Tip of the Week: How to Enter Time

There are many ways of entering time in Bill4Time. This video will guide you through a few different ways to help you enter time quickly and efficiently.

[youtube]http://www.youtube.com/watch?v=dAiaxCWIqIw[/youtube]

From the Dashboard:

- Click on the "New Time Entry" menu option on the Dashboard.
- Click on the blue "+" icon next to the project on the Dashboard.

From the Time Management screen:

- Select the week and the day, then click on the "Enter Billable Time" button.
- Click on the "Enter Batch" button to enter multiple entries at once.

Don't forget you can also record time from the [Bill4Time Desktop Widget](#) or from your smartphone using [Bill4Time Mobile](#).

For more information on [time tracking](#) or [time billing software](#), visit our [Knowledge Base](#).