

Select Defaults... from the Time menu to set the defaults for new Time Records.

New time records can have the same characteristics as the previous time record, or they can have the characteristics assigned in this window.

In the example above, when a new time record is created and appended to the list of time records, it will have the category, client, project, and color as shown in the Defaults window. If the check box "Marked" is checked, new time records will be marked.