Page 1

* Client assignment instructions
  - Find rates for job assignments
  - If not there, use standard rates.

CPC – Central Processing Center

CPC Training *(circled in red)*

Page 2

Top left: E C *(unclear)*

Top right, in red:
Ask questions

Team Hub. Home → Forensics → Practice area → Tech. Library

- Budget
- Tech Review
- Co. Consultant
- Site Address

→ * Matter Short Entry

– Matter Group Inquiry –

- Short entry
- Job Folder
- Time entry

→ Green Box *

Who's involved in the Job/Matter.

* File Folder * (from Green Job Folder)

- Docs

Power BI – see who's billed
Reports for Billing Analysis

Page 3 (Rimkus pad)

4 CV.

- Roof
- Asbestos
- Water
- Fire
- Commercial?

Send to Ryan, M. Stevens, M. Thompson.

Site Location:

- Short entry
- Print Job Template

When adding Budget, remember to add notes at bottom of page.

Co Consultant

Doc Review

- Misc
- Matter Note

→ Phase / Task → Type in box, will bring up. Don't always have to use magnifying glass.

My Billing Rate

- Copied the Matter #, the RCG Rate test (Not in favorites)
- Time Keeper – Me
- Transaction Type – Fees

Right column:
Equipment Costs
Cost Entry (Billable Equipment) → Matter No.

Estimatingtechreviews@rimkus.com

Page 4

To Add:
#1 Matter Group Inquiry ↓

- Co. Consultant needs to be [added] to see the Matter/Job data.

Billing Summary *(circled)* ↓
M. Group Inquiry ↓
Job Folder ↓
Home ↓
Power BI

Things to do:

- Training
- DocuSketch / Tripod / Extra Batt.
- Xact.