

# Tip of the Week: New way to view draft invoices

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Tired of always downloading a draft invoice to view before sending? So were we. So we've changed the way you can quickly view a draft invoice to save you time and make you more efficient and that's our Tip of the Week.

You'll notice now when looking at your list of draft invoices, there's an magnified glass icon next the download button on the far right of the screen.

When you click on the icon, a window will open with a preview of your draft! You can scroll through all the pages of the invoice and if you click the diagonal arrow icon in the upper right corner of the window, the invoice will open in a new tab as a PDF.

If you'd like more help with this new feature, call us at 1.800.715.1284, email us at [support@timesolv.com](mailto:support@timesolv.com) or Contact support.

[Contact support](#)

Don't forget to register for our [Wednesday Webinars](#) where we review all the Tip of the Week posts from the past month. Our next Wednesday Webinar will be September 6 at 1 p.m. EDT/10 a.m. PDT.