



C&T Staff Training
July 27, 2022 (da/lb)

Correcting Name of Document in Time Matters

There are three (3) places you need to fix the name of the document, otherwise the document will not link correctly.

(1) Correct the name in the “Description”

The screenshot shows the Time Matters software interface. The 'Desc' field is highlighted with a red box and contains the text: "Letter to Client regarding 11.5 Year Maintenance Fee Inquiry". Other fields include Date (7/21/2022), Time (5:26pm), and File Name (&17-34786 [52535]Letter to Client regarding 11.5 Year Maintenance Fee Inquiry.PDF).

(2) Correct the name in the “File Name”

- *Make sure not to delete the “\” or “.PDF” in the file name*

The screenshot shows the Time Matters software interface. The 'File Name' field is highlighted with a red box and contains the text: "&17-34786 [52535]Letter to Client regarding 11.5 Year Maintenance Fee Inquiry.PDF". The 'Desc' field is also visible and contains the same text as in the previous screenshot.

(3) Click the “...” and correct the name of the document in the T-drive

The screenshot shows the Time Matters software interface with the 'File Name' field highlighted in red. A dropdown arrow is visible next to the file name. Below the software window, a file explorer window is open, showing the file name "Letter to Client regarding 11.5 Year Maintenance Fee Inquiry" highlighted in red. A red arrow points from the dropdown arrow in the software window to the highlighted file name in the file explorer.