

Tip of the Week: Abbreviations

TimeSolv allows users to save a list of abbreviations to use while entering Time or Expenses descriptions at both individual and firm levels so you don't have to waste time entering lengthy and mundane descriptions. This can save you a great deal of time while helping maintain a consistent language in your firm. You can utilize these abbreviations both on our online app, as well as our TimeSync desktop and phone app. The whole process of creating abbreviations is simple and straightforward.

To create abbreviations at a firm level, you need to head under **Account>Settings>Abbreviations** tab. Here, you would simply need to add the phrase you wish to abbreviate, the abbreviation for it, and save. Checking or unchecking the 'Active' checkbox allows you to monitor the status of any saved abbreviation. Within the firm, each Timekeeper can add specific abbreviations for their personal use.

For that, go under **Account>Timekeepers>[name]>Abbreviations**. From there the rest of the process is the same as above. It's just as simple to apply all your abbreviations to your Time and Expense descriptions too. Under the Time/Expense Entry screen, hover over the paper icon next to the 'Description' box to view the list of abbreviations added to your account.

The screenshot shows the 'Time Entry' form. On the left is a calendar for March 2021. The main form area includes fields for 'For *' (Smith, Rachael), 'Matter *', 'Task Code', 'Billable Type *' (set to 'Billable'), 'Hours', 'Internal Notes', and 'Description'. A dropdown menu is open next to the 'Description' field, displaying a list of abbreviations. The list has two columns: 'Phrase' and 'Abbreviation'. The abbreviations listed are: Affirmed (AFFD), Annotated (ANN), Appeals (CIR), Clause (CL), Comment (CMT), Digest (DIG), Edition (ED), Federal District Court (FDC), Footnotes (NN), Injunction (INJ), Journal (J), Judgement (JUDM), and Law (L). A red box highlights the entire dropdown menu.

Phrase	Abbreviation
Affirmed	AFFD
Annotated	ANN
Appeals	CIR
Clause	CL
Comment	CMT
Digest	DIG
Edition	ED
Federal District Court	FDC
Footnotes	NN
Injunction	INJ
Journal	J
Judgement	JUDM
Law	L

You can also [import](#) in a list of already existing abbreviations you may have used with your old billing system, as well as pull a [report](#) showing a list of narratives with your saved abbreviations.

If you'd like to contact TimeSolv support for help, please call 1.800.715.1284 or Contact support!

[Contact Support](#)