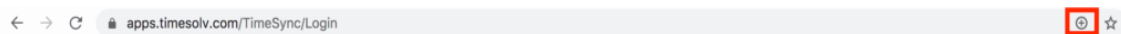


# Tip of the Week: TimeSync Web App

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TimeSolv's desktop application, TimeSync, is a free application for Windows and Mac, designed to make it extremely easy for entering time and expenses. The app can be easily installed so that it sits right on your desktop, with all the functions you need for complete and accurate Time and Expense Entries. This week's Tip of the Week looks at how to install and use our desktop app.

You'll need to access [this](#) link from the Google Chrome browser to install the app. Click on the install icon in the browser's address bar next to the favorites icon, and follow the onscreen instructions to install the app.



When the TimeSync app successfully installs, a shortcut will be created on your desktop. Use this shortcut to open the application and login with your TimeSolv credentials.

Once the app is downloaded, it should allow you to start creating Time/Expense Entries Offline and sync them to the web server once you are connected to the internet.

The screenshot shows a mobile application interface for creating a new time entry. At the top, there is a dark blue header bar with the title 'Time Entry Detail' and a back arrow. Below this, a white bar contains the title 'New Time'. The main form area is white and contains several fields: a time field set to '00:00:00' with a clock icon, a date field set to '12/15/2020' with a calendar icon, and three dropdown menus for 'Client', 'Matter', and 'timecard category'. Below these are three radio buttons for 'Billable' (selected), 'Non-Billable', and 'No Charge'. There is a 'Rate' field with a link to 'Enter Fixed Fee' and an 'Internal Notes' text area. At the bottom is a large blue 'Save' button.

Time Entry Detail

New Time

00:00:00

Date\* 12/15/2020

Client

Matter

timecard category

Billable Non-Billable No Charge

Rate Enter Fixed Fee

Internal Notes

Save

Creating and syncing Time/Expense Entries in the app is very similar to how the mobile app works. Click [here](#) for more information on how to create entries and sync them.

[Contact support](#)