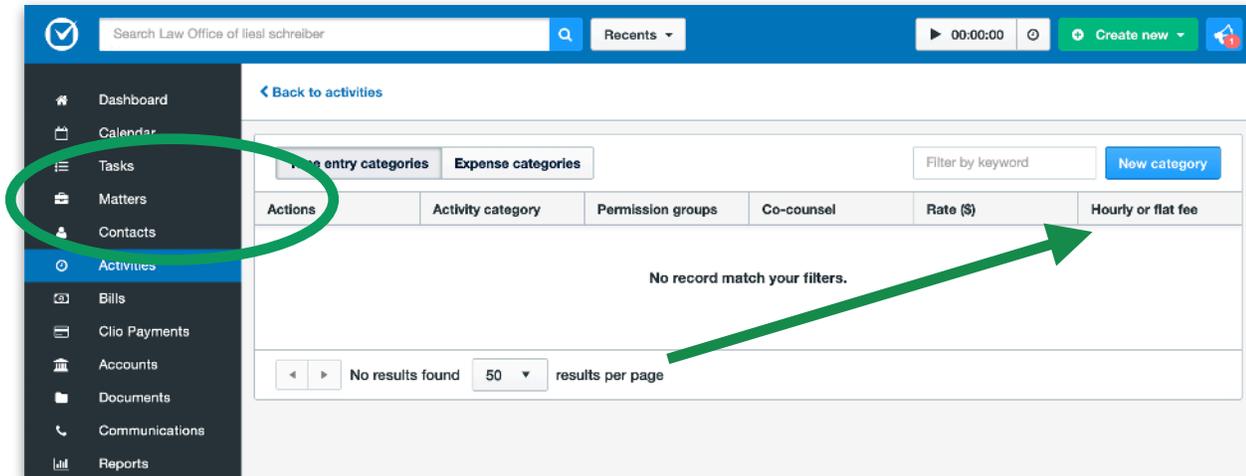


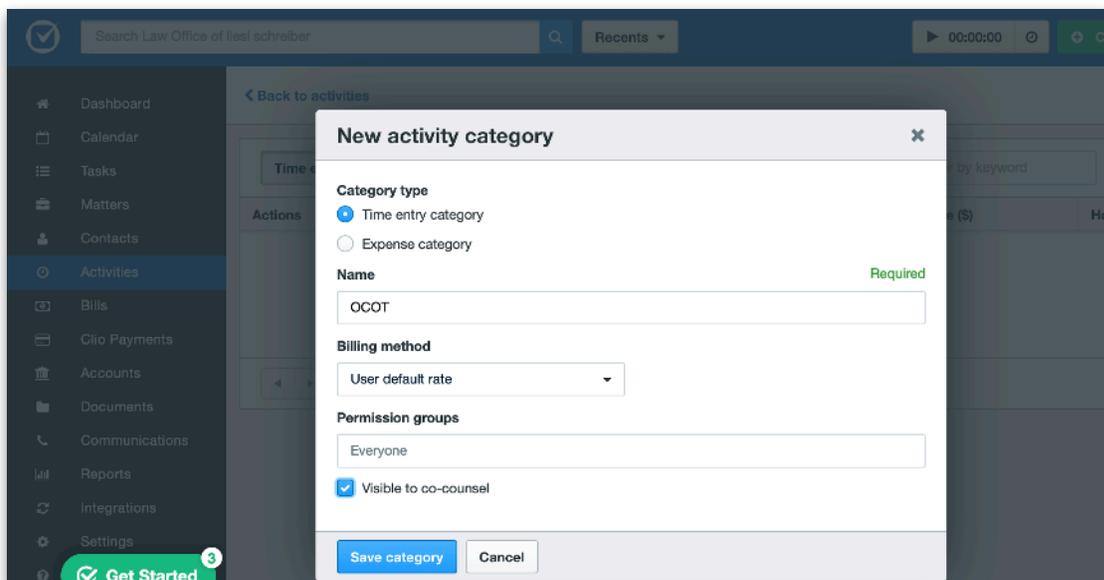
TIME AND EXPENSE CODES IN CLIO

To best use evolveVoucher, you will want to set time and expense categories you can attribute to your slips. These categories can then be mapped in evolveVoucher to speed your data entry.

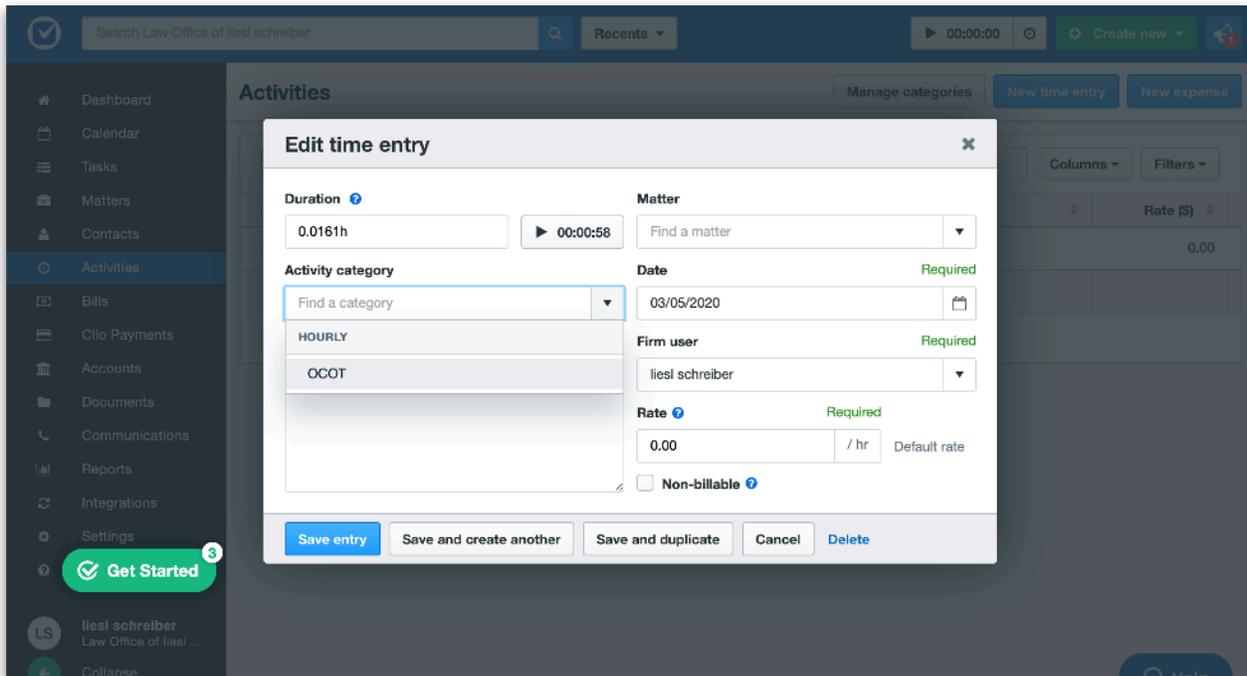


Within Clio, select activities

Begin adding your categories, for each CJA time and expense category
 You can call these categories whatever makes sense to you - they do not have to match the verbiage of the CJA website. For example, I still use the old abbreviations: OCMT (out of court meeting) OCRE (out of court reviewing documents) etc.



Once you have your activity and expense categories created, use them on each of your slips:



See the export instructions on getting your slips out of Clio and in to evolve. Once your slips are in evolveVoucher, it's easy to map the codes you are using to the ones evoucher needs. Before mapping, they'll be red, but as you click on them and tell evoucher which CJA code your codes correlate to, it will automatically begin applying the mapping to all of your slips.

When you're all green, you're good to go. evolveVoucher will remember your mapping for your future bills.

