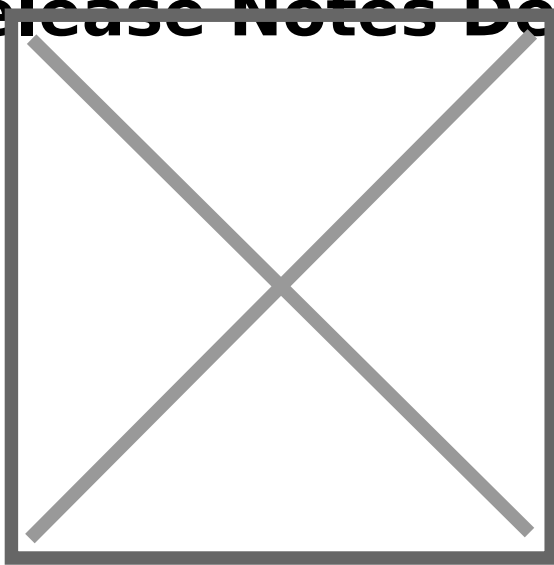


Release Notes December 2018



The Bill4Time product team releases new and

enhanced features, system improvements, and bug fixes several times per week. Organized by month, the Release Notes blog series will highlight all the changes we've implemented, so you can easily stay up-to-date on what's new.

If you have a question, feedback, or an idea – please leave a comment below!

Happy Holidays from all of us to all of you!

As we close out the year, we would like to take this opportunity to send our best wishes to all of our amazing clients. Thank you so much for a wonderful year – we look forward to working with you for many years to come.

December releases were all about custom client requests.

Our developers completed over **20 custom work requests from clients** – including reports, invoice templates, cover letters and more!

Reminder: Notifications are available via BETA Access:

You can now send emails to notify users and contacts of the following different account events – account balance, billable amounts, billable hours, total hours, unbilled amounts, unbilled hours, expense totals, and trust balance. Select the Alert Type of exceeding or falling below a set threshold for a window of time with a daily, monthly, weekly, each occurrence, or one time. Enabling the option in Settings then System to 'Participate in Beta Access', will enable the following new

feature and change to appear in your account.

Please call support if you have any questions.

Document Management -

- Unlimited uploads, unlimited document storage
- Firm-wide Document Dashboard
- Customize and Easily Move Folders
- Granular client and matter file management
- Powerful Search

Document management enables your firm to access, organize, and manage your documents and files more easily than ever! The document storage features built into Bill4Time include the ability to upload and associate documents with clients and matters, basic document versioning, and the ability to completely customize the organizational structure of folders and sub-folders. This feature enhancement allows users to collaborate and review documents in a centralized location.

Read all about it [here](#).

New Dashboard - Stay tuned for exciting new updates to our dashboard

[*Click here to view November's Release Notes*](#)

Question or comment about a change we've made?

Please contact Bill4Time Support by [Email](#) or phone: 877-245-5484