Tip of the Week: Streamline Time Tracking with Read-Only Task Code Narratives

This week, we're excited to introduce an enhancement that enables users to make task code narratives a read-only field. This enhancement is designed to simplify your time entry workflow, improve accuracy, and ensure consistency in your task code descriptions.

This enhancement can be found within the TimeSolv settings, under the Task Codes screen. When you create or edit a task code, you'll notice a new 'Read-only' checkbox located under the 'Description' field. Check the box to enable read-only task code narratives.

How Does It Work?

Enabling the 'Read-Only' checkbox for 'Task Code Narratives' brings a whole new level of functionality to your time entry process. Once this checkbox is selected and saved, the narratives associated with that specific task code will be locked and uneditable when users enter time.

When users access the Time Entry screen and select a task code with read-only narratives, the narrative will automatically populate the 'Description' field, providing clear guidance on what's expected for that particular task. This not only reduces the potential for error but also ensures that your time entries consistently align with your predefined task code descriptions.

Benefits at a Glance:

- **Enhanced Accuracy:** By ensuring that the task code narratives remain unchanged during time entry, you're minimizing the risk of inaccuracies due to manual input errors.
- **Consistency:** Maintain uniformity in your time entries by standardizing task code descriptions. This is especially useful when multiple team

members are working on similar tasks.

- **Time Savings:** With read-only task code narratives, users won't need to manually recall or type in task details, saving valuable time and reducing administrative burdens.

This enhancement brings new layer of simplicity and consistency to your [time tracking process](). Stay tuned for more exciting updates and enhancements from TimeSolv that continue to elevate your time management and billing experience. We're committed to providing you with the tools you need to succeed in managing your time and resources effectively.