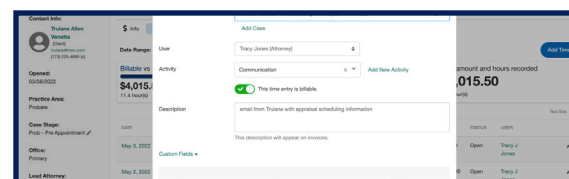
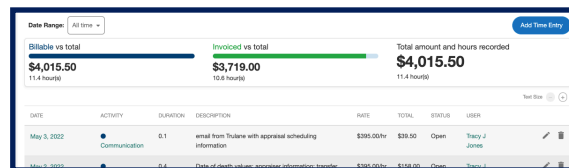
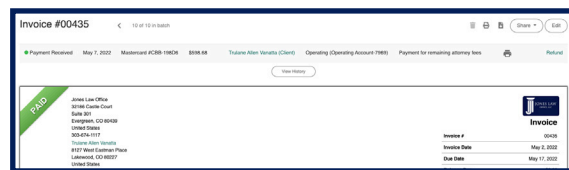
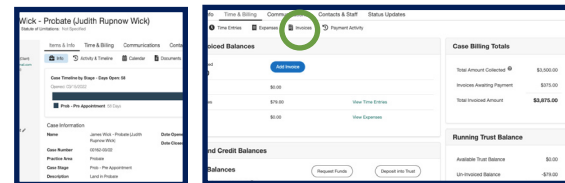


This is just a quick instructional guide on editing and reviewing time entries. After you've provided invoices to Tracy for review you'll have them returned with a number of changes, and this is how you can go about making those modifications. Follow the steps below to see how to keep that process ticking along! You can also watch this guide here: joneslawcolorado.com/dashboard

Steps to Follow

- Navigate to a client profile and click time & billing. You'll then click invoices at the end of the bar.
- Click into the invoice, & click edit in the right hand corner of the page. Now, change what you need!
- OR click into the time entries tab and navigate to the time entry you would like to modify.
- The benefit of this alternate option is that the time entries page opens the full entry editor making the edit much easier!
- That's that! Good job!



Concluding Thoughts

Most of these changes are pretty straight forward and should be easy to add. Quick tips: make sure to check not-billable if a time entry should appear on the invoice but the client shouldn't be billed for it, and to use the adjustment box at the bottom of the page if you need to decrease the invoice by a specific amount or by a percentage discount.