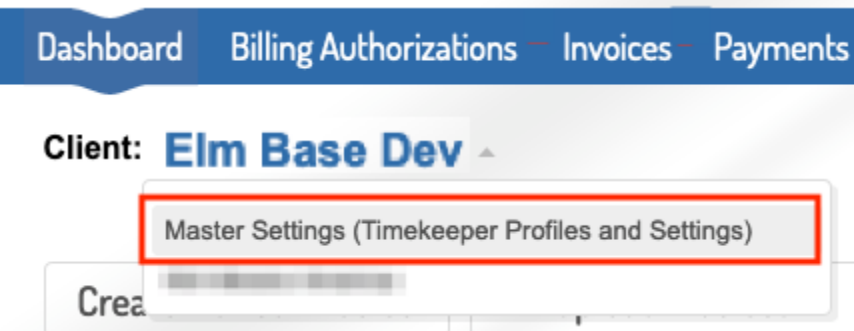
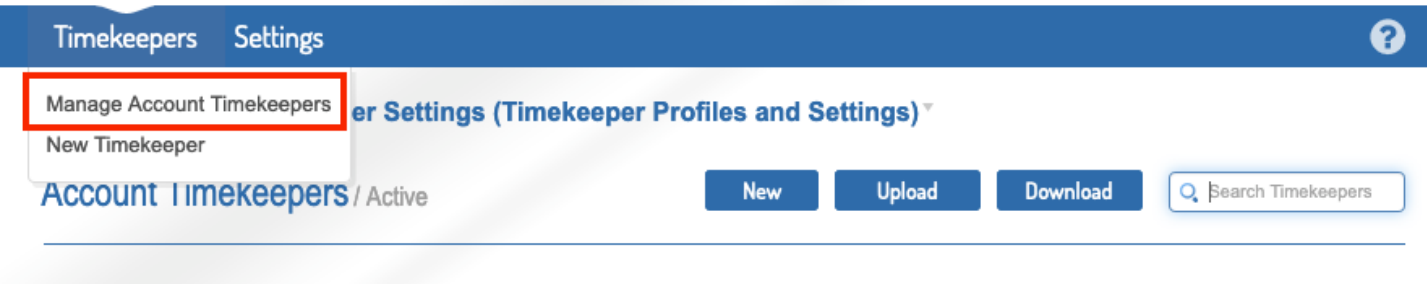


# Editing a Timekeeper Profile

1. Select Master Settings from the Client dropdown menu.



2. Select Manage Account Timekeepers under the Timekeepers tab to navigate to the **account** timekeepers list. This page lists all of your account timekeepers and their standard rates.



3. Click Edit in the Actions column on the timekeeper that needs to be updated.

| Archive Delete           |       | Active (5)   Archived (0)   Deleted (0) |                      |            |         |
|--------------------------|-------|---|----------------------|------------|---------|
|                          | TK ID | Timekeeper Name                         | Staff Classification | Std Rate   | Actions |
| <input type="checkbox"/> | 8911  | Nick Jones                              | Partner              | 500.00 USD | Edit    |

4. Update the timekeeper's profile as needed. Anything with a red asterisk is required (*note: Date Bar Passed and First Practiced Year are only required if the timekeeper is a law graduate*). Click Update Timekeeper once your edits are complete.

## Editing Timekeeper

|   |   |
|---|---|
| <b>Office *</b><br>New York                   | <b>Lawyer *</b><br><input type="checkbox"/> Check if this timekeeper is a law graduate.   |
| <b>Timekeeper ID *</b><br>8911                | <b>Date Bar Passed *</b><br>2001  |
| <b>Timekeeper Name *</b><br>Nick Jones        | <b>First Practiced *</b><br>2002  |
| <b>Staff Classification *</b><br>Partner      | <b>Profile Link</b><br>https://examplevendor.com/nickjones<br><small>URL should have (http:// or https://) or leave blank</small> |
| <b>Rack Rate *</b><br>550.00                  | <b>Bio</b><br><div></div>   |
| <b>Rack Rate Effective Date</b><br>01/01/2020 | <b>Resume</b><br>Browse   |
| <b>Currency *</b><br>USD                      | <b>Gender *</b><br>Male   |
| <b>Initials *</b><br>NMJ                      | <b>Ethnicity *</b><br>Not Disclosed   |
| <b>Email *</b><br>nickjones@example.com       |   |

Update Timekeeper

5. Confirm profile has been updated with success message at the top of your screen.

