

Sage Timeslips Basic Training Guide

Sample Lesson*: Creating a Time Slip with TSTimer

* Sample Lesson Notes:

- This sample includes:
 - The Table of Contents for the Sage Timeslips Basic Training Guide.
 - One Sample Lesson: Creating a Time Slip with TSTimer.
- This sample does not include procedures on how to use the Sample Database within Sage Timeslips.
- **This sample is for informational purposes only; you should not attempt to work through this sample in your live Sage Timeslips database.**
- This guide is an extension of our website; by reading this guide you agree to our [privacy policy](#) and [trademark and copyright information](#).

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

Creating a Time Slip Using TSTimer

We also provide TSTimer, which allows timekeepers to enter time quickly while working in other applications. TSTimer is useful when timekeepers want to track time now and then enter required information before billing.

Premise Continued


Later in the day, a representative from Howard Brothers calls your office. This client wants you to review some documents from the current project. You will track the time of this review using TSTimer.


Exercise 2.3 – Entering time with TSTimer

- 1 Using the *Start* menu in Windows, start TSTimer. By default, TSTimer is installed in the *Sage Timeslips* program group. When you start TSTimer, the TSTimer icon  appears in the Windows system tray.
- 2 Double-click on the TSTimer icon  to open the *TSTimer List* dialog box. This dialog box lists any timers for the current timekeeper. There are no current timers.
- 3 Click **New**  to create a new timer. TSTimer creates a new timer named **Timer 1** and adds it to the list of timers.

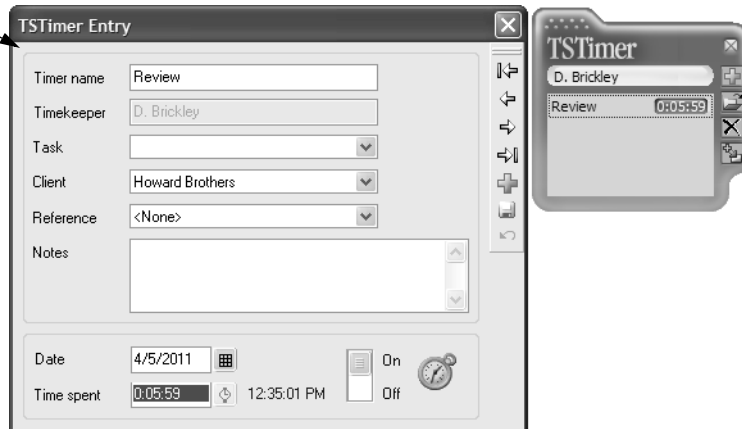
TSTimer automatically starts the timer, so it tracks time as you work. If needed, you can set your TSTimer preferences so new timers do not automatically track time.


- 4 When using TSTimer, you can enter as much or as little detail as you want.

Click **Open**  to open the current timer in the *TSTimer Entry* dialog box. You can use this dialog box to assign details of the timer.

- a. This time will be charged to Howard Brothers. Set *Client* to **Howard Brothers**.
- b. You can change the title of the timer to allow you to find it quickly in the list of timers. Change the *Timer name* to **Review**.
- c. Click **Save**  to save the timer.




The *TSTimer Entry* dialog box displays the details of the timer.

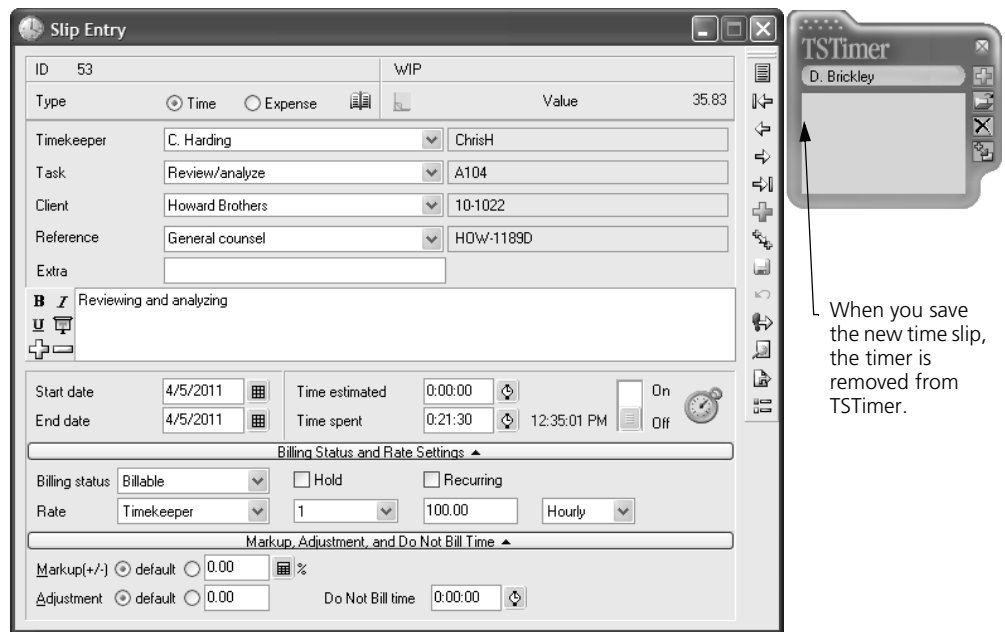



- d. Click **Close**  on the *TSTimer Entry* dialog box to close it.
Click **Close**  on the *TSTimer List* dialog box to close it.

Exercise 2.4 – Converting a timer into a time slip

Before printing a bill or report that includes time from timers, you must convert timers into time slips. While you typically might convert timers right before billing, you can convert timers at any time in the billing cycle.

- 1 Double-click on the TSTimer icon  to open the list of timers. The timer you created in exercise 2.3 is selected.
- 2 Click **Convert to Slip**  to convert the current timer to a time slip. The *Slip Entry* dialog box opens. Notice TSTimer transfers the values from the timer to a new time slip.
- 3 You must enter additional information before saving the new time slip.
 - a. When you are done with the review, set the time switch to **Off** to stop the timer.
 - b. Set *Start date* and *End date* to **4/4/2011**.
 - c. The slip automatically uses the name of the currently logged in timekeeper. Set *Timekeeper* to **C. Harding**.
 - d. Set *Task* to **Review/analyze**.
 - e. Set *Reference* to **General Counsel**.
- 4 Click **Save**  to save the slip. Notice the timer is no longer on the *TSTimer List* dialog box.



- 5 Click **Close**  on the *TSTimer List* dialog box to close it.
- 6 Within Sage Timeslips, press **Ctrl+W** to close all open dialog boxes.