

Beyond Management

Timeslips Slip Entry Shortcuts

COMPUTER AND MANAGEMENT CONSULTING

Note: The “^” sign means control, e.g., ^N means control-N

Within any selection field:

- Type a name to jump directly to an item on the list (or)
- Use the mouse to show the list and then scroll (or)
- Use Alt-Down-Arrow to show the list and then arrow up/down

The screenshot shows the 'Slip Entry' window with the following fields and controls:

- Header:** ID, New, Type (dropdown menu), Value (0.00)
- Form Fields:** User, Task, Client, Reference (<None>), Extra
- Buttons:** New slip (or ^N), Duplicate a slip (or Shift-^D)
- Time Fields:** Start date (02/10/99), End date (02/10/99), Time estimated (0:00:00), Time spent (0:00:00)
- Status and Billing:** Billing status (Billable), Hold, Recurring, Rate (User), Markup(+/-) (default 0.00), Adjustment (default 0.00)
- Other:** % Do Not Bill time (0:00:00), On/Off toggle, Clock icon

Touch “t” for time or “e” for expense

Fields that can be removed:

- Reference
- End date
- Time estimated

^F7 to create abbreviations
- Right click for spelling and other options

You can copy and paste text into or out of the description box to/from other slips, or to/from a word processor

Change a slip to No Charge

Entering Date:

- Type 15 for the 15th of the month (or)
- Type 0915 (no slash) for Sep. 15th of this year (or)
- Use the + or – key to increment or decrement the date (or)
- Type C to see a calendar display to choose a date

Shift-^1 or Shift-^2 to toggle Nick1 and Nick2

Duplicate a slip (or Shift-^D)

Entering time:

- Use a dot for decimal
- Use a colon for minutes
- Use “s” for start and end times
- Use + or – to add or subtract time

Other tips:

- Use tab to move between fields
- Use Shift-^D to duplicate a slip
- Use Shift-^C to duplicate a field from the prior slip
- Visit Setup > Preferences > Slips to customize your slip entry
- **IMPORTANT:** When in doubt, right click (or use the Windows “menu” key)!

List view (or ^L)

Next slip (or Pg Dn)

Last slip (or ^Pg Dn)

Save (or ^S)

Go to a slip (or Shift-^G)