# A4P Technical Overview

A4P's time-tracking software relies upon two different applications: A4P Smartphone software and A4P server software. The Smartphone software interacts directly with the server, which in turn interacts with enterprise time & billing systems. A4P tracks Smartphone activity, posts the activity to the server, processes the data, and feeds the time data directly into time & billing systems. In addition, the server updates the Smartphone software with current billing codes.

Overview of Data and Data Transfer
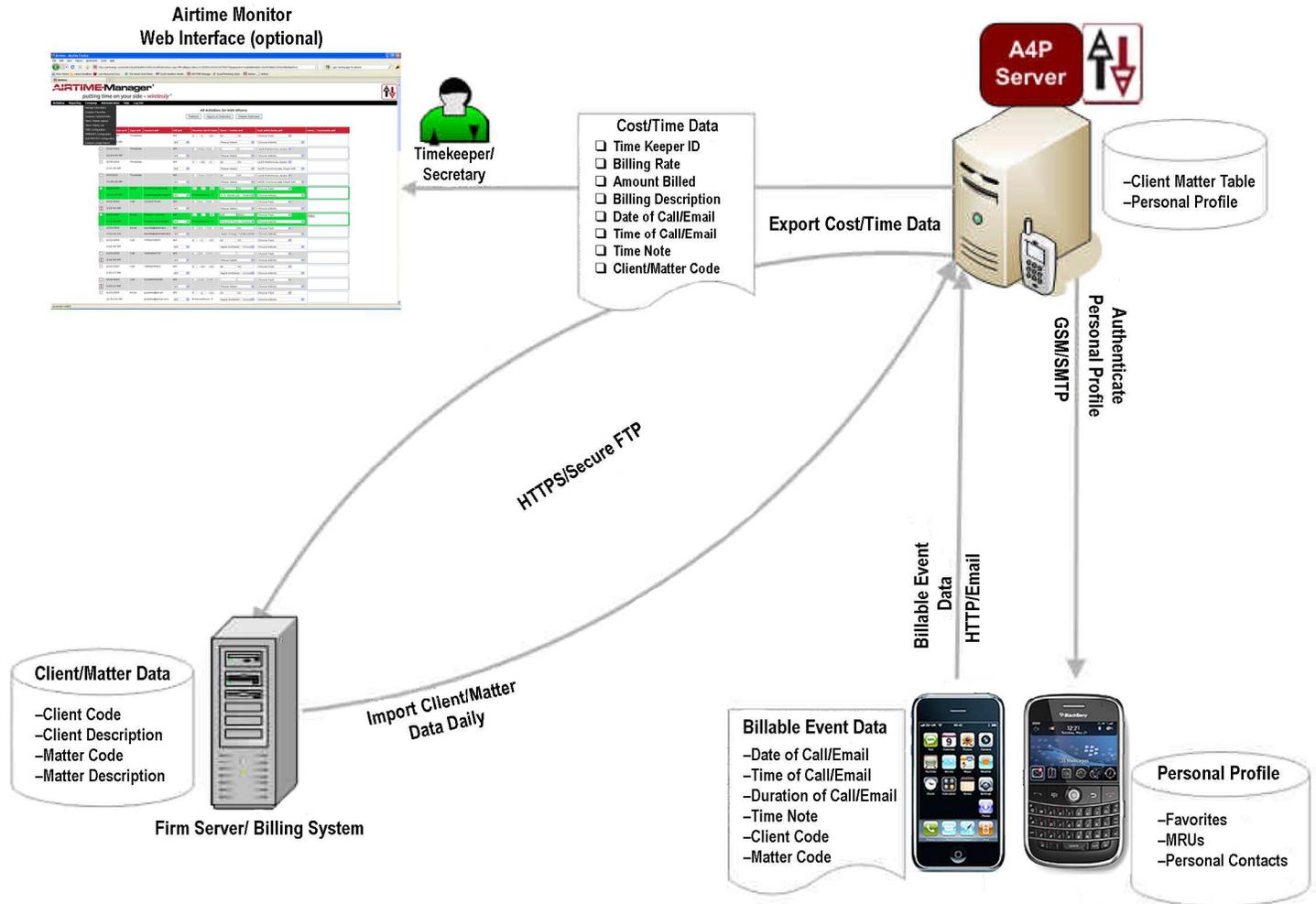
Actors

A4P Smartphone Software
The A4P software requires a minimum of 500KB of free memory on the device prior to installation. The application itself uses a maximum of 200KB, but Smartphone devices require at least 300KB free memory to function properly.

A4P Server Software
The A4P Server is hosted by Airtime Manager. Airtime Manager uses 128 Bit SSL to authenticate user access to the A4P server.

Firm Server / Billing System

A4P interacts with a firm's existing billing systems by transferring client/matter tables and time data. Airtime works with its clients to ensure complete integration of A4P with the existing time & billing application.

Airtime Monitor
The Airtime Monitor is a web interface to the A4P server software. It contains both a timekeeper interface and an administrator interface. Timekeepers may view, edit, delete, and approve transactions captured on the Smartphone. The Airtime Monitor provides a means of validating time entries with the current client/matter tables. Once events are approved, the time data is sent to the billing system. However, the Airtime Monitor is optional as a firm may choose to have all captured data flow directly into its billing system.

The administrator interface allows an administrator to access multiple user accounts and manage the timekeepers in the system.

Data Tables

Client/Matter Tables
Client and matter codes are routinely uploaded to the A4P server so that the system is up to date. These uploads will be configured to take place automatically and are typically done nightly. The required data fields are:
- Client Code
- Client Description
- Matter Code
- Matter Description

Personal Profile
A timekeeper's personal profile consists of several data tables that are specific to that timekeeper: Favorites, MRUs, and Personal Contacts.

Favorites
A4P brings a short list of favorite client/matter codes to the Smartphone and presents them in a picklist form. Favorites are a subset of the uploaded client/matter codes and are specific to each timekeeper. The favorites list typically contains the 20 most frequently used client/matter pairs. This list can remain static or A4P can automatically update the list based upon your most frequently used client/matter pairs.

Matter Memory – Most Recently Used (MRUs)
When time data is captured on the Smartphone, a contact is associated to a client/matter code. The A4P software stores this association in memory for future communications with that contact. By default, the 50 most recently used associations are stored on the device. The most recent association takes the place of the oldest if the storage is full.

If a contact is associated to a client/matter code within the Airtime Monitor, those MRUs are also sent to the Smartphone and update the MRU list.

Note: A contact is defined as an email address or phone number – each are considered separate contacts.

Personal Contacts
A table of personal contacts is maintained on the Smartphone. If a communication event (call or email) occurs with any of these designated contacts, A4P will not capture data for the event. Timekeepers designate which contacts are personal directly on the Smartphone.

Billable Event Data

A4P sends captured time data from the Smartphone to the A4P server through email or SMS transport (default: Email). Each transaction captured on the Smartphone sends the following data:

- Date of Call/Email
- Time of Call/Email
- Duration of Call/Email
- Time Note
- Client Code
- Matter Code

Cost/Time Data

The A4P server accepts billable event data from the Smartphone and matches the entries to the timekeeper's ID, billing rate, and other details. This combined data is exported from the A4P server as cost/time data. The data includes:

- Timekeeper ID
- Billing Rate
- Amount Billed
- Billing Description
- Date of Call/Email
- Time of Call/Email
- Duration of Call/Email
- Time Note
- Client/Matter Code

Installation (BlackBerry)

A4P's Blackberry Smartphone software is installed either through a BlackBerry Enterprise Server (BES) or Over the Air (OTA).

Installation through BES

For those clients with a BES, Airtime Manager provides an A4P installation package that allows the client to push the application out to all of its timekeepers.

Installation Over the Air

Over the Air installation requires each A4P timekeeper to download an installation file to his own BlackBerry Smartphone by following a hyperlink within an email. Once downloaded, the file automatically installs and the timekeeper may be required to reboot the device.