It Turns Time
Into Money

Timeslips 2010

Quick Start Guide

Welcome to Timeslips by Sage 2010

Congratulations on your decision to turn more of your time into money. Timeslips is specifically designed to help you track your billable activities, such as your time and expenses, and it includes a powerful and extensive set of features. This short guide will help you get Timeslips set up quickly and refer you to specific sections of the User's Guide for more detailed instructions.

Installing Timeslips

When you insert the Timeslips installation CD, the installer starts automatically. The installer walks you through each step of the installation. Refer to Chapter 2 of the User's Guide, *Installing Timeslips*, for detailed installation instructions.

Creating a new database

After installing Timeslips, you can create a new database for your business (Figure 1).

Click **Create a New Database** to start the **Create a New Database** wizard.
This wizard will ask you for the information needed to create your database (Figure 2).

After the **Create a New Database** wizard finishes, the **General Settings** dialog box opens. You should enter important company and financial information here before proceeding. If you are unsure of any settings or need to change them later, you can select **Setup; General** to open the **General Settings** dialog box. Refer to Chapter 5 of the User's Guide, *Creating a New Database*, for more details.

Establishing additional database settings

After creating a database, you may want to establish specific settings for your firm, such as system terminology, access security, and preferences. For example, the **Terminology** page of the **General Settings** dialog box controls the labels that Timeslips uses to identify timekeepers, clients, activities, references, and projects. Although the User's Guide and online Help use these standard terms, you may want to label them differently for your business. When you change a standard label, menus and dialog boxes throughout the program reflect the new label, making Timeslips easier to learn. Refer to *Establishing General Settings* in Chapter 5 of the User's Guide for detailed instructions.

Establishing your personal preferences

Upon closing the **General Settings** dialog box, the **Getting Started** wizard opens. The purpose of this wizard is to configure personal settings for the timekeeper using the program. Since your new database does not yet contain timekeeper names, this wizard prompts you to enter your name, initials, and primary and secondary nicknames. Timeslips uses this information to create the first timekeeper record in the database.

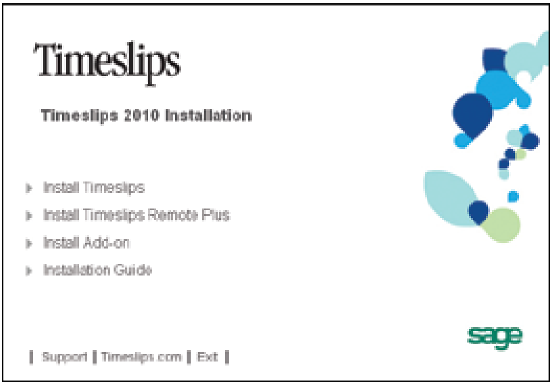

Figure 1

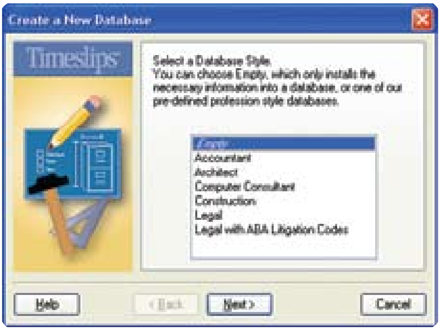

Figure 2

Following the quick-start tutorial

For users who want a hands-on tutorial of Timeslips, a quick-start tutorial (Figure 3) teaches you the basic data entry and reporting functionality in Timeslips. Refer to Chapter 9 of the User's Guide.

Using navigators to automate Timeslips

While you learn Timeslips, use the navigators as your guides. The first navigator you see is the **Office Manager Navigator**, which is designed to help your office manager with the billing cycle. Navigators are also available for other roles in your firm. To switch to another navigator, click **Change Template** in the bottom left corner. Refer to *Using Navigators* in Chapter 9 of the User's Guide for detailed instructions.

Figure 3

Thank you for choosing Timeslips

We at Sage want to thank you for choosing Timeslips as your time and billing solution. Be sure to explore the additional resources on the Timeslips Web site, some of which are listed in the included Resource Guide as well as within Timeslips (select **Help; Timeslips on the Web**). These resources are designed to make your transition to Timeslips an easy one and to help you get the most out of your investment. Also, to join the discussion and provide feedback about Timeslips, visit the Timeslips Customer Community at:

http://Community.Timeslips.com

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