

Tip of the Week: Preview Option on Statements

Whenever we preview something, it's to help us better understand what we are sending out. By visualizing the content before it is received by the customer, we can ensure all the information is accurate, organized, laid out appropriately, and all the important details are on there clearly. This way we can avoid confusion and disputes, which inevitably effects our profitability and efficiency. This week's Tip of the Week will take a look at how to preview Statements; TimeSolv recently rolled out the ability to preview Statements so that users can quickly view a statement prior to downloading or sending it out to clients.

To preview Statements, click under **Invoices>Statements**. Just click on the 'preview' icon to pull up a downloadable and printable document.

If you'd like to contact TimeSolv support for help, please call 1.800.715.1284 or schedule a FREE 30-minute session now!

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