

Table of Contents – Timeslips 2016 Basic Training

LESSON 1: TIMESLIPS INTERFACE AND THE NAVIGATOR.....	6
MENU BARS	6
TOOLBARS	7
SHORTCUT MENUS AND SHORTCUT KEYS	11
THE ENHANCED NAVIGATOR	13
THE CLASSIC NAVIGATOR.....	16
UPDATING TIMESLIPS TODAY	22
EXERCISE 1.....	23
LESSON 2: TIME AND EXPENSE SLIPS	26
SLIP CLASSIFICATIONS	26
ENTERING A TIME SLIP	27
ENTERING AN EXPENSE SLIP	33
SLIP ENTRY SCREEN BUTTONS.....	37
EDIT A SLIP	37
DELETE A SLIP	37
DELETE MULTIPLE SLIPS	38
SETTING SLIP RESTRICTIONS	39
EXERCISE 2.....	40
LESSON 3: CREATING SLIPS BY EMAIL	44
CONFIGURE TIMESLIPS TO RECEIVE SLIPS BY EMAIL	44
CREATE THE EMAIL MESSAGE	46
SCANNING EMAIL FOR SLIPS.....	47
LESSON 4: SHORTCUTS AND ABBREVIATIONS	50
SHORTCUT KEYS.....	50
ABBREVIATIONS	51
EXERCISE 4.....	54
LESSON 5: SEARCHING SLIPS AND PRINTING REPORTS.....	56
SELECTION FILTERS	58
EXERCISE 5.....	65
LESSON 6: ENTERING NEW CLIENTS.....	68
ENTER CLIENT RATES	73
CLIENT TEMPLATES	75
SET UP A TEMPLATE CLIENT.....	75
EXERCISE 6.....	80
LESSON 7: ADDING NEW TIMEKEEPERS	82
EXERCISE 7.....	85
LESSON 8: ADDING NEW TASKS & EXPENSES	88
ADD A NEW TASK.....	88
ADD A NEW EXPENSE	90
EXERCISE 8.....	92
LESSON 9: INVOICE TRANSACTIONS.....	94

ENTERING BEGINNING BALANCES.....	94
EXERCISE 9.....	96
LESSON 10: TIME SHEET SLIP ENTRY.....	98
CREATING A TIME SHEET SLIP TEMPLATE.....	99
CREATING A SLIP USING THE TIME SHEET SLIP ENTRY WINDOW.....	103
TIME SHEET SLIP ENTRY REPORTS.....	108
APPENDIX: BACKING UP YOUR DATABASE.....	112
DAILY PROCEDURE.....	112
MANUALLY BACKING UP YOUR DATA	114
SCHEDULED BACKUP OF YOUR DATA.....	118