

# Tip of the Week: Task Management

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TimeSolv rolled out a major update over the weekend that introduces Task management to the software and our Tip of the Week tackles this new feature.

TimeSolv's new **Tasks** feature serves as a to-do list, helping you manage and assign tasks in your business for greater organization and productivity. To access our new Tasks feature, click on the **Tasks** link under the **Tasks** tab. From there, you will be see the tasks that have been assigned to you. If you have the correct permissions you can also see tasks for other staff members. When creating a new task, if you'd like to assign it to another team member, simply choose them in the list your professionals and click New Task and it will automatically assign to them.



Click on the **New Task** button:



When creating a task, you have a large number of options in how to describe and define the task. The first and most obvious thing is to associate your task to a client and matter. You can then specify a Phase for the Task if you want the task to be a part of a project management plan (see [here](#) how to create Phases). You can then choose to include a description, start and due date or duration for the task. You can even set the task to be dependent on another task, if you'd like.

For those having to do electronic billing, you can set the LEDES Task Code, Sub-Task Code and Expense Code for the task. You'll also have the option to force those codes when the time or expense entries are made. What this means is the user entering the time or expense will not be able to change the task or expense code, they will be greyed out.

If you'd like more help with understanding our how to create tasks or project plans, call us at 1.800.715.1284, email us at [support@timesolv.com](mailto:support@timesolv.com) or Contact support.

[Contact support](#)