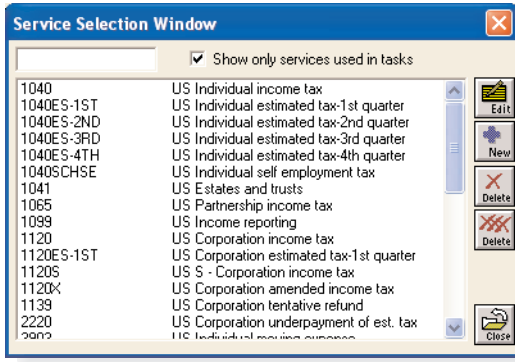


Hide Unused Services

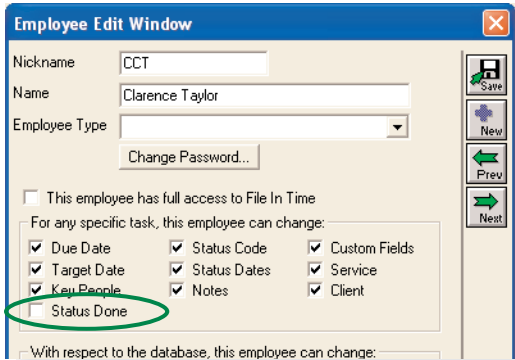
Customize the service list to only display active services. This allows you to consolidate the list of services to those that are relevant to your database.



1. Click the **Services** button on the toolbar to display the Service Selection Window.
2. Select **Show only services used in tasks** to include only those services which are currently used in tasks. Uncheck the option to show all services available.

Enhanced Supervisor Control

Maintain the integrity of your database by controlling which employees are able to change the status of a task to “Done.”



1. Click the **Employees** button on the toolbar to display the Employee Selection List.
2. Select the appropriate employee and click the **Edit** button.
3. Check or uncheck the **Status Done** checkbox.

File In Time Updates and Support

Your File In Time purchase includes one year of updates and support. You will receive the latest releases and updates as soon as they are available. A notice will be mailed to you when your File In Time software is due for renewal.

Support and service are available Monday-Friday, 7:00 a.m. to 6:00 p.m. PST. Contact our support team at (800) 426-4741 or support@timevalue.com.

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File In Time™

Version 2009
New Features
Guide

Due Date Management Software

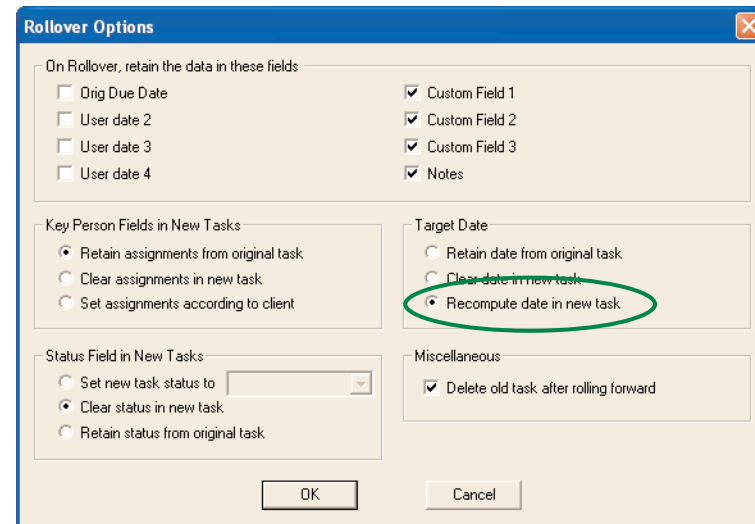
File In Time™ version 2009 helps you become even more proficient at keeping track of due dates and managing the workflow of your firm. New and experienced users alike will find it easy to display and sort information concerning the progress of their tasks.

The following is a tour of the new features in File In Time for 2009. If you have any questions, don't hesitate to call us at 800-426-4741.

Rollover Target Dates Along with Due Dates

You can automatically compute new target dates when you roll tasks forward. File In Time will use the number of days between the current target date and due date to calculate the new target date.

1. Select **On Rollover** from the Options Menu to display the Rollover Options.



2. In the Target Date section, select **Recompute date in new task**. Click **OK** to close the Rollover Options dialog.
3. When a task is rolled over, the target date will be calculated in accordance with the new due date.

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Be Reminded of Immediate and Impending Due Dates

When you start File In Time, a pop-up reminder can automatically appear to let you know that you have tasks due soon. The Auto Reminder can be configured to alert you when tasks are due today, this week or this month. When alerted, one-click will then display a view showing the critical tasks.

Note: The Auto Reminder will only display tasks within the chosen date range that have a status other than “Done”.

1. Select **Auto Reminder** from the Options menu. The Auto Reminder Configuration dialog box will appear.

2. To activate the Auto Reminder for the next time you start File In Time, mark the checkbox at the top of the dialog.
 3. Select the task date that you wish the Auto Reminder to generate the reminders for.
 4. Select the period in which to look for tasks upon startup.
5. Mark the checkbox at the bottom of the dialog box if you wish to be reminded of tasks prior to the selected time period that do not have a status of “Done”. Checking this option could increase the number of tasks shown if you keep prior years tasks in File In Time or if you do not use the “Done” status.
 6. Click **OK** when you have finished configuring the Auto Reminder.

If you selected to have the Auto Reminder check for tasks on startup, the next time you start File In Time you will see a reminder that tells you how many tasks are due within the selected time period.

7. When the reminder appears, select **Yes** to create a view of those tasks on your main screen.

Extension Dates and Due dates Updated for 2009

The extension date information for several services is updated in the Service database. When you install File In Time version 2009, the extension date and/or the form name will be automatically updated in your Service list for the following services: 1041, 1065, AZ140, HIN11, 1041A, AK0405-611

Sort Tasks by City, State, and Zip

You can now sort your tasks according to the City, State, and Zip fields in the client information. These options can be used in any combination in the 1st, 2nd and 3rd sorts. You will see the City, State, and Zip fields available in the Sort drop down menus on the Task Selection filter.

Set the Status of New Tasks When Extending or Rolling Forward

You can now automatically reset the status on tasks during the rollover or extension process.

To reset the Status during a rollover

1. Choose **On Rollover** from the Options menu.
2. In the Status Field in the New Tasks section, select **Set new task status to** and choose the new status for the task(s).
3. When you roll your tasks forward, the new tasks will contain the chosen status.

To reset the Status when extending a task

1. Select the task(s) in the task view that you wish to extend.
2. Click the **Change** button on the toolbar. The Change Tasks dialog will appear.
3. Select both **Extend** and **Change Status**. Choose the desired status for the extended task(s).
4. Click the **Change** button to continue with the extension process. The extended tasks will contain the chosen status.