

Tip of the Week: Bulk copy Time Entries

Have you ever worked on unvarying tasks for multiple Matters, and had to deal with copying the same Time Entry repeatedly when all you need to do is change the Matter name? Or worse still, ever mistakenly entered multiple Time Entries into the wrong Matter, and despaired at the fact that you couldn't move all those entries in bulk over to the correct Matter? Well, put your worries aside! TimeSolv, as ever, has been working hard to implement some changes to help your efficiency when it comes to moving and copying Time Entries to different Matters.

Under the **Time>Search** screen, users can see a 'Copy/Move' button on the top right of the screen. After searching for the appropriate Time Entries that need to move, clicking on the 'Copy/Move' buttons will initiate a pop-up window. Fill in the form with the details of where the entries need to be moved/copied to.



Copy/Move

Professional

Type or double-click for list

Date

YYYY-MM-DD

Matter

Type or double-click for list

Task Code

Type or double-click for list

Sub-Task Code

Type or double-click for list

Copy

Move

Difference between 'Move' and 'Copy':

Moving Time Entries means replacing the original user, Date, Matter, Task Code and/or Sub Task Code with the ones (optionally) selected in the Time Entries.

Copying Time Entries means creating a duplicate of the entry(s) and replacing these attributes with the specified values. Rates are calculated as per the Client/Matter rate. The total amount is calculated as per rate and hours.

The specified value overwrites the value in the Time Entry when the time entry is copied or moved. When no input is specified, the original value from the selected Time Entry is retained.

Read [here](#) for more details.

If you'd still like more help with working out how to copy/move Time Entries, please call us at 1.800.715.1284, email us at support@timesolv.com or Contact support.

[Contact support](#)