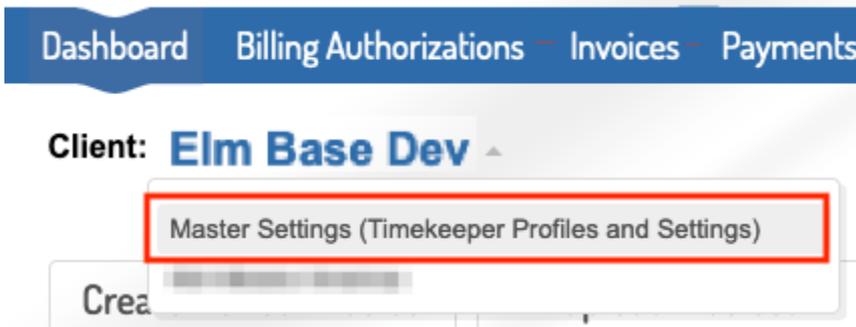
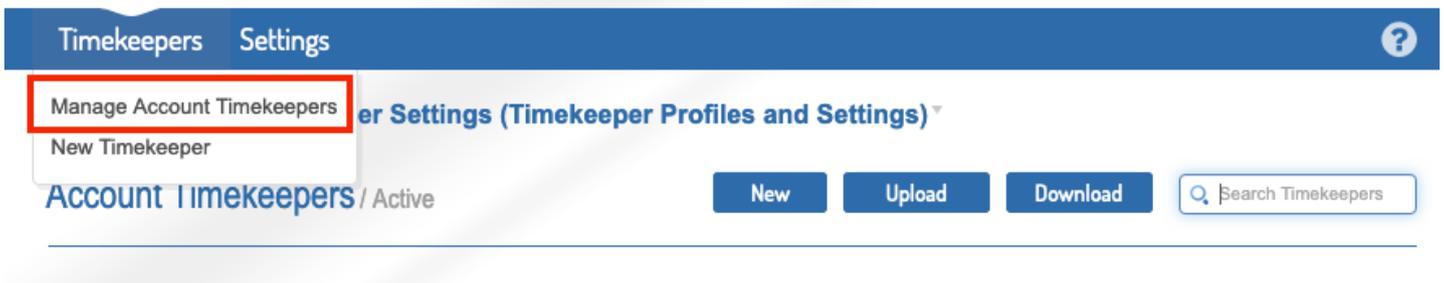


# Editing a Timekeeper Profile

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.



	TK ID	Timekeeper Name	Staff Classification	Std Rate	Actions
<input type="checkbox"/>	8911	Nick Jones	Partner	500.00 USD	<a href="#">Edit</a>

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> New York	<b>Lawyer *</b> <input type="checkbox"/> Check if this timekeeper is a law graduate.
<b>Timekeeper ID *</b> 8911	<b>Date Bar Passed *</b> 2001
<b>Timekeeper Name *</b> Nick Jones	<b>First Practiced *</b> 2002
<b>Staff Classification *</b> Partner	<b>Profile Link</b> https://examplevendor.com/nickjones <small>URL should have (http:// or https://) or leave blank</small>
<b>Rack Rate *</b> 550.00	<b>Bio</b> <div style="border: 1px solid #ccc; height: 40px;"></div>
<b>Rack Rate Effective Date</b> 01/01/2020	<b>Resume</b> Browse
<b>Currency *</b> USD	<b>Gender *</b> Male
<b>Initials *</b> NMJ	<b>Ethnicity *</b> Not Disclosed
<b>Email *</b> nickjones@example.com	

Update Timekeeper

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

