

PROTECTING TIMESLIPS BILL IMAGES

Timeslips keeps copies of bills printed to a printer in a file called the Bill Image file. Only bills PRINTED TO PRINTER are saved. If you print a bill to the Timeslips PDF file or to a file on your PC, the image will not be saved.

Each matter in Timeslips retains a specified number of bill images (defined in Setup ... General ... Other). If you have the number of bill images set to 15, then the 16th bill image will overwrite the 1st.

QUESTION:

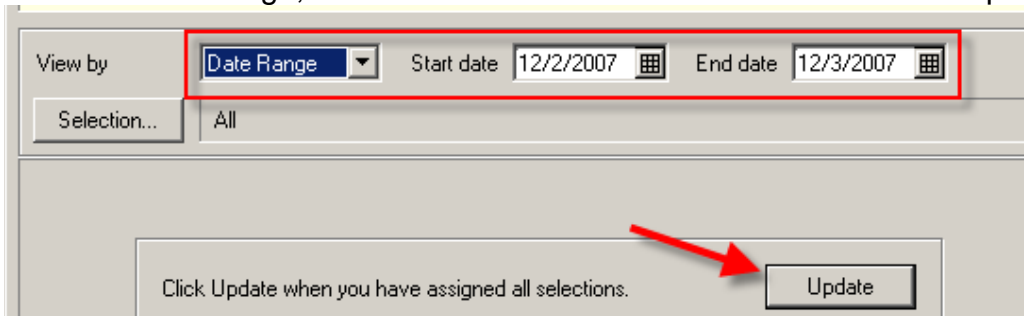
Why not save 100 bill images per client? Because bill images take up a large amount of space in the database, and backing up and running database utilities takes substantially more time with many bill images.

ANSWER:

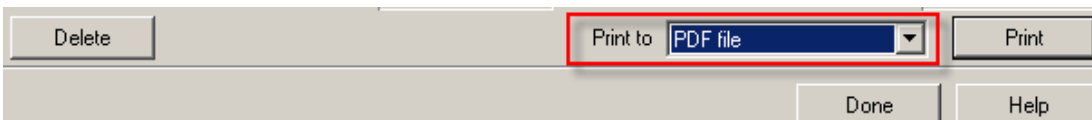
Print bill images to a PDF file and save the file regularly to keep additional bill image backups.

STEPS:

From the top menu bar click “Bills” ... “Reprint Bills”. Change the “View by” drop-down to Date Range; Enter a start date and end date and then click update.



The list of bill images will appear. Right-click on the list and select “ALL”.



Choose “PDF File” from the drop down next to Print to. Click “PRINT” and save the file on your server in a folder called Bill Images. Name the folder with the date range (Dec 2007 bills.pdf).

This will provide the ability to search the file as well as reprint individual bills at any time.

Create a yearly bill image file for safe keeping ... you can search that file for text and reprint bills if necessary. You can never have too many backups!!