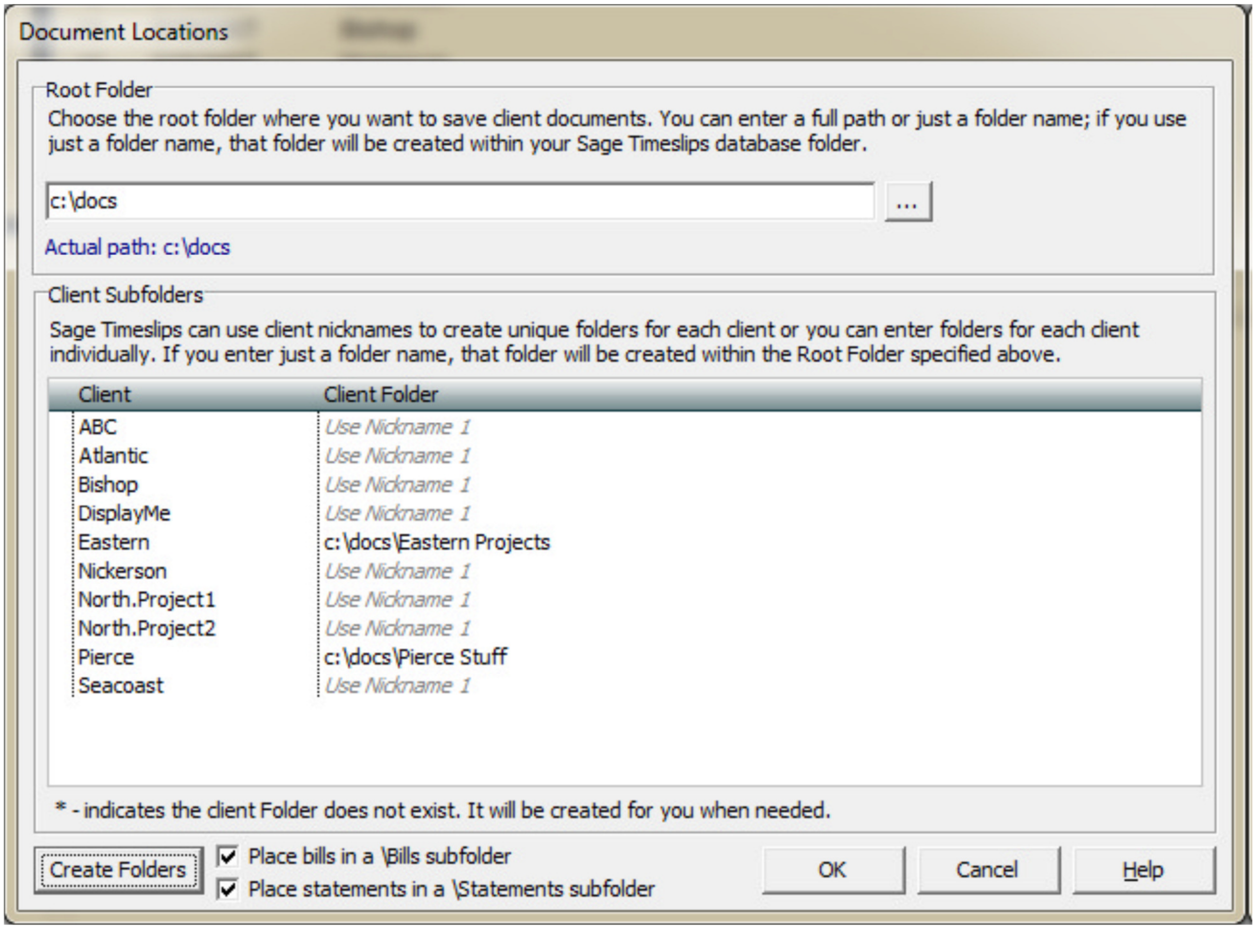
What's New and Improved in Timeslips 2012?

Document Access: Setting up client folders

Timeslips 2012 offers a way to quickly review client documents.
Select **Setup Menu > Document Locations** to set up this feature.



Use this dialog box to set up folder locations for each client's document folders. You can assign an existing folder to each client or Timeslips can create folders automatically. Timeslips can use these folders automatically when printing to PDF (see earlier article on this topic). Optionally Timeslips can use separate folders for bills and statements printed to PDF.

If you are not using a document management system, this is a great way to manage documents generated in your time and billing database.