

## TIMESLIPS 2016 ENHANCEMENTS FOR TIMEKEEPERS

### **TimeCapture Feature**

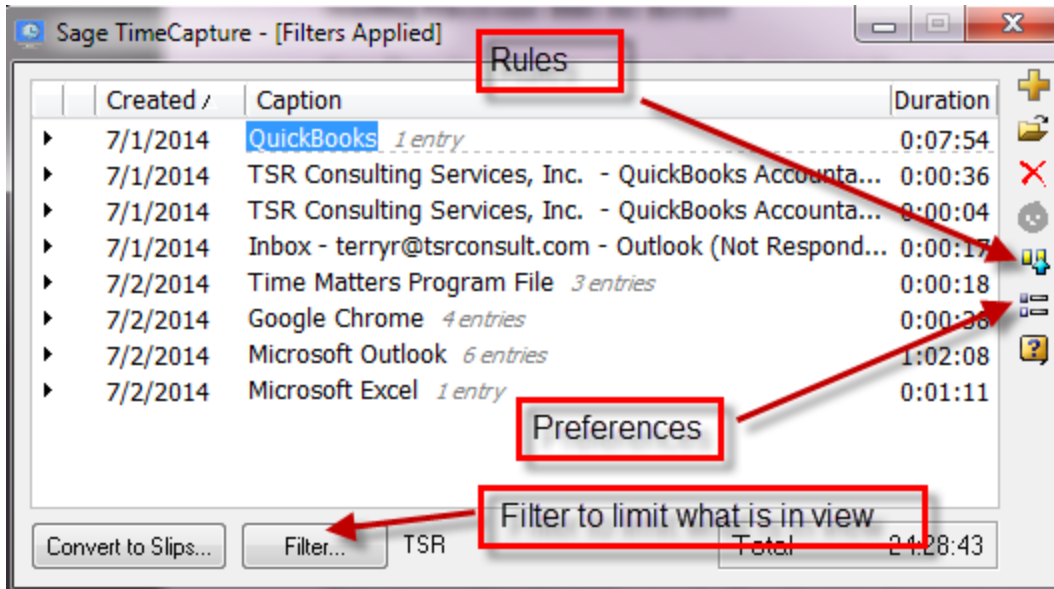
TimeCapture is a separate program that can run concurrently with Timeslips. To open the program, from the main menu click SPECIAL ... TIMECAPTURE. It is also a separate program in the Timeslips Program group under the start menu.

When TimeCapture is running it tracks time spent in all areas of your computer.

The Rules icon is where users can create rules: Which applications to ignore, what defaults activities are assigned and how to group entries.

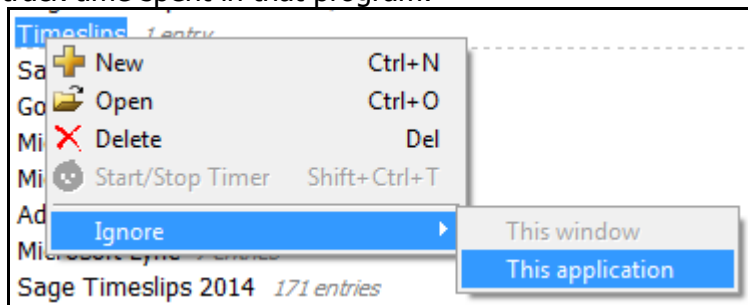
The Preferences icon allows users to set preferences for TimeCapture.

The Filter... box allows users to limit what is in the current view



### **RULES:**

From the list of applications, right click and choose "Ignore" ... "This application" to no longer track time spent in that program:



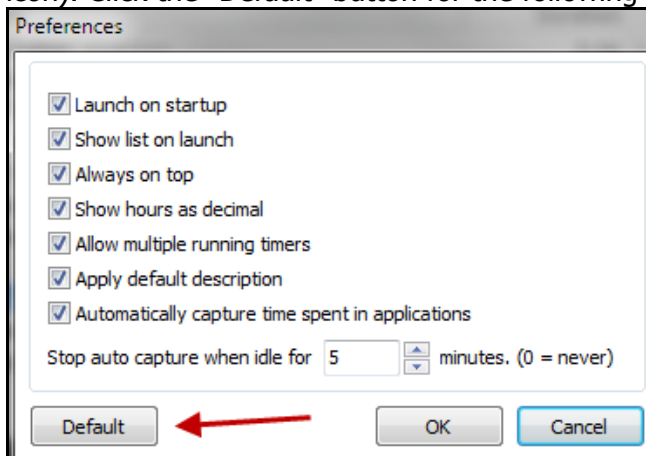
The ignore rules are created, names and modified when the rules icon on the right is clicked. The rules can be used to:

- Ignore applications
- Move entries into a specific group to make it easier to bill them
- Combine entries based on client name
- Assign names to time entries (Example: Any documents containing "Smith" are automatically assigned to the "Smith" matter); All entries created from a Word document are assigned the task "Preparation".
- If multiple workstations using TimeCapture will be using the same set of rules, it is now possible to export rules for those other workstations.

1-From the Rules list you can click **Export** to export all rules to file. Enter a file name, select a location, and click Save to save the rules file. Send the file to other timekeepers using a shared drive, a thumb drive, or email.

2-Click Import to import all rules from a file.

TimeCapture Preferences are set using the second icon from the bottom (above the ? icon). Click the "Default" button for the following settings:



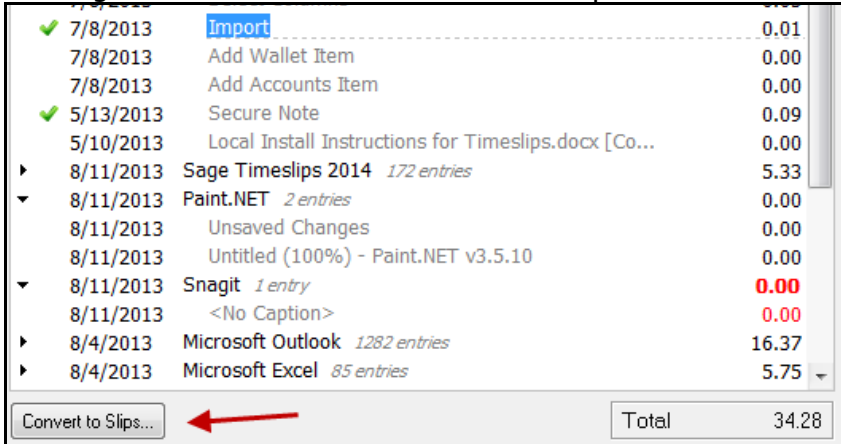
### Editing Time Entries:

You can move multiple entries to another group. Click the entry and then hold Ctrl while clicking on additional entries. After selecting the entries to move, drag the entries and drop them onto the another group. It is also possible to rename the group.

It is possible to merge multiple entries to create a new entry. -- For example, suppose to merge all entries within the Microsoft Word group into a new entry: Right click on that group and choose Merge Entries. TimeCapture will open a new entry adding all the time from the original entries. Any notes from those entries will be merged into the new entry. Click OK to save the new entry and the original entries will be removed.

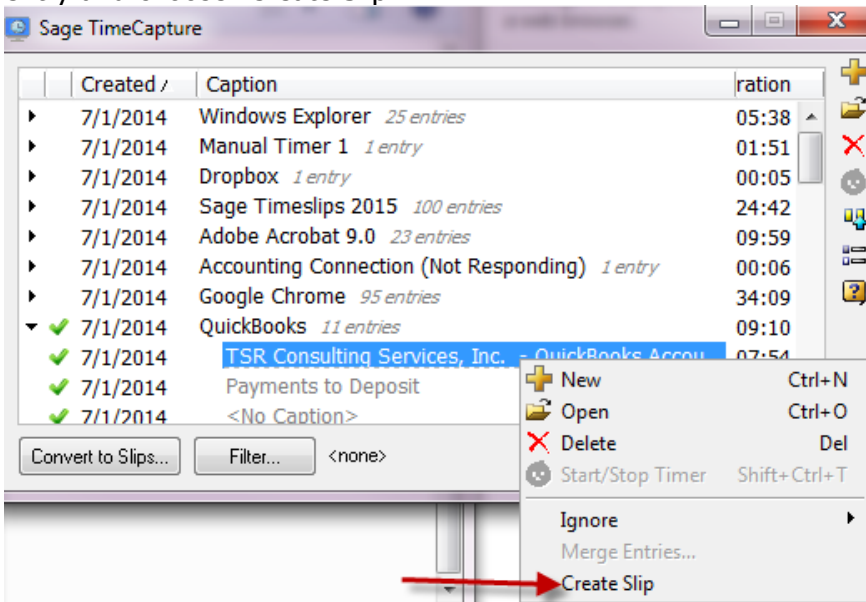
## Creating Slips from Time Entries

Double-click on any entry to assign the timekeeper, client, activity; Time spent and date are pulled from the entry in the list. Then, any entry with valid information will appear with a green checkmark. Click "Convert to slips" at the bottom of the list:



Date	Caption	Duration
7/8/2013	Import	0.01
7/8/2013	Add Wallet Item	0.00
7/8/2013	Add Accounts Item	0.00
5/13/2013	Secure Note	0.09
5/10/2013	Local Install Instructions for Timeslips.docx [Co...	0.00
8/11/2013	Sage Timeslips 2014 172 entries	5.33
8/11/2013	Paint.NET 2 entries	0.00
8/11/2013	Unsaved Changes	0.00
8/11/2013	Untitled (100%) - Paint.NET v3.5.10	0.00
8/11/2013	Snagit 1 entry	0.00
8/11/2013	<No Caption>	0.00
8/4/2013	Microsoft Outlook 1282 entries	16.37
8/4/2013	Microsoft Excel 85 entries	5.75
Total		34.28

Entries with a green checkmark can be sent to Timeslips individually. Right-click on the entry and choose "Create Slip".



## The TimeCapture icon:



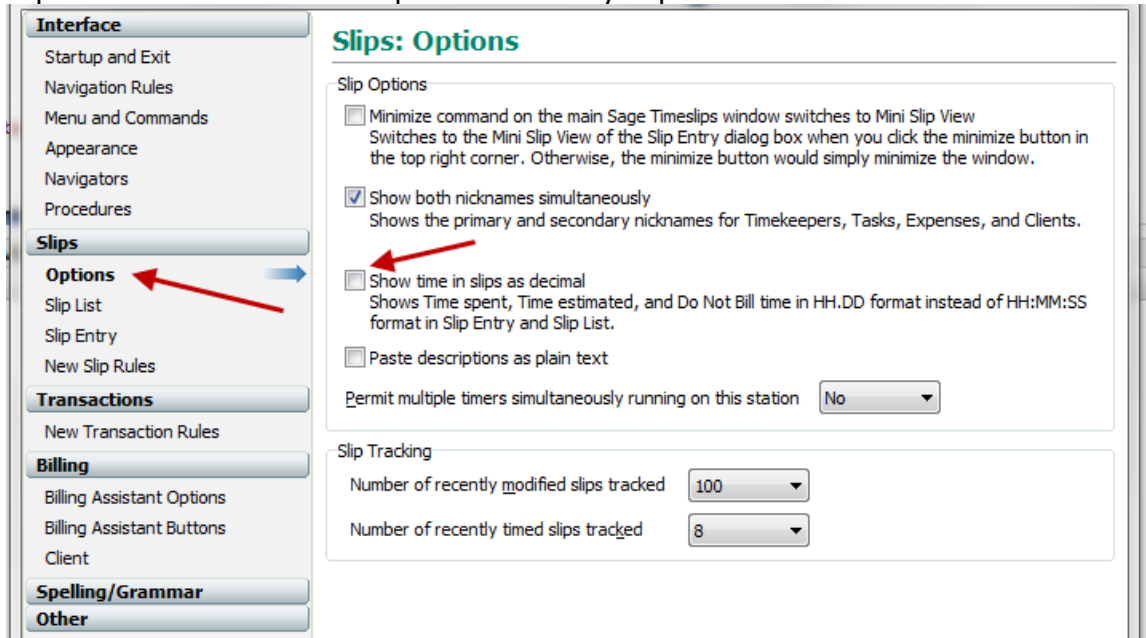
From the Windows taskbar, click the TimeCapture icon to access the program. Right-click to select preferences, show the TimeCapture list, keep on top, copy data file or exit. Since TimeCapture files are not backed up with Timeslips, users might choose to copy the data file if they rely on the list to later create time entries.

## PART VI: SPECIAL FEATURES

### **SLIP PREFERENCES:**

#### **View Slip Time: Hours:Minutes or Decimal**

You can now view the slip time in either a decimal format or in hours:minutes. From the main menu click SETUP ... PREFERENCES and click "Options" under Slips. Select "Show time in slip as decimal" if you prefer that format.



Activity	Time spent	Value	Activity	Time spent	Rate	Billing s
Reference	Rate	Billing status	Reference	Rate		
Draft/revise	1:00:00	160.00	Draft/revise	1.00		1
Longley v. ABC	160.00	Billable	Longley v. ABC	160.00		B
Review/analyze	4:45:00	760.00	Review/analyze	4.75		7
Longley v. ABC	160.00	Billable	Longley v. ABC	160.00		B
Research	4:00:00	700.00	Research	4.00		7

#### **Paste Descriptions as Plain Text**

There is an option on this "Preferences" screen to use plain text when pasting descriptions. This is preferred if pasting text with formatting (bold, underline, etc.) which can cause some distortion in the slip descriptions.

#### **Slip List Preferences: Which slip to show first – Which tab to open**

From the top menu click SETUP ... PREFERENCES and choose the "Slip List" under the slips section. This area is where users can specify if they want to show the first slip in the list, last slip or most recently selected slip. It is also

possible to hide slips that are restricted from view based on security (versus show the slip with the text "Hidden due to security").

### New Slip Rules:

From the top menu click SETUP ... PREFERENCES and choose the "New Slip Rules" to define what defaults should be used for each new slip, which fields should be copied from the prior slip and whether or not a timer should start when a new slip is created.

### Slip List Appearance Options:

From the slip list, click the last icon on the icon bar to define:

- (1) Which fields should show on the slip list
- (2) Color choices for the slip list
- (3) Which areas of the slips should be hidden (such as record count, totals, etc.) and whether to show slip totals as decimals or hours, minutes, seconds

### Editing Descriptions from the Slip List

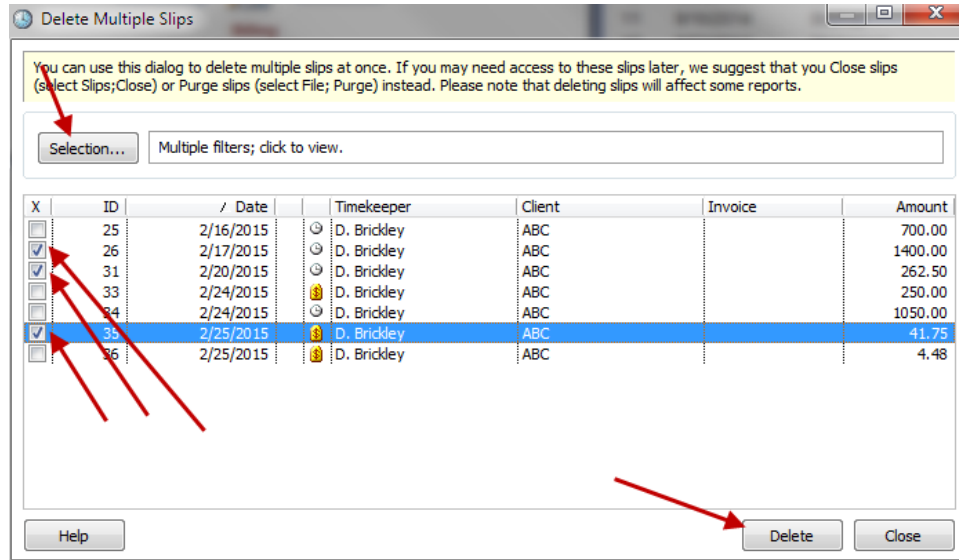
When viewing slips from the list, there is a box at the bottom of the screen with the slip's description. If the slip is unbilled, the slip can be edited and saved in that box ... *it is not necessary to open the slip to make changes.*

### Printing from Lists (Slips, Transactions, etc.)

When printing a list, the print choices now appear before the list prints

### Deleting Multiple Slips

It is possible to delete more than 1 slip at a time. From the top menu click SLIPS ... DELETE MULTIPLE SLIPS. Enter the criteria from which to select slips (example might be all slips for the current month for a specific client). Then check the box for each slip to be deleted and click the "DELETE" button at the bottom.



## Attachments to Slips

It is possible to add an attachment to a slip (for example: Including a copy of a receipt for a cost advanced).

At the bottom of the slip window is the "Attachment" dialog box and the check box to "include attachment on bill".

The screenshot shows a software interface with several sections. The 'Billing Status' section includes a dropdown menu set to 'Billable', and checkboxes for 'Hold' and 'Recurring'. Below this is the 'Markup and Adjustment' section. The 'Attachments' section is highlighted with a red arrow. It contains an 'Attachment' text input field, a 'File Types' link, a checkbox labeled 'Include attachment on bill' (which is highlighted with a red box), a 'View attachment' link, a 'Scan' link, and a three-dot menu icon (highlighted with a red arrow).

Use the 3 dots to locate and attach the document. Documents ending in bmp, dib, jpg, tif, png, emf or wmf can be printed with a hard copy bill. All formats can be included in emailed bills.