EXPANDED FUNCTIONALITIES

NAV BAR

Dashboard

Matters (MATTER DASHBOARD, MATTER CALENDAR, MATTER TASKS, MATTER EMAILS, MATTER DOCUMENTS, MATTER BILLING, MATTER PAYMENT)

Contacts

Calendar

Tasks

Documents

Billing

Reports

Messages

My profile

Settings

Help

Sign-out

PAGES

1. DASHBOARD ( CALENDAR, DATE, EVENT TITLE, CLIENT MATTER,TASK LISTING, MATTER QUICK ADD(CLIENT, MATTER NAME, PERSON / BUSINESS), USER BILLING, FIRM BILLING, PENDING INVOICING )
2. CALENDAR
3. TASK LISTING
4. ADD MATTER
5. QUICK ADD MATTER

TASK LISTING

* VIEW: Pending tasks, due tasks, completed

ADD TIME AND EXPENSE

DESCRIPTION, CLIENT:MATTER, BILLING DATE

EXPENSE TYPE(TIME/ COST)(TIME/ EXPENSE/ FLAT FEE)

TIME – BILL BY

BILLING RATE

BILLABLE UNITS

TOTAL

COST – AMOUNT, VENDOR

DO NOT CHARGE – NON-BILLABLE, DO NOT CHARGE <OK, ADD ANOTHER, CANCEL>

DASHBOARD

>>>CALENDAR, DATE, EVENT TITLE, CLIENT MATTER,TASK LISTING, MATTER QUICK ADD(CLIENT, MATTER NAME, PERSON / BUSINESS), USER BILLING, FIRM BILLING, PENDING INVOICING

REPORTS

>>>REPORT LISTING(TITLE, BRIEF DESCRIPTION, RUN REPORT BUTTON)

ADD TASK

>>> TASK TITLE, CLIENT:MATTER, BILLING DATE, DUE DATE, ASSIGNED TO/BILLING USER, TIME(NON BILLABLE, NO CHARGE), BILLING DESCRIPTIONS, CANCEL/SAVE BTNS

MATTER DOCUMENTS

>>> SOURCE, VIEWING(ALL, FILES, FOLDERS), TYPE, NAME, ADD FOLDER/FILE, SORT BY, DISPLAY, ITEMS, ADDED ON, ACTIONS

>>> SINGLE DOC – DOCUMENT TITLE, DOCUMENT PATH (A VS B), UPDATED BY, UPDATED ON, DOWNLOAD DOCUMENT, OPEN IN NETDOCUMENTS,

ADD EVENT

>>> EVENT NAME, FROM – TO (DATE / TIME), BILLING DATE, CLIENT/MATTER, LOCATION, NOTES, EVENT OWNER, ATTENDEES, BILL, AVAILABILITY, CHECK AVAILABILITY, OK/CANCEL BTN

MATTER DASHBOARD

>>> TASK LISTING – VIEWING(PENDING/DUE/COMPLETED), TASK NAME, CREATED BY, TAGS, DUE DATE, ASSIGNED NEW TASK, UPCOMING CALENDAR EVENTS, RECENT BILLABLE ACTIVITY

BILLING AND PAYMENT

>>>PLAN DETAILS - TOTAL AMOUNT TO BE PAID, DATE OF PAYMENT, PAYMENT FAILURE EMAIL RECIPIENT

>>>PAYMENT TERMS – CHARGE CLIENT EQUAL MONTHLY PAYMENTS (NUMBER OF PAYMENTS-12), CHARGE CLIENT A SPECIFIED MONTHLY AMOUNT UNTIL TOTAL AMOUNT IS PAID OFF, CHARGE CLIENT AN INITIAL AMOUNT UP FRONT AND CHARGE THE DIFFERENCE IN EQUAL MONTHLY PAYMENTS

AUTOMATIC BILLING

>>>WOULD YOU LIKE TO CHARGE AUTOMATICALLY, CREDIT CARD/E-CHECK, NAME AS PRINTED ON CARD, STREET ADDRESS, CITY, STATE, ZIP CODE, COUNTRY, CREDIT CARD NUMBER, EXP DATE, CVV, GO BAC/NEXT STEP BTNS.

CALENDAR

>>>CALENDAR WITH COLOR CODE TASKS, MINI CALENDAR, AGENDA( DATE, TIME, TITLE, BRIEF DESCRIPTION)

**Assessing the role of ICT in improving teaching process in primary and secondary schools: Perspective of Teachers.**

1. How is ICT contributing to the development of teaching process
2. Are there significant differences between teachers from different school levels
3. What contribution does ICT supply in schools
4. What expectations do teachers have regarding ICT use in schools
5. What do teachers think about ICT use and its roles in schools
6. Are teachers willing to adopt and use of ICT in teaching and learning