



# evolve VOUCHER

## Exporting from Clio

Click on your matter

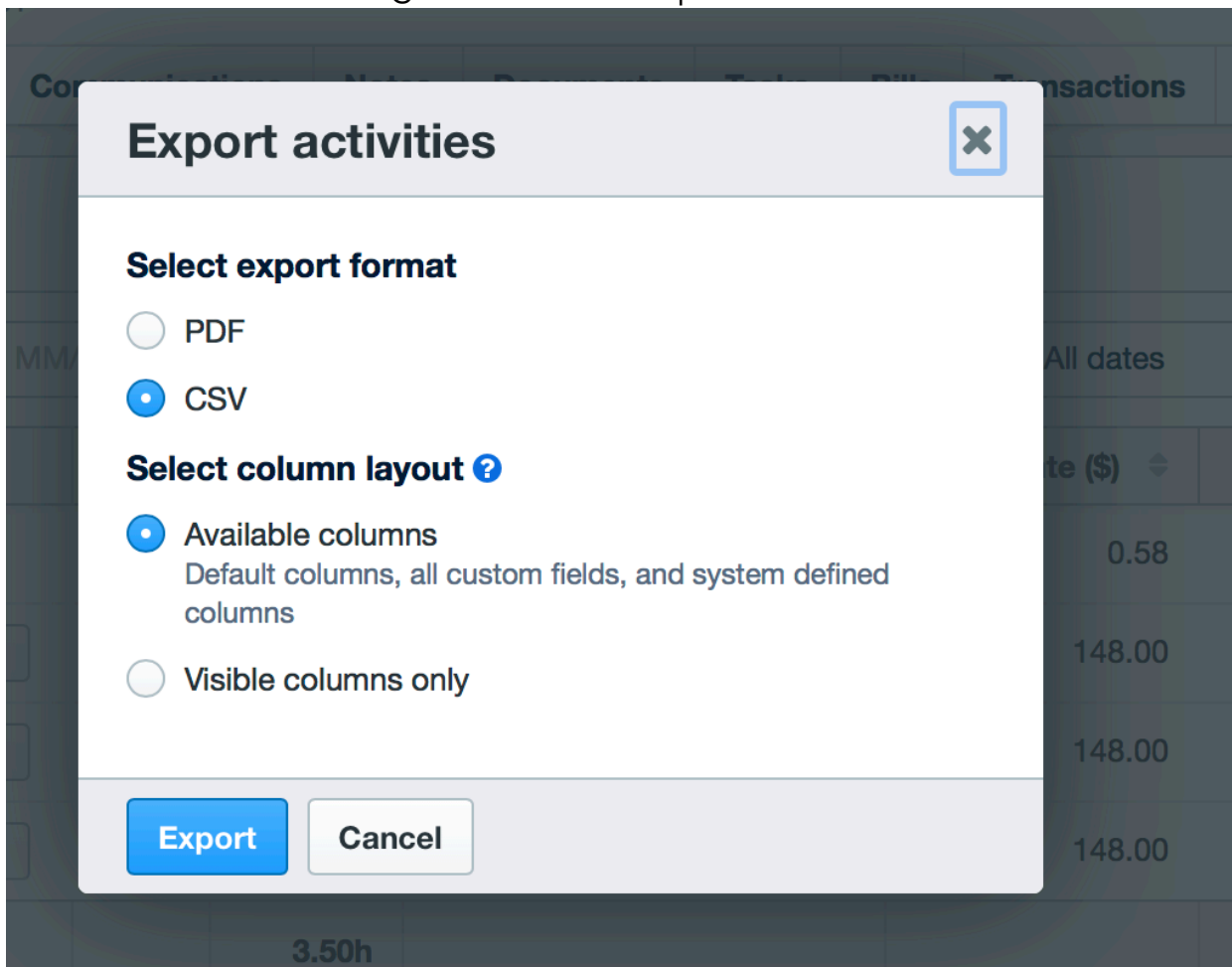
The screenshot shows the 'Matters' page in Clio. The left sidebar contains navigation options: Dashboard, Calendar, Tasks, Matters (highlighted), Contacts, Activities, Bills, Clio Payments, Accounts, Documents, and Communications. The main content area shows a table of matters with columns for Actions, Matter, Client, Responsible a..., Originating att..., Practice area, and Open date. A green arrow points to the matter name '00001-Galt: Federal District Court of Oregon...' in the table.

Then click on the activities tab, and click "export"

The screenshot shows the 'Activities' page for matter '00001-Galt'. The 'Activities' tab is circled in green and labeled with a '1'. The page displays a table of activities with columns for Actions, Type, Qty, Description, Rate (\$), Amount (\$), Date, User, and Invoic. The 'Export' button at the bottom right is also circled in green and labeled with a '2'.

Actions	Type	Qty	Description	Rate (\$)	Amount (\$)	Date	User	Invoic
<input type="checkbox"/>		48.00	Travel to meeting with client	0.58	27.84	07/11/2019	Laurie Shertz	Unb
<input type="checkbox"/>	Time	1.00h	OCMT: Intake meeting with ...	148.00	148.00	07/11/2019	Laurie Shertz	Unb
<input type="checkbox"/>	Time	2.00h	OCRE: Begin reviewing disc...	148.00	296.00	07/11/2019	Laurie Shertz	Unb
<input type="checkbox"/>	Time	0.50h	ICAR: Attend arraignment	148.00	74.00	07/11/2019	Laurie Shertz	Unb
		3.50h			\$545.84			

Then make the following selections in export



Once you're done & have uploaded your data to evolveVoucher & eVoucher, don't forget to bill the data so it comes out of your Clio & won't produce duplicates next time.