Producing Client Nickname Lists from Timeslips V10 and above

Choose the REPORTS option.
Select Add a Report. The Add a Report Wizard opens up.
Select Next.
Choose Client Nickname Listing. Select Next.
Choose Do not use filters. Select Next.
Choose Do not set up the sort order. Select Next.
Choose Do not set up the formats. Select Next.

Select FILE - comma delimited (csv). Select Next.

You can save this template for future use. Enter a description (Ex. Client Nicknames TRS) of the report and a report group (Ex. Client).

Click Print.

Enter a filename (Clients, for example)
Select Save.

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