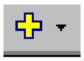
TIMESLIPSÒ VERSION 9/10/11/12
Quick Reference

ENTERING and EDITING SLIPS

1. Five ways to add a new slip




CTRL N   CTRL SHIFT D

A. Click New Button on the tool bar.

B. Click the New Slip button on the Navigator.

C. Click the New button when in the Slip List.

D. Type CTRL N when in the Slip List.

E. Make a duplicate of current slip (in Slip Entry or Slip List) by pressing CTRL SHIFT D, then edit the duplicate slip to create a new slip.

Universal Windows Keys:

Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V

Shortcut: Use **CTRL + W** to close all Timeslips windows except the Navigator.

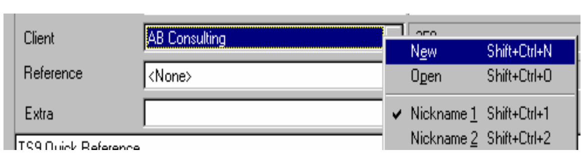
Click the SAVE button or type CTRL S to save your slip. **BE SURE TO USE ONE OF THE ABOVE METHODS TO START THE NEXT NEW SLIP.**

Can't remember keys? Click the right mouse button to display choices.

2. Using Abbreviations

When working in the Description box, press CTRL F7 to see a list of available abbreviations. Select the desired abbreviation from the list. Once you're familiar with the abbreviations skip CTRL F7. Just type the abbreviation followed by the space bar.

3. Adding New Clients



If a client is not on the list, right-click the client field and select New. If you're not authorized to add new clients, submit new client information to your billing administrator.

4. Deleting Slips

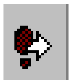

To delete a slip, from the slip click on the slip to be deleted and use one of these methods:

1) Right-click in the date/ID column and select delete, or
2) Press CTRL+DEL, or
3) Click the Delete button on the toolbar.

continued on other side

A.B. Consulting (313) 223-1200

5. **Finding a Slip**

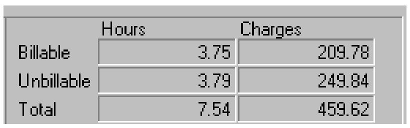


Use the Go To button if you know the slip number. Otherwise, click the Selection button and enter your criteria. Click the Update button to display slips meeting your search criteria.

6. **Editing a Slip**

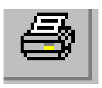
From the Slip List, double click on the slip to edit. Click on the area to edit, make your changes and save.

7. **Seeing your Slip Totals**



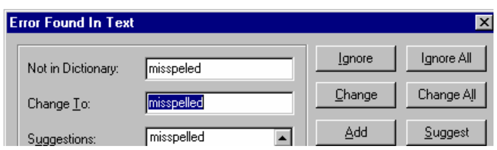
Click Show Slips on the Navigator. Click the Change View By to Date Range. Enter the date range for which you want to see totals. Click Selection and use Timekeeper (Hand Select) to select your name. Click OK to return to the slip list. Click the Update button. The totals for the slips with your name as timekeeper for the date range entered appear at the bottom of the slip list. To see totals for the slips *you have entered for any timekeeper*, press the F9 key.

8. **Printing your Slips.**



From the Slip List first use Selection to list the slips you want to print, then click the print button.

9. **Spell-Checking your Slips (Standard/Enterprise)**



Press CTRL F4 in the description area to spell check the description. Use F4 to spell-check the current word. Timeslips can spell check a batch of slips when printing bills and reports.

10. **Nonbillable Portion.**

You may record billable and non-billable time on the same slip. Scroll the billing status portion of the slip and enter the nonbillable hours in the "Do Not Bill time" box.

11. **Preferences.**

Select Setup, Preferences to customize Timeslips.

Shortcut Keys – alternatives to clicking the mouse	
CTRL M	Show slips
TAB	Moves to next field of entry
SHIFT TAB	Moves to previous field of entry
CTRL N	New slip
F4	Pops up list of names (timekeeper, client, activity, matter)
CTRL SHIFT T	Start or stop Timer
CTRL F7	Open abbreviations list
F8	Duplicate field contents (from last slip)
CTRL SHIFT D	Duplicate entire slip
CTRL S	Save slip