Tip of the Week: Benefits of using our Dashboard

Goals provide you with a direction and a destination, while systematically focussing your attention on the achievable. Setting personal goals and experiencing those achievements can be very motivating, and these accomplishments ultimately fuel your desire to continue to aim higher and meet those targets. With that in mind, our Tip of the Week looks at our Dashboard feature.

With TimeSolv, you can use our *Dashboard* to easily track and view individual billing performance against the annual billable hour goals.

To access your *Dashboard*, click on the dashboard link:



Here you'll see three tabs – *Hours*, *Amount*, and *Billing Rates*. Each tab will show you a statistical graph of target vs. actual total:



The *Dashboard* setting allows you to set your goals and chose the time period you'd like to track.

The benefit of reviewing these individual billing statistics is to increase revenue by providing an insight into where your staff is exceeding and where it is suffering through inadequate billing. This feature also directly addresses each individual timekeeper, which means you can watch out for personal progress and accountability.

Make sure you have the dashboard feature <u>enabled</u> in your settings, then see <u>here</u> how to set up your targets so you can start reaping the rewards of this productive feature.

If you'd like more help with understanding our *Dashboard* feature, call us at 1.800.715.1284, email us at support@timesolv.com or Contact support.

Contact support