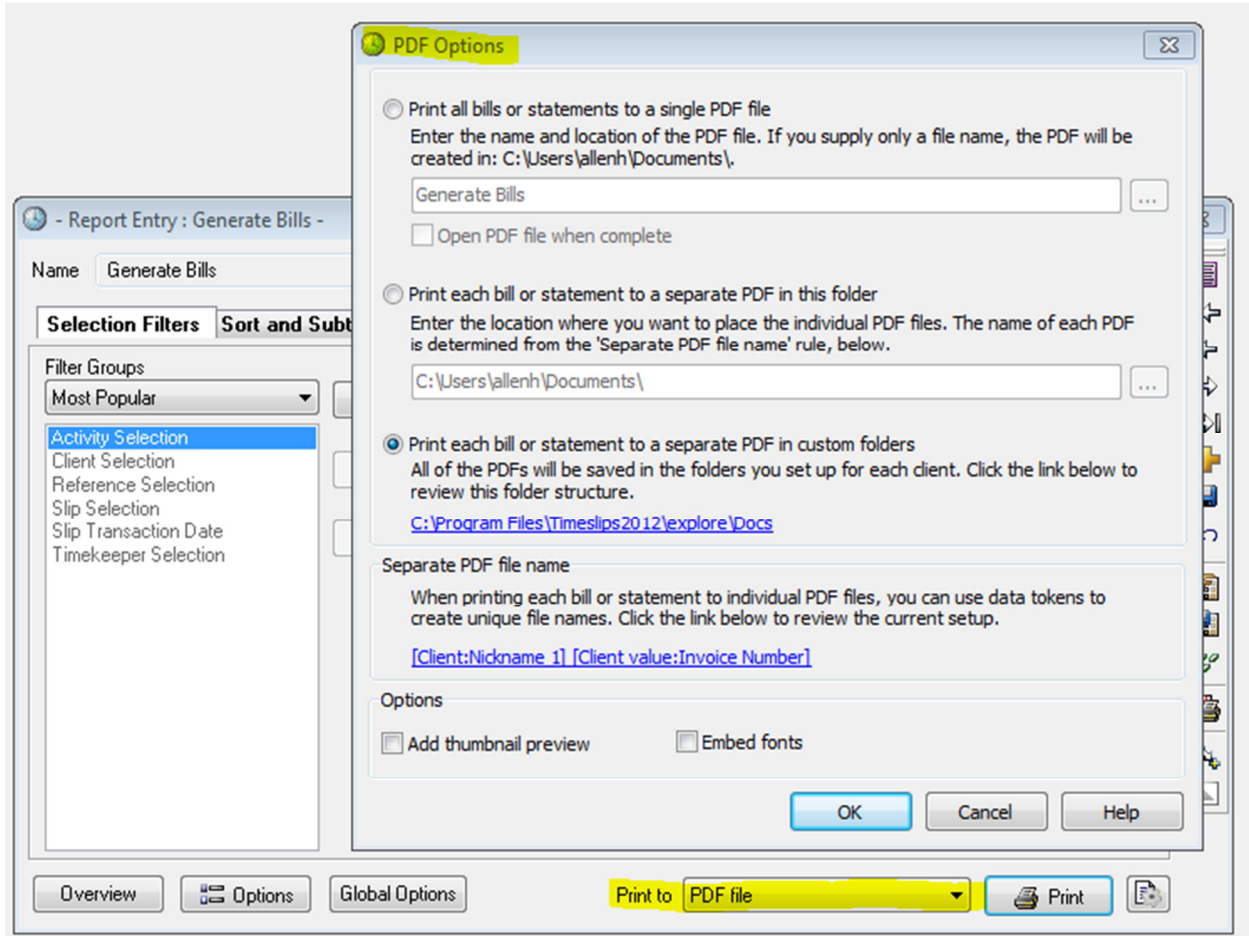


What's New and Improved in Timeslips 2012?

Printing Bills: Printing PDF files to separate files/folders

When printing a bill run to PDF, Timeslips offers new options that can control how individual PDF files are named and where they are saved.

Use the *PDF Options* dialog box to determine where Timeslips will save the PDFs.



When using the 2nd or 3rd option, Timeslips will also use your PDF naming rules (see below).

When using the 3rd option, Timeslips will save PDF files to custom folders for each client (see “Document Access: Setting up client folders”) in a future new feature report.



What's New and Improved in Timeslips 2012?

Select **Setup > PDF Document Names** to set up how Timeslips names PDF files for bills. (In prior versions you could only control the naming of PDFs that were sent by email.)

PDF File Name Setup

Use these settings to customize the names of individual bill or statement PDF files. These settings are used when you print a bill run or statement run to separate PDFs, or when sending bills or statements by email. You can include field name tokens to ensure file names are unique. (Do not include the .pdf extension.)

Bills and Reprint Bills | Statements

PDF

Name [Client:Nickname 1] [Client value:Invoice Number]

Available fields

Group <All>

Fields: Bill Date, Billing cycle, Client Full Name, Client Nickname 1, Client Nickname 2, Firm Name, Inception date, Invoice Number

↑ Add Field

You can add data fields to the file name by dragging them to the Name field or clicking the "Add Field" button.

You can add up to three data fields to the Name field.

Default OK Cancel Help

You can use data tokens and free-form text to set up your naming convention. Be sure to use a token combination, like client nickname and invoice number that will provide a unique PDF file name.

