Tip of the Week: Subscribe to Projects

Project subscriptions are an easy way to track multiple projects in Bill4Time. You will receive email alerts as projects are updated with new time entries, expenses or other types of activity. This is especially useful for [law firm billing](#) and project management.

To Subscribe to a Project

- From the Dashboard, click on "Project Database".
- Click on a project.
- Then click the "Subscribe" button.

To Subscribe Other Users to a Project

- From the Project Details screen, click the "Edit" button.
- In the Subscribers box, put a check next to each user who you want to subscribe. Remove the check to unsubscribe a user.

Be sure to click the "*Save Changes*" button when you are finished. You can visit our [support section](#) for additional help using Bill4Time.

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