



Authorized Partner



Premier Reseller

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## Timeslips Training Class Advanced Features

Timeslips Software Advanced - Would you like to use all the power of Timeslips? This course is ideal for the person who wants to master the more advanced features of Timeslips. This training will discuss features, such as, custom fields, reports and custom reporting, template clients, categories, replacement slips, client funds, security and some of the new features introduced in Timeslips

This Training Course is designed to bring you through the process of:

### • Client Information

- Client Templates
- Timekeeper Templates
- Automatic Rate Rules
- Importing and exporting client information

### • Client Funds

- Setting Up
- Creating Accounts
- Funds Transactions and Balances

### • Text Search

- Searching for Clients
- Searching for Conflicts

### • Grouping

- Custom Fields
- Categories
- Replacement Slips

### • Reporting

- Timeslips Reports
  - Selection
  - Sorting
  - Options
  - Formats
- Saving Report Criteria
- Creating Custom Report
- Report Wizard

### • Data Management

- Updating Slips
- Closing Slips
- Purging Slips

### • Security

- Global Security
- Security Profiles
- Timekeeper Rights



# JCS

Accounting ♦ Business ♦ Solutions

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