

Tip of the Week: Task Code Groups

TimeSolv uses Task Codes (also known as Activity Codes) as predefined task descriptions that can be associated with Time Entries. You can even specify a unique rate for the work described. By default, a task has no rate associated with it. However, Timesolv's ability to support hourly and task-based rates provide additional rates flexibility. With the addition of being able to create Task Code Groups, users have the ability to limit Task Codes made available to Timekeepers or specific Matters. This week's Tip of the Week will walk you through how to create and apply Task Code Groups.

Click under **Time>Settings>Task Code Groups** tab. Click on the '**New Task Code Group**' button and a window will pop up allowing you to specify the Task Code Group name and the codes to be included in that group.

The Task Codes screen will show which groups the code is included in.

Settings

General

Task Codes

Sub-Task Codes

Global Rates

Rate Changes

TimeCard Categories

Task Code Groups

Enter Search Criteria

Status

Active

Rate Type

(Select rate type)

Summarized

All

Groups

All

Taxable Status

All

Search

Reset

Code

Description

Groups

Rate

Rate Type

Summarized?

Taxable?

Active?

123 TEST

I am a test task code

\$500.00

Hour

✓

Delete

Copy

Edit Rates

B100

B100 - Administration

Doc Reviews

\$0.00

✓

✓

✓

Delete

Copy

Edit Rates

B110

B110 - Case Administration

\$0.00

✓

✓

Delete

Copy

Edit Rates

B120

B120 - Asset Analysis and Recovery

\$200.00

Task

✓

✓

Delete

Copy

Edit Rates

To associate a Task Code Group with a Matter, click under **Clients>Clients & Matters>[Matter name]**. Under the '**General**' tab, there is a new field named '**Task Code Group**'. If nothing is selected in this field, all Task Codes will be made available for this Matter. If one or more Task Code Groups are selected, only the selected ones will be displayed when entering Time or Expense against this Matter.

Similarly, to associate a Task Code Group to Timekeeper, head under **Account>Timekeeper** screen. The same rules as above apply for Timekeeper Task Code Groups selection too.

If Task Code Groups are specified both at Matter and Timekeeper level, only the codes common between them will be made available for use.

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

[SCHEDULE MY SESSION](#)