



Clio® Clio Time Management Made Easy

What is Clio releasing?

Clio is releasing a ground up redesign of activity and time management in Clio. We've put the Timekeeper and associated features that capture tasks and information related to billing at your fingertips. Now, time capture is top of mind no matter what you are doing, and accurate record creation is integrated into every workflow.

From engaging with basic tasks to creating accurate records every time, our update to Clio Activities ensures that your time is tracked efficiently and accurately, removing ambiguity from client billing, and improving overall firm profitability.

How will this change help me?

Every minute you spend managing your time and expenses at the end of the month is a billable minute lost. And, if you aren't accurately tracking your time, even a few minutes each day can add up to several billable hours each month, affecting your bottom line and profitability. Clio helps you track time with ease, associate it to a Matter or client, streamline your billing process with accurate records, and better firm billing month-over-month, all of which have been improved with this update

What key improvements did we make?

The update to Activities in Clio focuses on an improved design that lets you effortlessly create and maintain accurate records.

- **Main Activities view updates.** In line with the new Clio experience that displays more information in a single view, we have updated the main Activities page to display columns of Time Entries and Expenses, their associated Categories¹, Matters, amounts earned, users who earned these amounts, invoice status, and more.
- **Re-engage with any previously logged activity,** and take a number of quick actions. Edit, delete, or continue a time entry, or add to an expense and see updates instantly reflected on your client invoice.
- **Search for client records with ease.** Filter through all your activities with customizable columns or filter by keyword within your Activity Description.

- **Matter selection notification.** Clio ensures that data entry is correct and gives you a warning when you miss the matter details for your activity.
- **Highlight rate changes.** Any changes that will impact the rate will be highlighted when creating the time entry.
- **Enhanced exports.** The ability to export customized data set from your activity page.

Is this available to all Clio users?

Yes, this update to Clio Activities is available to all users.



Where can I learn more about this update?

- Clio [Support site](#)
- New Clio Experience [landing page](#)

¹ Categories were previously listed as Activity Descriptions in Clio.