

Timeslips Hidden Treasure #1 - Right Click

This is the first in a series of Timeslips “Hidden Treasures” that Integrated Visions will be sending your way. You probably already know that Timeslips is a very robust time and billing program. But, do you know that there are many helpful features hidden within the right-click menus that can make your experience with the program much more rewarding? Here are a few right click options that you might find useful:

Area	Right-click in the	To reveal these options
Slip Entry Screen:	Timekeeper, Client, Task or Reference fields	Create new, Open existing & Switch between Nickname1 and Nickname2
	Description field	Spell check, Insert Private Text, Abbreviations & Insert Current Date/Time
	Date fields	Short cuts for entering dates & calendar
	Grey areas below Description field	Main toolbar menu
	Grey area of Show Slips screen	Record count of slips in the view
Client Information Screen:	Client List screen	Record count of number of open, closed or inactive clients
	In Reference to field	Spell Check, Insert Private Text, Abbreviations & Insert Current Date/Time
	Bill Arrangement messages	Spell Check, Insert Private Text, Abbreviations & Insert Current Date/Time
	Message 1 or 2 on Format Tab	Spell Check, Insert Private Text, Abbreviations & Insert Field Data Token (in English, merged fields such as amount of new charges)
Reports/Bills:	Hand Select Client, Timekeeper & Task	Select All or None, Switch between Nickname1 and Nickname2
	Approve or Clear Proof Stage Bills	Select All or None

These are just a few areas where right-clicking can uncover very valuable options. Take some time over the next week to explore this Timeslips “Hidden Treasure”. Remember, when in doubt, right-click. You never know what you may find buried there!

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Let us help you to make Timeslips do what YOU want it to do:

Integrated Visions is an independent Timeslips Certified Consulting and Data Repair group located in the Mission Valley area of San Diego. We have been privileged to serve Timeslips clients since 1995 by providing classroom training, on-site training, software installation, telephone support, and software sales. If you or someone you know has Timeslips questions give us a call at (858) 724-0044.

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