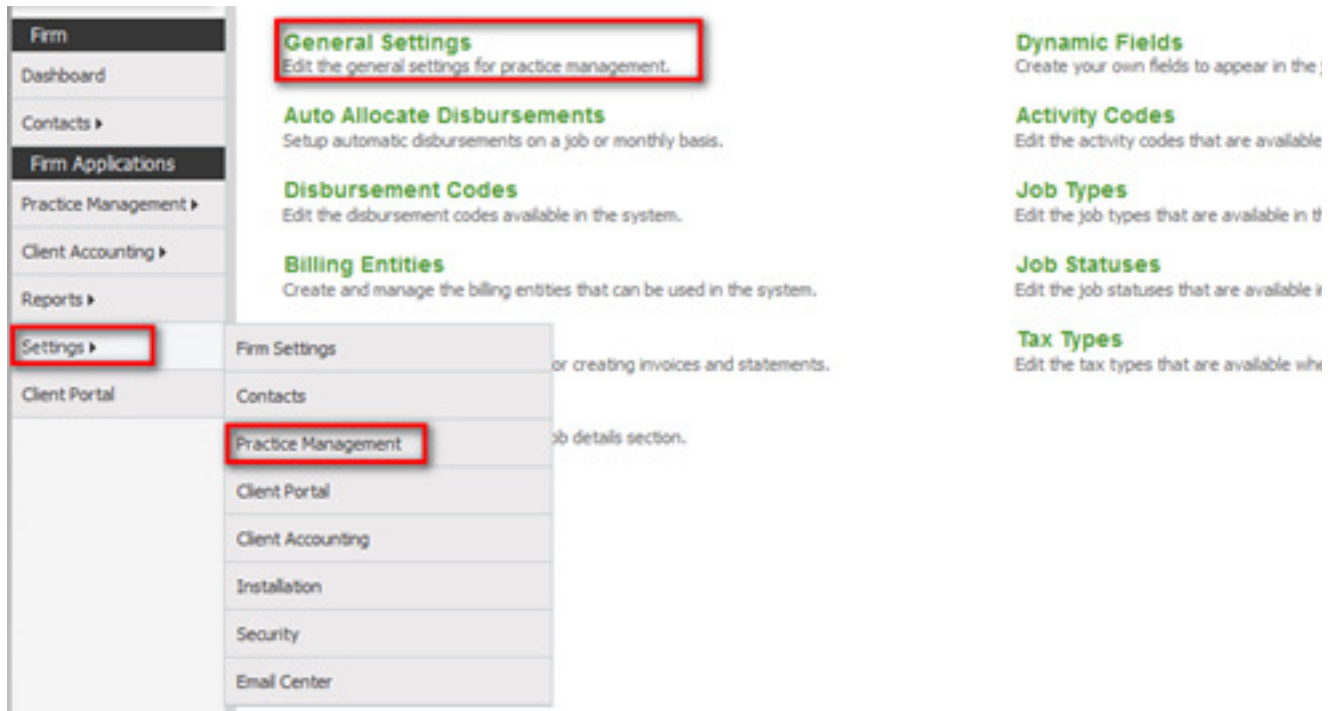
With CCH iFirm Timers, users can:

- Begin a timer without specifying any information
 - Re-name the timer if you desire (this is an easy way to differentiate among multiple timers if you work on more than one job in a day)
- Use a timer for both billable or non-billable activities
- Start and Pause a single timer multiple times
- Activate multiple timers over the course of a day, with only one running at a time
- Edit the total time for the timer
- Create a timesheet entry from a timer
- View active timers progress via the elapsed time
- View timers from today and previous days from the My Timesheet screen

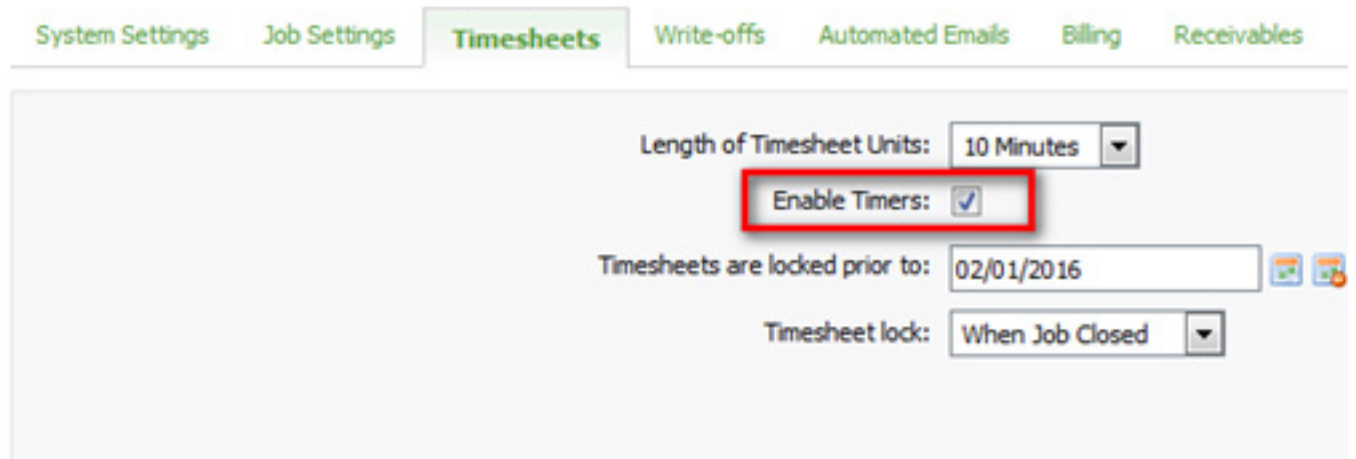
Enabling Timers for Your Site

Make sure the timer setting for your site is enabled:

1. Select Settings > Practice Management > General Settings, click Timesheets tab. Check the “Enable Timers” option to enable the timers.



General Settings



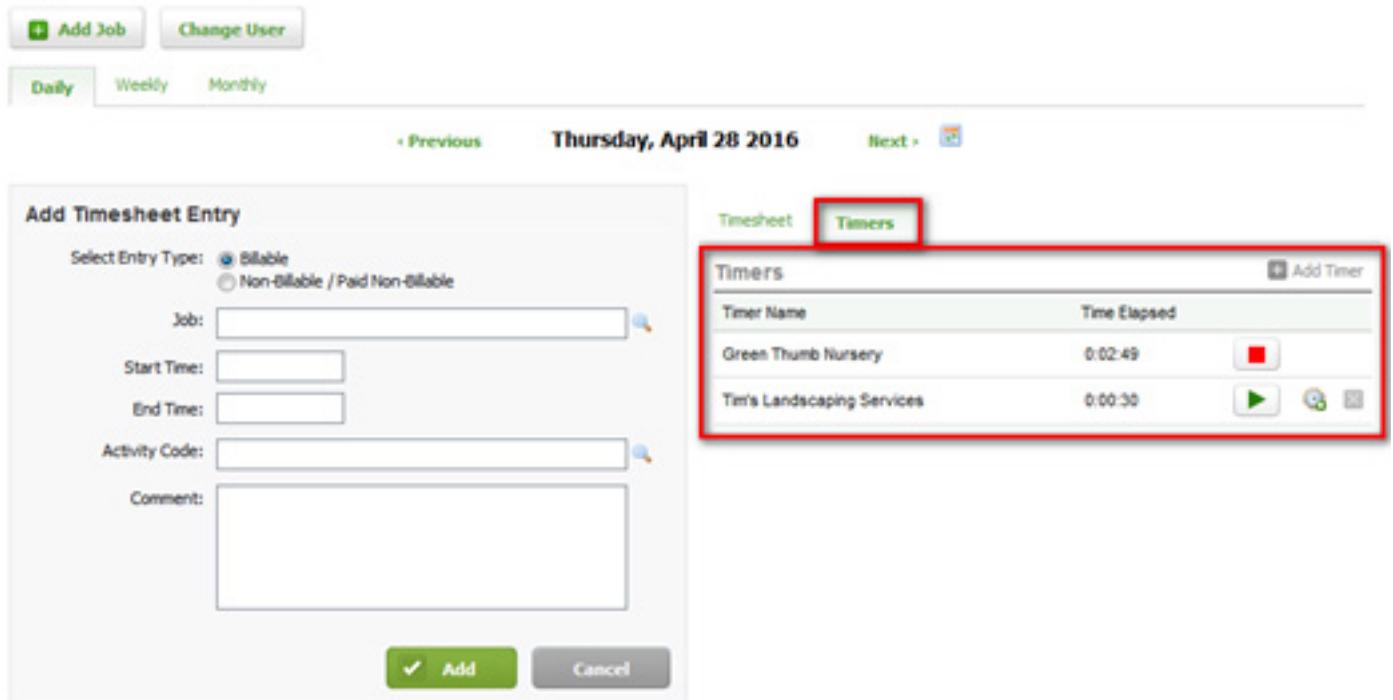
Accessing Timers

Top Header of iFirm – Click the “Clock” icon to open Today’s Timers.



My Timesheet Screen – If a Timer is available for a given day, a “Timers” tab will appear.

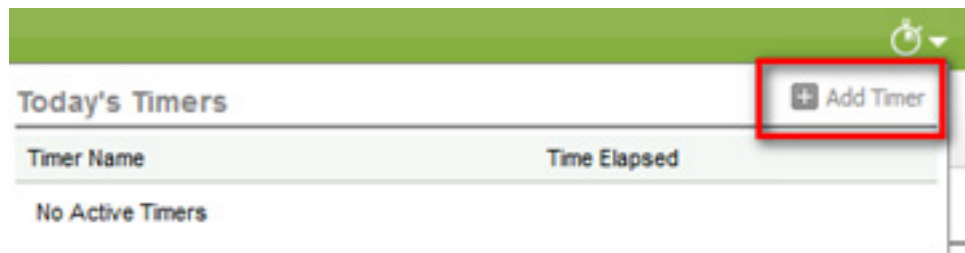
My Timesheet - Cathy Bruce

A screenshot of the "My Timesheet - Cathy Bruce" interface. At the top, there are buttons for "Add Job" and "Change User". Below that are tabs for "Daily", "Weekly", and "Monthly". A navigation bar shows "Previous", "Thursday, April 28 2016", and "Next". On the left is a form titled "Add Timesheet Entry" with fields for "Select Entry Type" (Bilable or Non-Bilable / Paid Non-Bilable), "Job", "Start Time", "End Time", "Activity Code", and "Comment". On the right, there are two tabs: "Timesheet" and "Timers", with "Timers" highlighted by a red box. Below the "Timers" tab is a table with columns "Timer Name", "Time Elapsed", and a status icon. The table contains two entries: "Green Thumb Nursery" with a time of 0:02:49 and a red stop icon, and "Tim's Landscaping Services" with a time of 0:00:30 and a green play icon. An "Add Timer" button is in the top right of the table area. At the bottom of the form are "Add" and "Cancel" buttons.

Adding a Timer

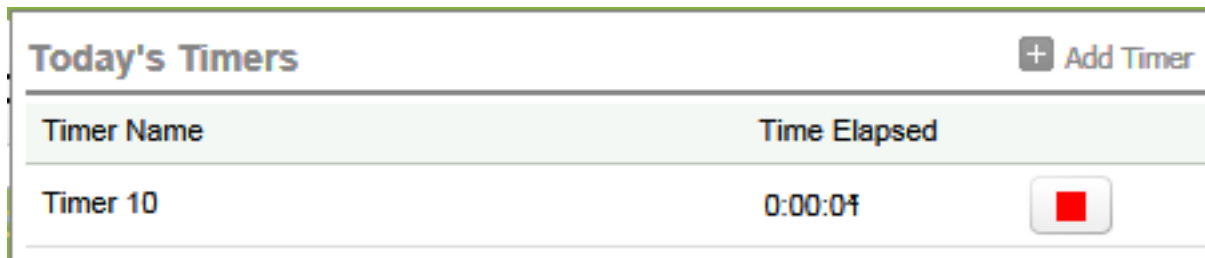


Today's Timers can be started and viewed from the top menu bar of iFirm.



Click "Add Timer" to start a new timer.

Note: Once a Timer is added it can also be accessed and edited from the Timer tab on My Timesheet.

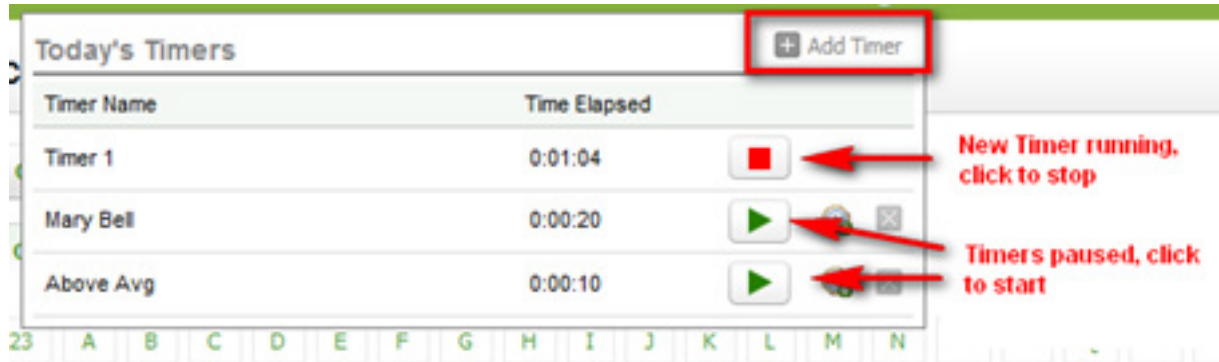


The Timer is added with an incremental default name "Timer #" and is automatically started.



Adding Multiple Timers

Multiple timers can be added to track time on multiple tasks. Only one timer can be running at a time.

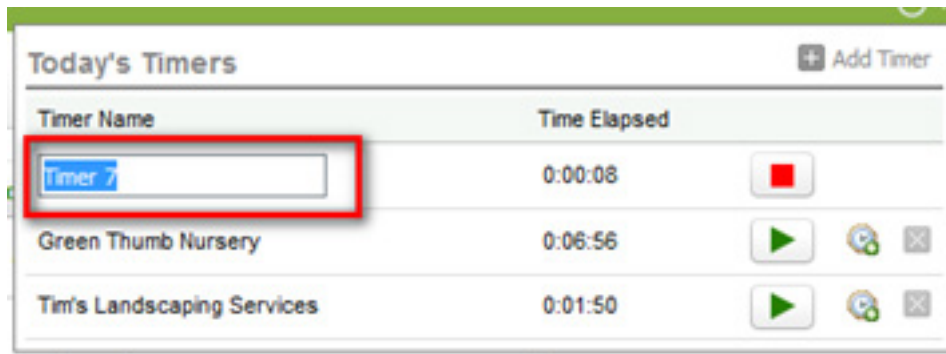


- Click "Add Timer" to create and start a new timer.
- The previously added timers are automatically stopped when a new timer is added.

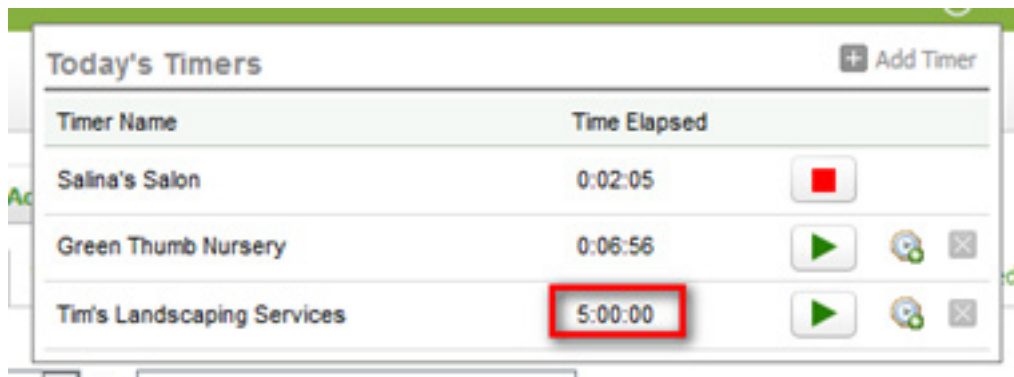
**Note: Once a Timer is added it can also be accessed and edited from the Timer tab on My Timesheet.

Editing Multiple Timers

The Timer Name and Time Elapsed can both be edited.

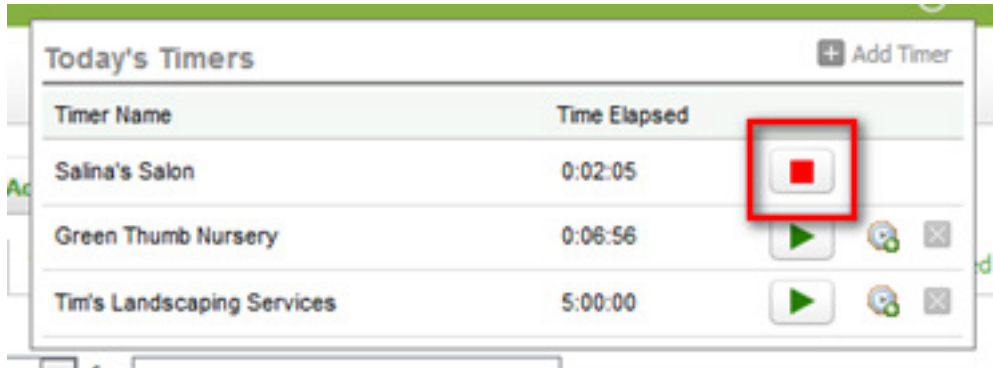


Click the Timer name and type over it to edit it.

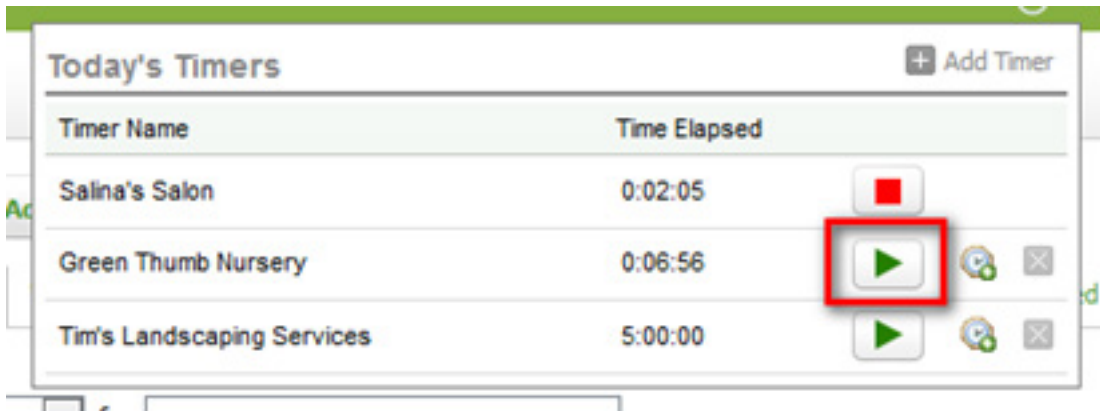


If you forgot to stop the timer, and want to adjust the elapsed time, you can stop the timer and then edit the elapsed time by clicking on the Time Elapsed and manually entering the desired amount of time.

Pausing a Timer

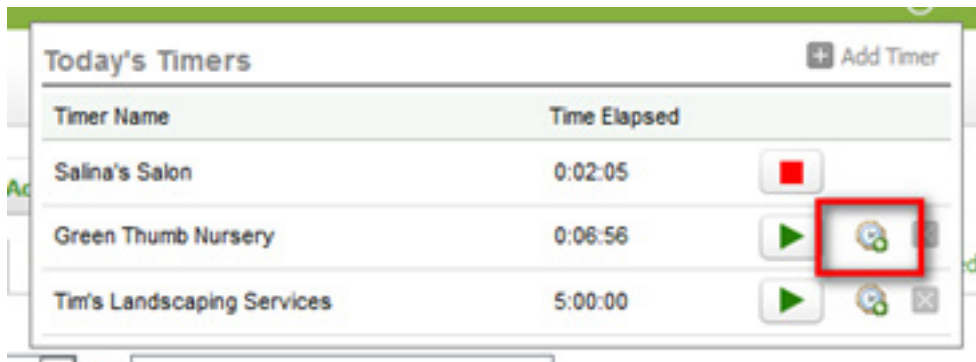


- The timers can be paused by clicking the red "Stop" button.



- When a Timer is paused, it will appear with a green "Run" button. The Run button enables you to start the timer where it left off.
- Timers can be paused and re-started as often as needed.

Stopping a Timer and Creating a Timesheet Entry



- Click the "Stopwatch" icon to stop the timer and add the time to your timesheet. The Stopwatch icon only appears when a timer has been paused.

Adding Multiple Timers

- When a Timer is stopped using the Stopwatch icon, you will be prompted to enter the time in your timesheet.

Add Timesheet Entry - Green Thumb Nursery

Select Entry Type: Billable
 Non-Billable / Paid Non-Billable

Job:

Time Elapsed: **6m 56s** 0.1156 Hours

Activity Code:

Comment:

- Add the appropriate job details or Non-Billable time information.

Add Timesheet Entry - Green Thumb Nursery

Select Entry Type: Billable
 Non-Billable / Paid Non-Billable

Job: 2 BK Apr 22 2016
Green Thumb Nursery

Current Job Status: Active

Currently Responsible: Bennie Bruce

Time Elapsed: **6m 56s** 0.1156 Hours

Activity Code: BANKREC - Bank Reconciliation

Comment: Monthly reconciliation

- Click Add to log the entry into your timesheet.
- The entry is added to the timesheet screen that matches the timer date. It will show a timer icon to let you know how it was generated.
 - o The Description of the Entry will be:
 - Actual Time – ‘Time Elapsed’ and show the actual timer time.
 - Units – It will also be displayed as units.

Timesheet	Timers
Thursday, April 28 2016	
Billable:100% Total Hours:1.7333	
Time Elapsed 6m 56s (0.1156) @ 125.00 = 14.44 BANKREC on 2 (BK Apr 22 2016) for Green Thumb Nursery Monthly reconciliation	

Adding Multiple Timers

- If you click on the entry, you can edit the details for job, activity and comment, but not the elapsed time. The elapsed time cannot be edited once added to a timesheet.
- The timesheet entry is linked to the timer for reference.

Once a Timer has been added to a Timesheet, it is still displayed in that day's timers, but the re-start icon is greyed out and can no longer be re-started.



Today's Timers		+ Add Timer
Timer Name	Time Elapsed	
Salina's Salon	2:33:53	■
Green Thumb Nursery	0:06:56	▶
Tim's Landscaping Services	5:00:00	▶ ⚙️ ✕

Delete a Timer

If a Timer is created in error or not needed, it can be deleted using the X icon.



Today's Timers		+ Add Timer
Timer Name	Time Elapsed	
Salina's Salon	2:33:53	■
Green Thumb Nursery	0:06:56	▶
Tim's Landscaping Services	5:00:00	▶ ⚙️ ✕





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When you have to be right