

Tip of the Week: New Search Functions

TimeSolv recently rolled out some updates that enhance the search criteria. We understand that when our users want to search for something, their time is precious and results should be as refined and accurate as possible. Searching for what you want is a direct conversation between the user and us, TimeSolv. We want to give you the quickest response and smoothest experience. That's why we've added the ability to search entries by their timer status and to search Clients & Matters by their Categories, Sub-Categories, and Billing Categories. Awesome, right? This week's Tip of the Week shows you how and where to conduct these searches and make your lives easier.

Search by Timer Status

To search by the Timer Status, click on **Time>Search**.

Click on '**More Options**' to expand the search criteria fields. Here you'll see the '**Timer**' field.



Searching for 'Timer – All' will pull *all* the Time Entries with running and not running timers. Searching for 'Timer – Running' will filter the Time Entries which have running timers, and searching for 'Timer – Stopped' will filter the Time Entries which have no running timers.

Search Clients & Matters by Categories

Head over to **Clients>Clients & Matters**. There's a search bar towards the top of the screen, and you'll see the new search fields for **Billing Category, Category**, and **Sub-Category**.



To learn more about how to create these categories on your account, click [here](#) for Billing Categories, and [here](#) for Client Categories.

If you'd like TimeSolv support for more help in understanding our search criteria's in TimeSolv, please call 1.800.715.1284 or Contact support

[Contact support](#)