



Web & Mobile Application User Manual

The following document provides information on how to use the patent pending KLOKWORK system

PRODUCT APPLICATION NOTIFICATION AND LIMITATIONS:

- KLOKWORK is a web-based application that resides on a web server
- Requires no hardware installations, available 24 hours a day, 7 days a week
- KLOKWORK is accessible on any Internet browser such as Chrome, Firefox, Internet Explorer and Safari
- KLOKWORK web application requires Internet availability at all times
- If Internet is unavailable and the KLOKWORK web application inaccessible, users will be required to manually enter information into the system once they regain Internet access

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How to ADD CASE

To add client files to the KLOKWORK system click the ADD CASE button. A web form will appear and information about the client or case can be submitted.

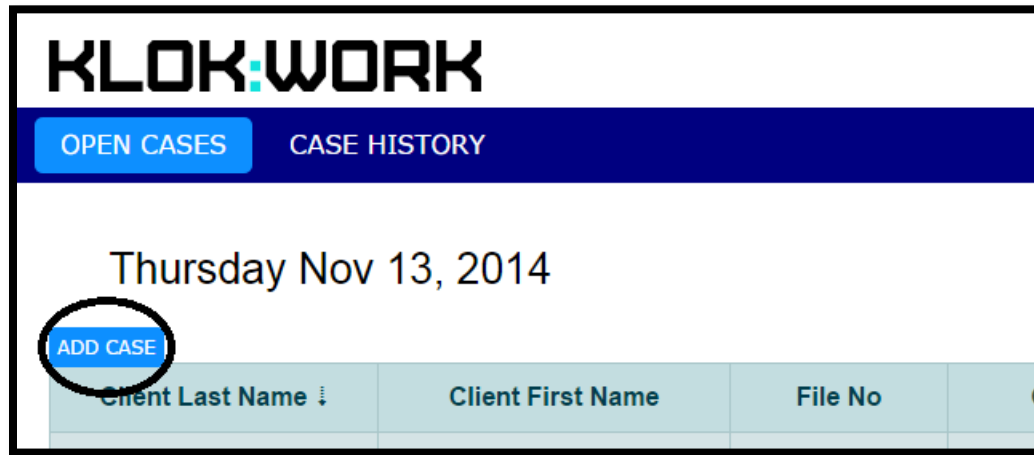
The screenshot shows the KLOKWORK web application interface. At the top, there is a header with the KLOKWORK logo. Below the logo, there are two tabs: 'OPEN CASES' (highlighted in blue) and 'CASE HISTORY'. The main content area displays the date 'Thursday Nov 13, 2014'. Below the date, there is a blue button labeled 'ADD CASE' which is circled with a black line. Below the button, there is a table with three columns: 'Client Last Name ↓', 'Client First Name', and 'File No'. The table has a light blue header and a white body with one empty row visible.

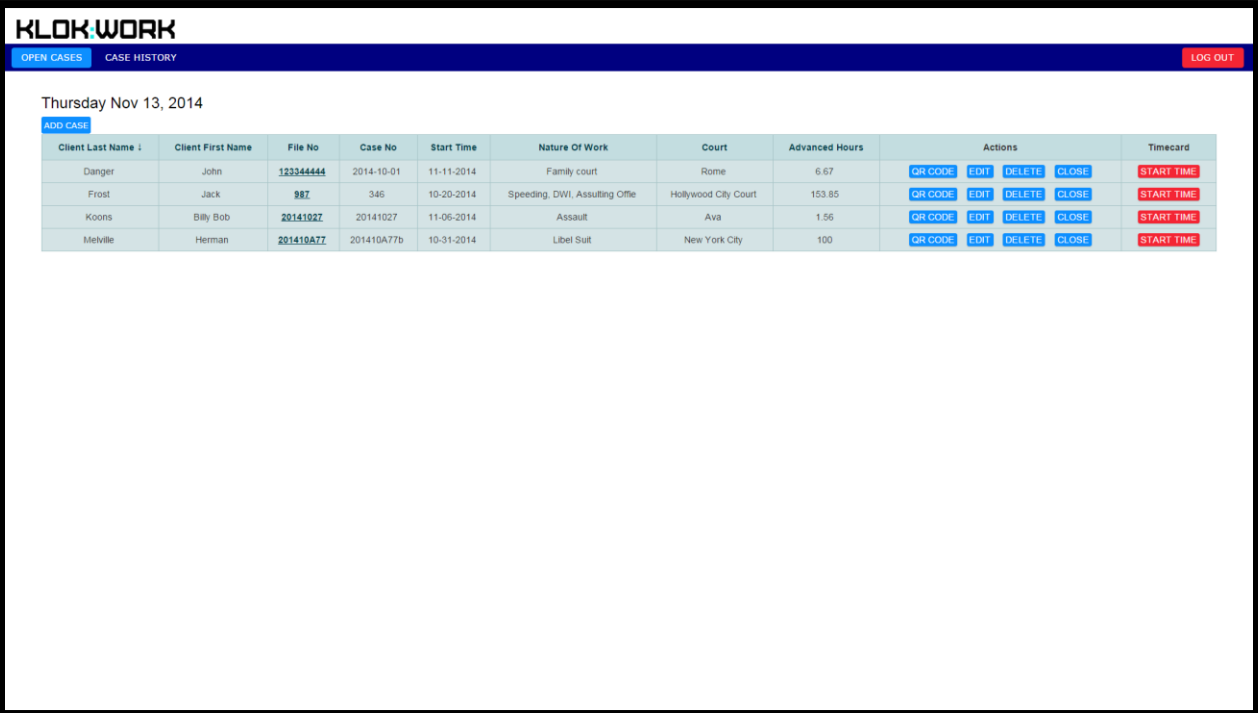
Figure 1: ADD CASE

Definition of fields in the ADD CASE form:

- **Client Name** – client first and last name
- **Address** – client address. Note: how you enter the client address in the web form will how it will print in the customer bill
- **File No** – file number for the case or client. This is a mandatory field
- **Case No** – case number for the case or client. This is a mandatory field.
- **Nature of Work** – Brief description of the case work
- **Court** – name of court or city or town where the case is tried. This is a mandatory field.
- **Start Date** – The default date is today's date or current. Date picker menu is available to enter specific date
- **Retainer** - The initial payment made with respect to the file when the case is opened. It can also be used for any additional payments made on the account.
- **Disbursement** - Any billable expense paid or incurred by the attorney that the client has to reimburse.
- **Billing Rate** – The billing rate for the particular case or client, this will be the default rate. When scanning a QR code or tracking time via the web application, the default billing rate that was entered here will be used unless the user selects a different rate.
- **Billing Method** – Drop down menu for Real-time rule or Tenths-rule.
- **Advanced Hours** - The number of hours covered by the retainer. For example, a \$2000 retainer is paid and the billing rate is \$200/hour, the advanced hours are 10.
- **Submit** – submit button to enter case into KLOKWORK system

OPEN CASES

The OPEN CASES tab or home page displays all of the current cases or clients in the KLOKWORK system. When a new case is added via the ADD CASE button and web form it will show here.



The screenshot shows the KLOKWORK interface with the 'OPEN CASES' tab selected. The date 'Thursday Nov 13, 2014' is displayed. Below the date is an 'ADD CASE' button. The main table lists four cases with columns for Client Last Name, Client First Name, File No, Case No, Start Time, Nature Of Work, Court, Advanced Hours, Actions, and Timecard. The Actions bar for each case contains buttons for QR CODE, EDIT, DELETE, CLOSE, and START TIME.

Client Last Name	Client First Name	File No	Case No	Start Time	Nature Of Work	Court	Advanced Hours	Actions	Timecard
Danger	John	123344444	2014-10-01	11-11-2014	Family court	Rome	6.67	QR CODE EDIT DELETE CLOSE	START TIME
Frost	Jack	987	346	10-20-2014	Speeding, DWI, Assaulting Offic	Hollywood City Court	153.85	QR CODE EDIT DELETE CLOSE	START TIME
Koons	Billy Bob	20141027	20141027	11-06-2014	Assault	Ava	1.56	QR CODE EDIT DELETE CLOSE	START TIME
Melville	Herman	201410A77	201410A77b	10-31-2014	Libel Suit	New York City	100	QR CODE EDIT DELETE CLOSE	START TIME

Figure 2: OPEN CASES

Actions Bar

At the right side of the OPEN CASES table is the ACTIONS bar with buttons for QR CODE, EDIT, DELETE, and CLOSE.

QR CODE

This button displays the QR code for the case or client.

EDIT

This button allows user to edit the ADD CASE form or add reimbursement and retainer

DELETE

This button deletes the case or client from the system

CLOSE

The CLOSE button removes the case from the OPEN CASES table to the CASE HISTORY tab

How to Get and Use the QR CODE

KLOKWORK software creates a QR code for each case added to the system. Image displays an example of a QR code when the user presses the QR CODE button in the ACTIONS bar. The QR code is used with the KLOKWORK mobile app to track time on specific attorney billable activities. The QR code printed to paper or a label printer for convenient scanning. The QR code can also be scanned directly from webpage on a computer screen.

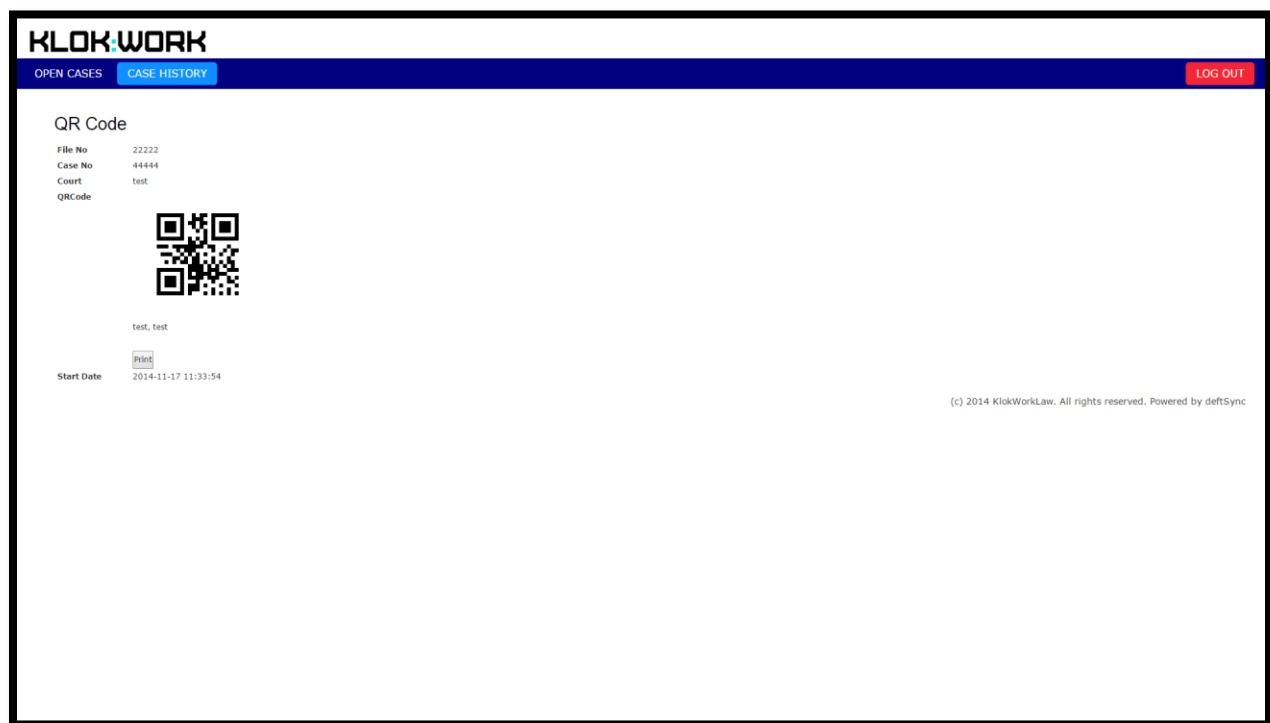


Figure 3: QR CODE

How to Track Time from the Web Application

To record a client or case activity using a web browser simply press the START TIME button found all the way to the right of the OPEN CASES table. Under the TIMECARD column is the START TIME button for each CASE as shown in image

Advanced Hours	Actions				Timecard
10	QR CODE	EDIT	DELETE	CLOSE	START TIME
0	QR CODE	EDIT	DELETE	CLOSE	START TIME
0	QR CODE	EDIT	DELETE	CLOSE	START TIME
0	QR CODE	EDIT	DELETE	CLOSE	START TIME
0	QR CODE	EDIT	DELETE	CLOSE	START TIME
11.43	QR CODE	EDIT	DELETE	CLOSE	START TIME
0	QR CODE	EDIT	DELETE	CLOSE	START TIME
0	QR CODE	EDIT	DELETE	CLOSE	START TIME
0	QR CODE	EDIT	DELETE	CLOSE	START TIME
0	QR CODE	EDIT	DELETE	CLOSE	START TIME
0	QR CODE	EDIT	DELETE	CLOSE	START TIME
0	QR CODE	EDIT	DELETE	CLOSE	START TIME
0	QR CODE	EDIT	DELETE	CLOSE	START TIME
0	QR CODE	EDIT	DELETE	CLOSE	START TIME
0	QR CODE	EDIT	DELETE	CLOSE	START TIME
0	QR CODE	EDIT	DELETE	CLOSE	START TIME

Figure 4: START TIME Button

Pressing the START TIME button will open a page where the user can select the Activity and Rate they wish to bill the case or client (image).

KLOK:WORK

OPEN CASES

CASE HISTORY

LOG OUT

CLIENT NAME

Doe

ACTIVITY

Review documents

RATE

150

SCAN

Figure 5: Scan Client Activity from Browser

Once the user hits the SCAN button the OPEN CASES page will appear and the user can see at the top of the page in red what Client file they are scanned into and the date and timestamp at which they began the scanning interval. Beneath the notification in red is an Open Scans table that displays the scan information. At the far right the user can end the scanning interval by pressing the STOP TIME button at the far right.

KLOK:WORK

OPEN CASES

CASE HISTORY

LOG OUT

2014-11-19 14:33:23, 12345, SIGNED IN TO CLIENT: DOE

Wednesday Nov 19, 2014

Open Scans

Attorney	File No	Client Last Name	Start Time	Timecard
Derrick	12345	Doe	2014-11-19 14:33:23	STOP TIME

ADD CASE

Client Last Name	Client First Name	File No	Case No	Start Time	Nature Of Work	Court	Advanced Hours	Actions
Doe	John	12345	54321	11-19-2014		Oneida	66.67	<a>QR CODE <a>EDIT <a>DELETE <a>CLOSE

Figure 6: Timecard Notification

CASE HISTORY

The CASE HISTORY tab displays a table of all cases that have been closed via the CLOSE button in the ACTIONS bar.

Closed Cases

Client	File No	Case No	Start Date	Nature Of Work	Court	Advanced Hours	End Date	Actions
Cleary, Daniel	2014-39	n/a	2014-05-23	Real Estate	n/a	0	2014-06-18	QR CODE EDIT DELETE
Amodio, Lucciana	2014-32	14339	2014-07-21	Custody	Family Court	0	2014-08-22	QR CODE EDIT DELETE
Rienzo, Mark	2014-31	n/a	2014-05-28	Real Estate	n/a	5	2014-06-18	QR CODE EDIT DELETE
Brockway, Rose	2014-52	22417	2014-07-03	AFC	Family	0	2014-09-16	QR CODE EDIT DELETE
Lamie, Noah	2014-15	13087	2014-06-30	AFC	Family Court	0	2014-10-10	QR CODE EDIT DELETE
Carter, Jashon	2013-29	26	2014-05-29	PINS	Family Court	0	2014-06-14	QR CODE EDIT DELETE
McClintock, Ian	2014-2	26476	2014-06-03	AFC	Family Court	0	2014-06-14	QR CODE EDIT DELETE
Holt, Jr., Christopher	2014-41	26820	2014-06-26	Custody	Family Court	0	2014-09-23	QR CODE EDIT DELETE
Townsend, Claire/Ethan	2014-87	27170	2014-08-11	AFC	Family Court	0	2014-10-02	QR CODE EDIT DELETE
Troutman, Zenariah	2014-83	14978	2014-07-31	AFC	Family Court	0	2014-10-10	QR CODE EDIT DELETE
Hill, Gregory	2014-11	21360	2014-06-17	Custody	Family Court	0	2014-06-18	QR CODE EDIT DELETE
Graves, William	2013-103	26227	2014-06-20	Custody	Family Court	0	2014-06-20	QR CODE EDIT DELETE
Kramer, James and Sara	2013-92	n/a	2014-07-08	Real Estate	n/a	0	2014-07-11	QR CODE EDIT DELETE
Olejnik, Estate of Nicholas	2014-48	n/a	2014-06-26	Real Estate	n/a	0	2014-06-18	QR CODE EDIT DELETE
Facciolo Estate, Catherine	2014-47	n/a	2014-06-02	Real Estate	n/a	0	2014-07-07	QR CODE EDIT DELETE
Healy, Samantha	2014-55	25562	2014-06-30	Custody	Family Court	0	2014-11-02	QR CODE EDIT DELETE

Page 1 of 5, showing 20 records out of 82 total, starting on record 1, ending on 20

< previous 1 2 3 4 5 next >

Figure 7: CASE HISTORY