ROCKET MATTER® Quick Start Guide

▶ To get started, add a Matter.

1 Click **Add Matter** on the right of your **User Dashboard**.

2 Follow the on-screen wizard.

Enter client's name **+** Enter Matter name **+** Select billing method
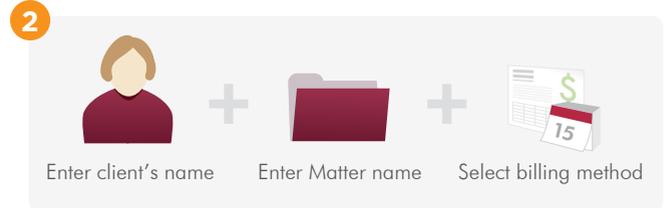
▶ Capture your time easily.

Bill as you Work! As you perform your usual activities in Rocket Matter, you can easily bill anywhere you see a green box. Just enter a billing description for the invoice and check "Bill".

Bill from the timer, tasks, calendar events, notes, and even documents.

Call to discuss new evidence

☑ Bill

Click **Bill Expense** from the User or Matter Dashboard to quickly log *any* cost or time entry for the invoice.

It's perfect for logging court fees, travel time, and other miscellaneous items.

▶ Use Dashboards to get quick overviews.

The **User Dashboard** is your personal view of events, matters, and tasks.

Click the Rocket Matter logo to get back to the User Dashboard from any page.

The **Matter Dashboard** provides information from the matter's perspective. Like a file folder, it contains everything for the matter, across all users.

▶ Access your information from any page.

Use the **Global Intelligent Search** to find and go directly to contacts, tags, and matters.

The **Global Intelligent Search**, located at the top of every page, will suggest possible matches as you type and automatically completes your entries.

d | GO

Delta Health Systems: Overtime Violation
Dina Port

Visit our **Support Site** for more help!

Click "Help" at the top of any page in Rocket Matter to access video tutorials, FAQs, webinars, and 1-on-1 training options.