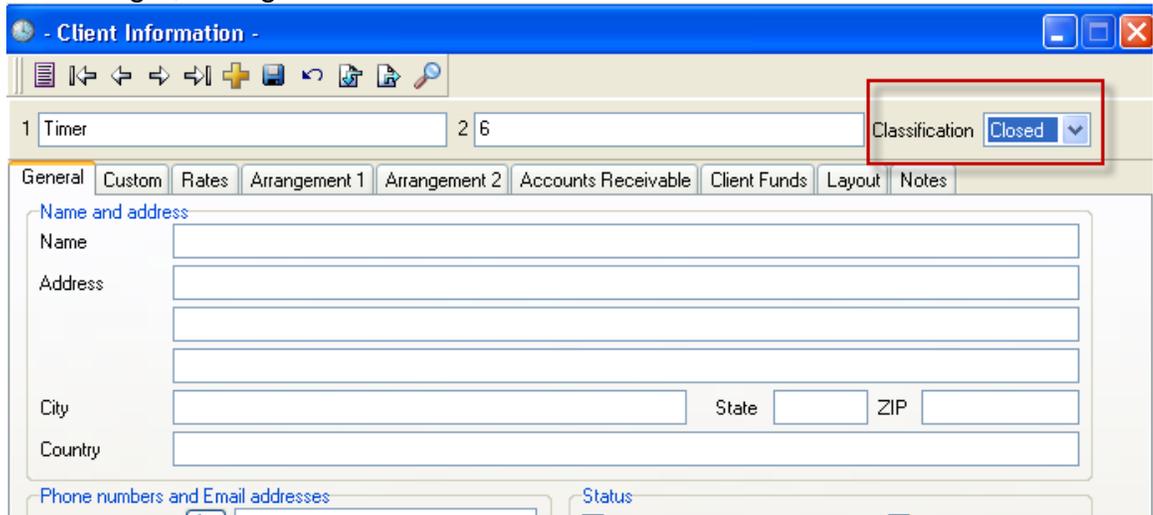


Timeslips Instructions: Turning Off Runaway Slip Timer

Often clients call indicating that there is a “timer running” but they cannot turn it off. The following procedure works if you are able to see the slip:

1. From the top menu bar, click NAMES ... CLIENT INFORMATION
2. Click the yellow + to add a new client with Nickname 1: TIMER
3. Save the client (no address information is necessary)
4. Open the slip with the running timer
5. Click the “duplicate” button (2 plus symbols) and enter the correct time and save the slip
6. Return to the slip with the running timer and change the client name to say “TIMER”
7. Save the slip
8. Return to the list of client names and double-click (open) client called TIMER
9. On the right, change the classification to “CLOSED” and save the client



In the future, the client TIMER already exists as a closed client.

1. Open the client list and choose the tab that says “CLOSED”.
2. Double-click the client TIMER and open it ... change the classification to “Open”.
3. Repeat steps 4 through 9 above