

# 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.

Document Locations

Root Folder  
Choose the root folder where you want to save client documents. You can enter a full path or just a folder name; if you use just a folder name, that folder will be created within your Sage Timeslips database folder.

c:\docs

Actual path: c:\docs

Client Subfolders  
Sage Timeslips can use client nicknames to create unique folders for each client or you can enter folders for each client individually. If you enter just a folder name, that folder will be created within the Root Folder specified above.

Client	Client Folder
ABC	Use Nickname 1
Atlantic	Use Nickname 1
Bishop	Use Nickname 1
DisplayMe	Use Nickname 1
Eastern	c:\docs\Eastern Projects
Nickerson	Use Nickname 1
North.Project1	Use Nickname 1
North.Project2	Use Nickname 1
Pierce	c:\docs\Pierce Stuff
Seacoast	Use Nickname 1

\* - indicates the client Folder does not exist. It will be created for you when needed.

Place bills in a \Bills subfolder  
 Place statements in a \Statements subfolder

OK Cancel Help

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.

