CHRONOS

from **Intelligent**Office UK

Since the outbreak of COVID-19, law firms have been forced to transition from a traditional workplace to a virtual environment, almost overnight. Today, 74% of administrative teams are working from home. Or are they?

MAKE REMOTE MANAGEMENT MORE MANAGEABLE

Chronos is the smart way to analyse and identify support function effectiveness, from Intelligent Office – the UK's leading provider of support services to the legal sector. It provides granular, real-time data analytics to managers showing what tasks homeworkers are completing and when.

MINIMISE TIME, MAXIMISE EFFICIENCY

Chronos is quick and straightforward to use. It captures a detailed snapshot of employee activities to give managers a comprehensive overview. This makes it easier to match capacity with demand, streamline decision-making and optimise efficiencies throughout the firm.

UNLOCK VALUABLE METRICS BEYOND LOCKDOWN

Even as the COVID-19 crisis lessens, data analytics continue to empower firms to improve productivity – regardless of where staff are working. Such insights not only help allocate resource efficiently but unlock further value by revealing how some support functions should be centralised.
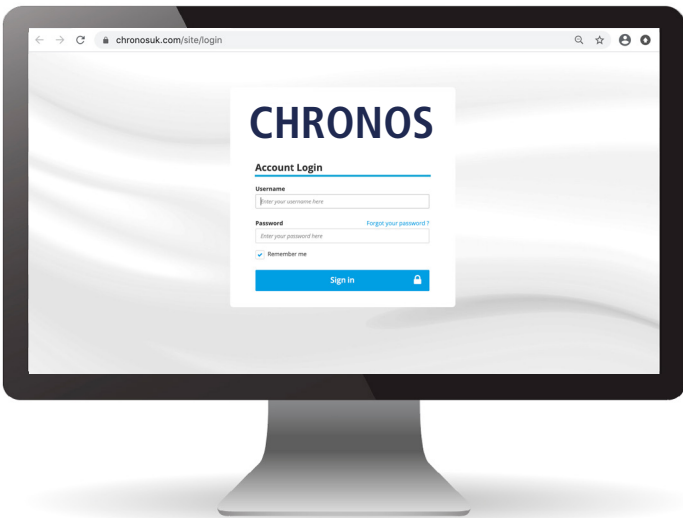
Real-time Chronos data outputs include:

- Top categories and task data by day, week and month

- Category comparisons by role, practice team, function and location

- Utilisation and capacity analysis, matching time recorded against time available by individual or function

"Pinsent Masons had decided to review its secretarial structure and our project team used Intelligent Office's Chronos tool to capture secretarial usage data that helped us make decisions on our reorganisation. Not only was the data extremely helpful, the market benchmarking Intelligent Office provided alongside their observations and recommendations using the data captured, were also of significant benefit to our process."

PINSENT MASONS Tara Layman, Head of PA and Admin. Services

To discuss how Chronos, from Intelligent Office, can help you to optimise your firm's support services productivity or structure please contact Sam Nicholls on +44 (0)7984 252 150 or visit **www.intelligentofficeuk.com/whatwedo/chronos**
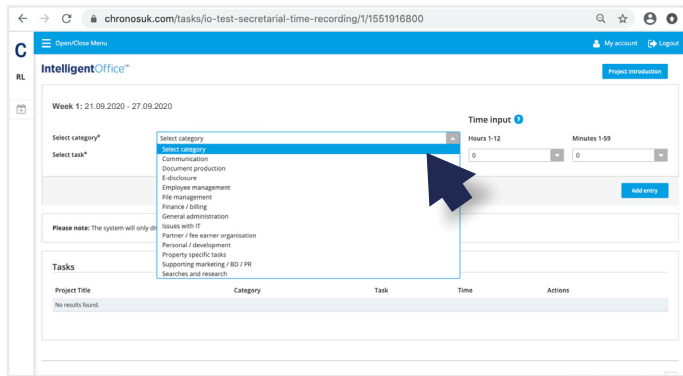
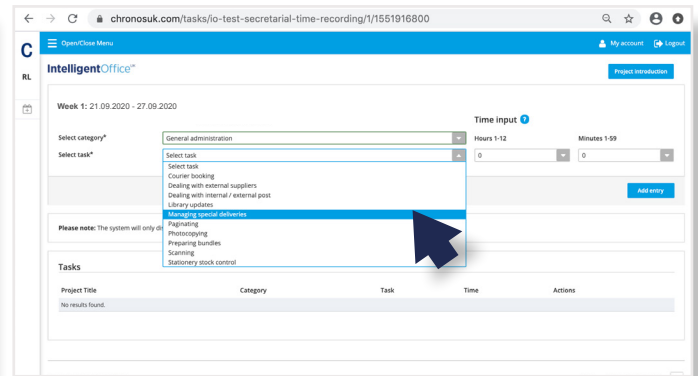# STRAIGHT FORWARD SET UP AND SIMPLE TO USE

Chronos' features include:

- Customisable branding allows you to add your firm's logo to the software display
- Tailored categories and tasks to meet your terminology and requirements
- Unique secure login for all participants
- Designated admin rights for management teams
- Tailored guidance pack to get all users started
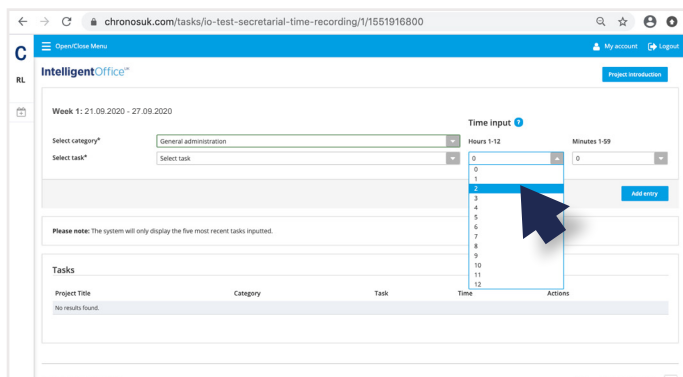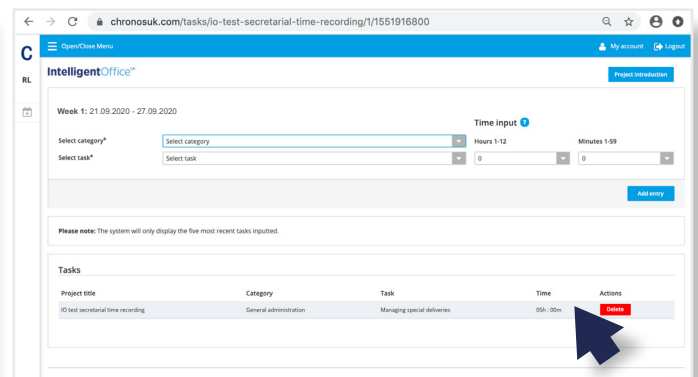- Helpdesk to handle technical queries

Step one: choose category

Step two: choose task

Step three: select time spent and add task

Step four: review tasks

Cost starts from just £20 per user per month, with a typical usage of three months

"Chronos is an intuitive system, which our global marketing and BD team use at designated periods in the year.
The analytics produced by Chronos and the IO team enable us to review how time is being spent by job title, practice group and location, and make informed choices on any changes to working practice we want to make to improve our output."

CLYDE & CO Paul Beattie, Global Head of BD Function

www.intelligentofficeuk.com/whatwedo/chronos