

**Time Matters Options:
Synchronization vs. Time Matters Mobility**

Synchronization

Why Use Outlook with TM?

- Superior e-mail features
- Better e-mail compatibility
- Better handling of attachments
- Synchronization with phones
- Good Time Matters integration

TM9, TM10, TM11

- MS Exchange sync
 - Over-the-air and automatic
 - But one-way to phone With some exceptions
 - Private Contacts: TM records has only you in Staff
- Manual sync in TM
 - Not automatic
 - Two-way with phones
 - Options in Setup and Sync
 - Every Day Outlook Sync utility
 - Private Contacts: Contacts already in Outlook do not sync back to TM. With "No Add to TM" setting, Contacts added to Outlook or Phone do not sync to TM.
- Desktop vs Exchange Sync
 - Contacts
 - Exchange: Only your Staff and blank Staff
 - Desktop: Either ALL Staff (including blank Staff) or Selected Staff (excluding blank Staff; including your Staff anywhere in field)
 - Events
 - Exchange: Your initials need to be anywhere in the Staff field of Events
 - Desktop: Your initials need to be anywhere in the Staff field of Events
- E-mail - Separate App on Phone

TM Mobility

- Live, two-way access
- Contacts, Matters, Add Billing
- Calendar coming soon...
- Strong security
- Nothing stays on the phone
- Differences from Sync:
 - Real-time, no lag
 - No synchronization needed
 - Works in any browser, anywhere
 - Billing buttons
 - Requires Internet access
 - Active AMP

Contacts

- Send e-mails to TM Contacts
- Call TM Contacts from phone
- E-mail TM Contacts from phone

Calendar

- Calendar in your phone
- Tip: Dismiss All Reminders after synchronization
- Non-Google option for Droid: Missing Sync for Android from MarkSpace

Prepared by:
Wells Anderson, J.D., CIC
www.activepractice.com
800.575.0007
info@activepractice.com