

aunoda

HOW TO CREATE FILE NOTES/ TIME KEEP

TIME TO COMPLETE: 1 MINUTE
TOTAL STEPS: 9

FILE NOTE INSTRUCTIONS:

1A. CREATING FILE NOTE: PREPARATION

1. Navigate to Aunoa
2. Select client/matter
3. Click green button, 'Create new file note'
4. Select preparation
5. Select activity
6. If applicable, select hearing
7. Enter the appropriate date time
8. Type out file note
9. Click create to save new file note

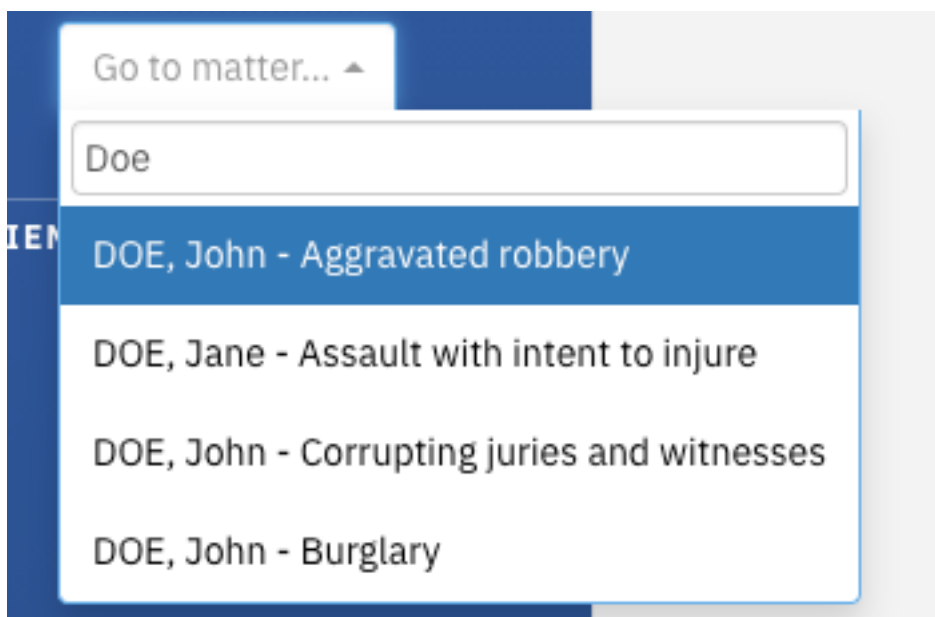
1B. CREATING FILE NOTE: HEARING

1. Navigate to Aunoa
2. Select client/matter
3. Click green button, 'Create new file note'
4. Select hearing
5. Select proceeding type
6. If applicable, select hearing
7. Enter the date and time of creating file note
8. Enter hearing details
9. Type out file note
10. Click create to save new file note

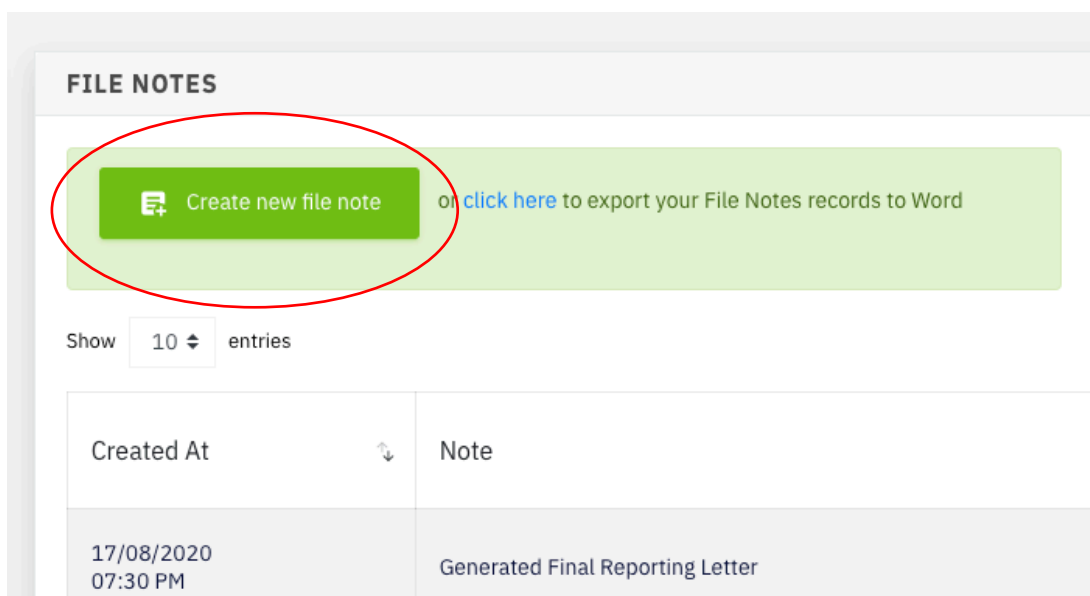
FILE NOTES:

1A: PREPARATION FILE NOTE

1. Navigate to Aunoa
2. Search for and select client/matter



3. Once the matter appears click green button, 'Create new file note'



FILE NOTES:

1A: PREPARATION FILE NOTE

- a) This window will appear and is what we will continue to fill out in this tutorial.

The screenshot shows the 'ADD NEW FILE NOTE' form. A yellow overlay covers the right half of the form. In the top right corner, a button labeled 'Show Time Records' with a calendar icon is circled. The form includes radio buttons for 'Preparation' (selected), 'Hearing', and 'Other / Not Applicable'. The 'Proceeding Type' dropdown is set to 'Sentencing Hearing'. The 'Hearing' dropdown is set to '1st'. The 'Start Time' is '9:20 AM', 'End Time' is '9:20 AM', and 'Start Date' is '23/09/2020'. A task dropdown is set to 'Select or type in a task...'. The 'Add a filenote...' text area is empty. At the bottom right are 'Cancel', 'Create', and 'Create & Add Another' buttons.

Note: Top right corner will show your time sheet and the file note you create will automatically be added.

The screenshot shows the time sheet interface. A yellow overlay covers the right half. At the top right is a 'Hide Time Records' button with a left arrow. Below it is a table for 'Sep 23, 2020'. The table has two columns: time slots and a blank column for recording time. The time slots range from 8am to 4pm. A red horizontal line is drawn across the 9am row in the blank column.

Sep 23, 2020	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	

FILE NOTES:

1A: PREPARATION FILE NOTE

4. Select preparation

ADD NEW FILE NOTE

☒ Preparation ☐ Hearing ☐ Other / Not Applicable

5. Select activity from drop down menu if applicable

Activity

Select an activity (if applicable)

Other

Case Review Hearing

Disputed Facts Hearing

Evidence Review Hearing

Fitness to Plead Hearing

6. If applicable, select hearing
7. Enter the appropriate date and time

Start Time	End Time	Start Date
<div>9:10 AM</div> <div><div><div>↑</div><div>09</div><div>↓</div></div><div><div>↑</div><div>10</div><div>↓</div></div><div><div>AM</div></div></div>	<div>9:30 AM</div>	<div>01/09/2020</div>

FILE NOTES:

1A: PREPARATION FILE NOTE



8. Add appropriate file notes and press confirm

Enter appropriate notes

Cancel

Create

Create & Add Another

9. The file note is created and will appear under the client matter, and the application will automatically calculate the preparation time

FILE NOTES

Create new file note

 or [click here](#) to export your File Notes records to Word

Breakdown of preparation time:
Other / Unclassified - 0.3 Hours

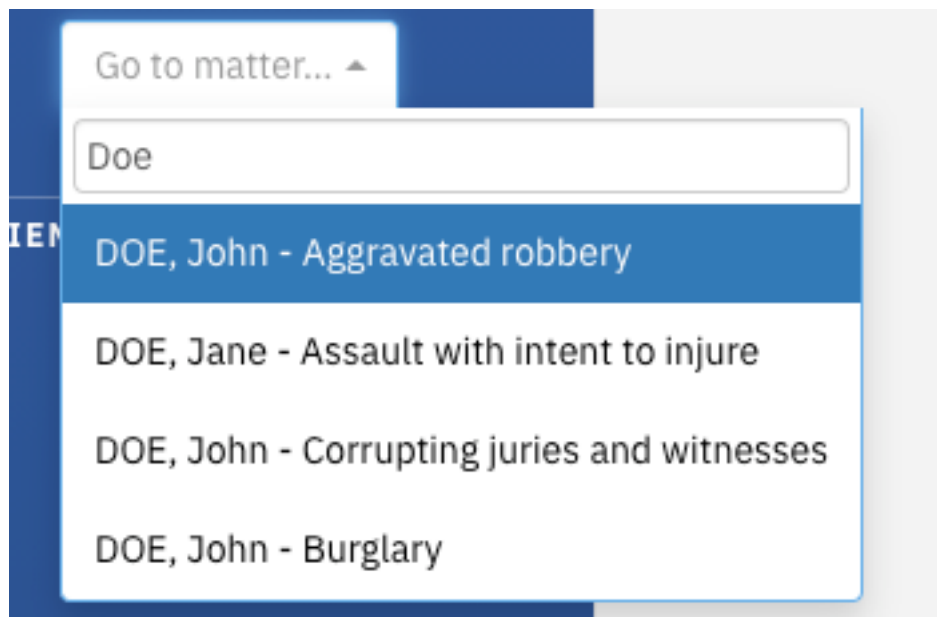
Show 10 entries

	Note	Time Record
18/09/2020 09:25 AM	Prepared EM Bail application	Preparation (18 minutes)

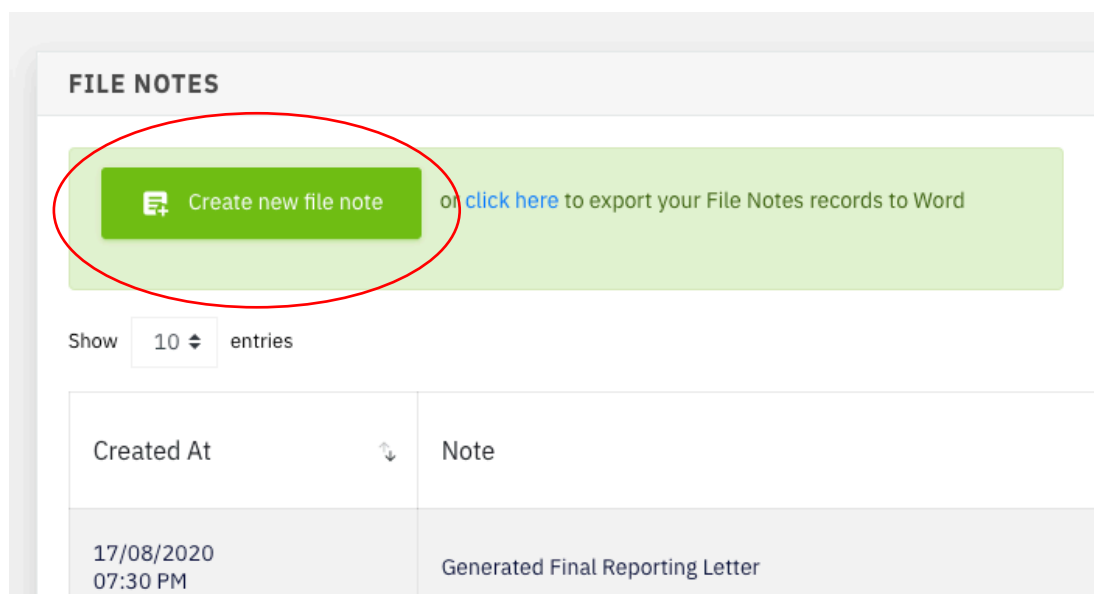
FILE NOTES:

1B: HEARING FILE NOTE

1. Navigate to Aunoa
2. Search for and select client/matter



3. Once the matter appears click green button, 'Create new file note'



FILE NOTES:

1B: HEARING FILE NOTE

- a) This window will appear and is what we will continue to fill out. In this tutorial.

ADD NEW FILE NOTE

Show Time Records

☐ Preparation ☒ Hearing ☐ Other / Not Applicable

Proceeding Type: Sentencing Hearing x

Hearing: 1st

Start Time: 1:40 AM

End Time: 4:15 AM

Start Date: 23/09/2020

2.58 hours (6 units)

☐ No future hearings ☐ Client failed to appear

Next Date: 25/08/2020

Next Time: 10:00 AM

Next Court: Auckland District Court

Next Hearing Type: Sentencing Hearing x

Add a file note...

Cancel

Create

Create & Add Another

Note: Top right corner will show your time sheet and the file note you create will automatically be added.

Hide Time Records

Sep 23, 2020	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	

FILE NOTES:

1B: HEARING FILE NOTE

4. Select hearing

☐ Preparation ☒ Hearing ☐ Other / Not Applicable

5. Select proceeding type

Proceeding Type

Sentencing Hearing

Sentence Indication Hearing

Sentencing Hearing

Trial Callover Hearing

Trial Hearing

Judge's List

6. If applicable, select hearing

Hearing

1st

7. Enter the appropriate date and time

Start Time

End Time

Start Date

9:10 AM

9:30 AM

01/09/2020

↑ ↑

09 : 10 AM

↓ ↓

FILE NOTES:

1B: HEARING FILE NOTE

8. Fill in hearing details

☐ No future hearings ☐ Client failed to appear

Next Date: 25/08/2020 Next Time: 10:00 AM

Next Court: Auckland District Court Next Hearing Type: Sentencing Hearing

9. Add appropriate file notes

Enter appropriate notes

Cancel Create Create & Add Another

10. The file note is created and will appear under the client matter, and the application will automatically calculate the preparation time

FILE NOTES

Create new file note or [click here](#) to export your File Notes records to Word

Breakdown of preparation time:
Other / Unclassified - 0.3 Hours

Show 10 entries

	Note	Time Record
18/09/2020 09:25 AM	Prepared EM Bail application	Preparation (18 minutes)