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What are the benefits of Time Tracking?

The Time Tracking feature helps users record, manage, and monitor the time spent on different activities for clients (or)internal work. It supports both billable and non-billable hours.

Benefits of Time Tracking

1. Accurate Work Hour Tracking
 - Tracks total hours worked on tasks and activities.
 - Clearly shows weekly time spent.
2. Billable vs Non-Billable Clarity
 - Separates billable and non-billable hours.
 - Helps ensure only eligible work is charged to clients.
3. Better Productivity Monitoring
 - Weekly overview helps understand how time is utilized each day.
 - Identifies time spent on specific activities like document drafting.
4. Transparency & Approval Control
 - Each entry has a status (e.g., Approved, Rejected ,Non-Billable).
 - Ensures accountability and review before billing.

5. Flexible Time Entry

- Time can be added using:
 - Start Timer (real-time tracking)
 - Manual Entry (post-work entry)

6. Client & Activity Wise Tracking

- Time entries can be linked to clients and activities.
- Easy reference during audits or reviews.

7. Centralized Time Records

- All time logs are available in one place.
- Easy to search and filter by status, type, or activity.

Outcome

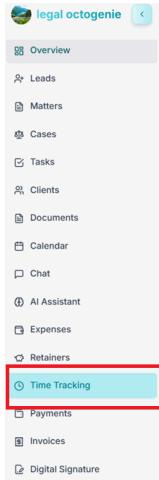
Using Time Tracking ensures accurate billing, better time management, improved productivity, and clear reporting for both internal teams and clients.

How do I track the time?

Users can track their work hours using the 'Time Tracking' feature for both billable and non-billable activities.

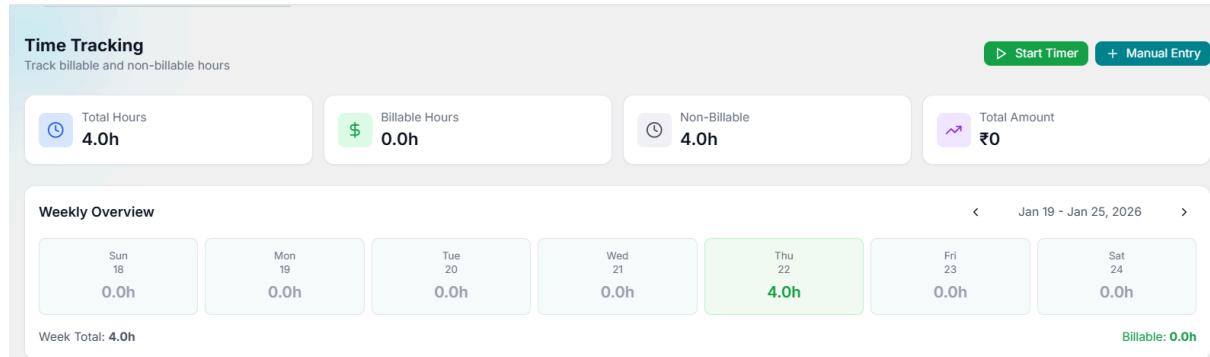
Step 1: Navigate to Time Tracking

1. Log in to the OctoGenie portal.
2. From the left-side menu, click on Time Tracking.



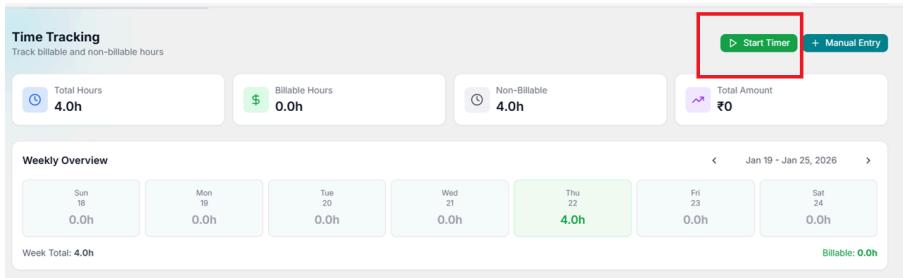
3. The Time Tracking dashboard will be displayed with:

- Total Hours
- Billable Hours
- Non-Billable Hours
- Total Amount
- Weekly Overview



Method 1: Track Time Using Start Timer (Real-Time)

1. Click on the Start Timer button (top right).



2. Select (or) enter the following details:

- Activity (e.g.Client consultation,Court Appearance, Document Drafting,Legal Research etc)
- Client (if applicable)
- Billable / Non-Billable option
- Description (optional)

The screenshot shows the 'Start New Timer' dialog box. It includes fields for 'Activity Type *' (set to 'Client Consultation'), 'Description *' (text input 'What are you working on?'), 'Client' (dropdown 'Select Client (Optional)'), 'Matter' (dropdown 'Select Matter (Optional)'), 'Hourly Rate (INR) *' (text input '0'), 'Billable Status' (dropdown 'Billable'), and 'Notes' (text input). At the bottom are 'Cancel' and 'Start Timer' buttons, with the 'Start Timer' button highlighted by a red box.

3. Click '**Start Timer**' to begin tracking time.

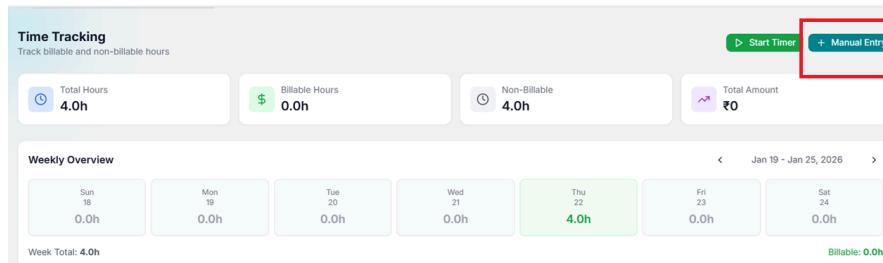
4. Once the task is completed, click '**Stop Timer**'.

5. The time entry will be automatically saved and reflected in:

- Total Hours
- Weekly Overview
- Time entries list

Method 2: Track Time Using Manual Entry

1. Click on the ‘Manual Entry’ button.



2. Enter the required details:

- Date
- Activity
- Client (if applicable)
- Duration (hours/minutes)
- Billable / Non-Billable
- Description

New Manual Entry

Date *
22-01-2026

Activity Type *
Client Consultation

Description *
What did you work on?

Hours Minutes
0 0

Client
Select Client (Optional)

Hourly Rate (INR)
0

Billable Status
Billable

3. Click Save.
4. The entry will appear in the time log list with a status.

Step 3: Review Tracked Time

1. Scroll down to view the Time Entries Table.
2. Check the following columns:
 - o Date
 - o Activity
 - o Description
 - o Client
 - o Duration
 - o Status

Time Tracking
Track billable and non-billable hours

Total Hours: 4.0h | Billable Hours: 0.0h | Non-Billable: 4.0h | Total Amount: ₹0

Weekly Overview

Sun 18	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24
0.0h	0.0h	0.0h	0.0h	4.0h	0.0h	0.0h

Week Total: 4.0h | Billable: 0.0h

Search & Filter Options: Search, All Statuses, All Types, All Activities

DATE	ACTIVITY	DESCRIPTION	CLIENT	DURATION	AMOUNT	STATUS	ACTIONS
Jan 22, 2026	Document Drafting	test		4h	-	Approved	Non-Billable

3. The **Filter & Search** options help you quickly find specific time entries from the list.

- All Statuses
- All Types
- All Activities
to find specific entries.

Time Tracking
Track billable and non-billable hours

Total Hours: 4.0h | Billable Hours: 0.0h | Non-Billable: 4.0h | Total Amount: ₹0

Weekly Overview

Sun 18	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24
0.0h	0.0h	0.0h	0.0h	4.0h	0.0h	0.0h

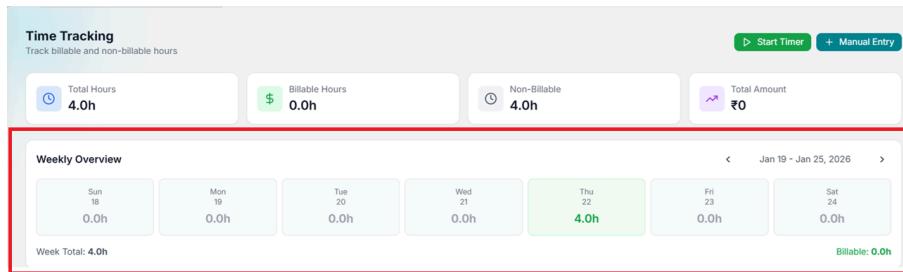
Week Total: 4.0h | Billable: 0.0h

Search & Filter Options: Search, All Statuses, All Types, All Activities

DATE	ACTIVITY	DESCRIPTION	CLIENT	DURATION	AMOUNT	STATUS	ACTIONS
Jan 22, 2026	Document Drafting	test		4h	-	Approved	Non-Billable

Step 4: Monitor Weekly Summary

1. Refer to the Weekly Overview section.
2. View hours logged per day.
3. Check:
 - Week Total
 - Billable hours summary



Outcome

- Accurately track daily work hours
- Maintain transparency in billing
- Ensure proper time utilization
- Generate reliable data for invoicing and reporting