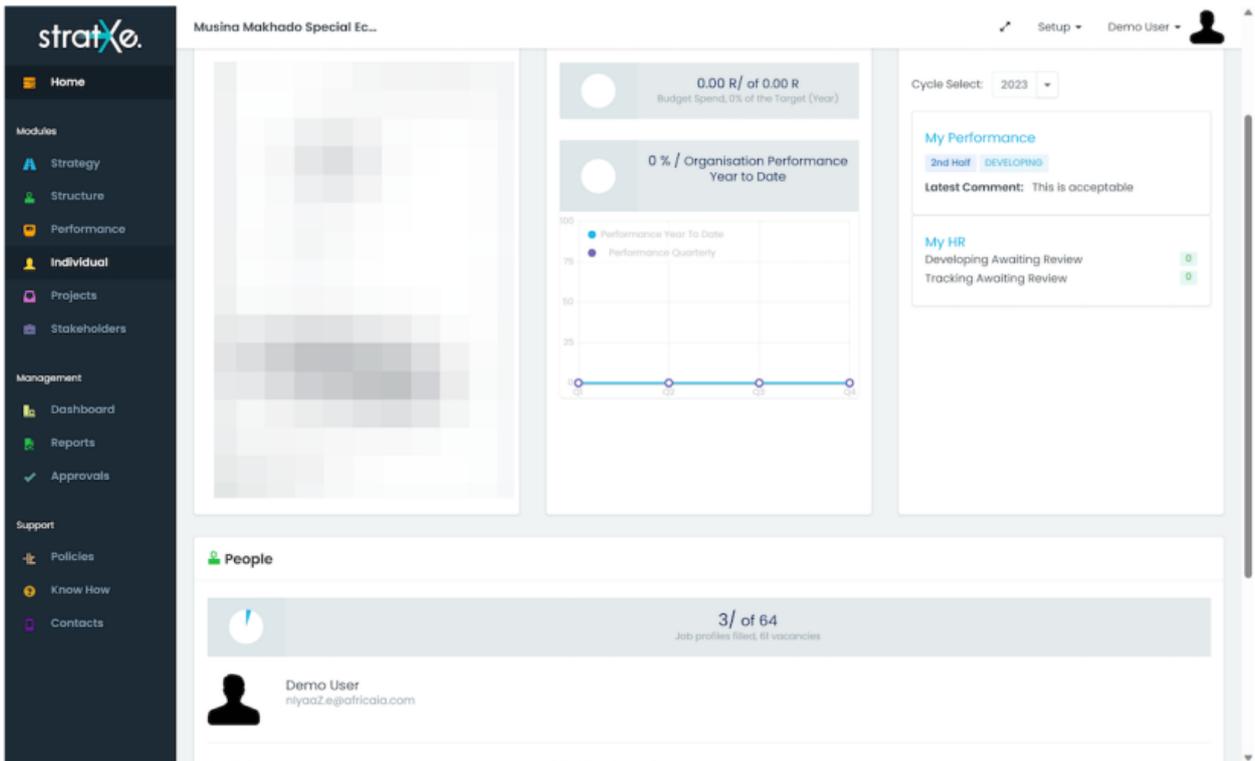


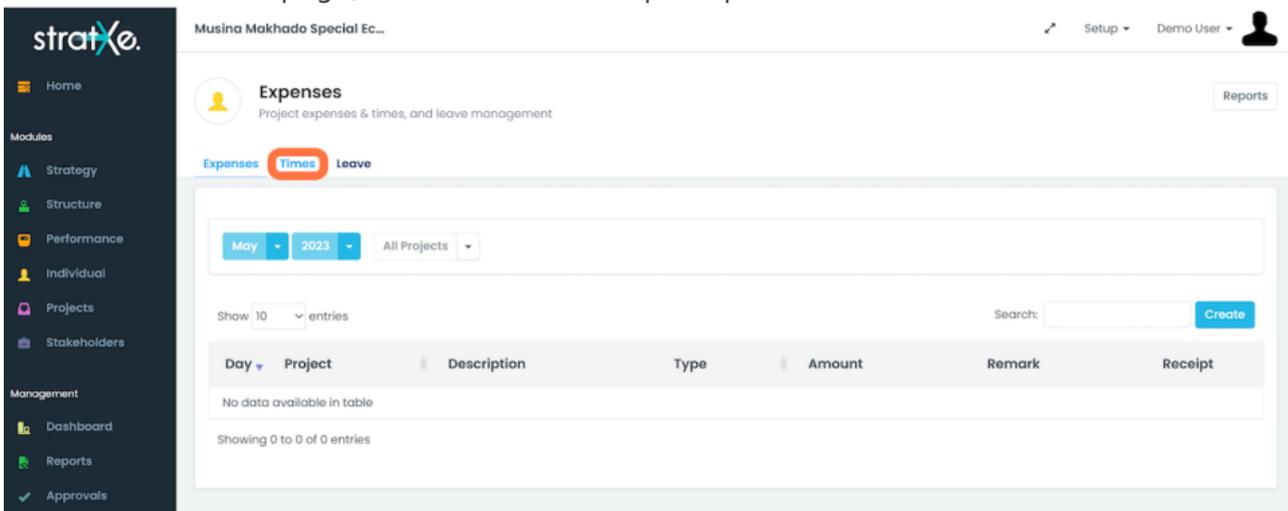
# Logging and Tracking Your Times

1. StratXE allows you to log and track the time users have spent on particular tasks and projects. To begin login times, click on the "Individual" module.



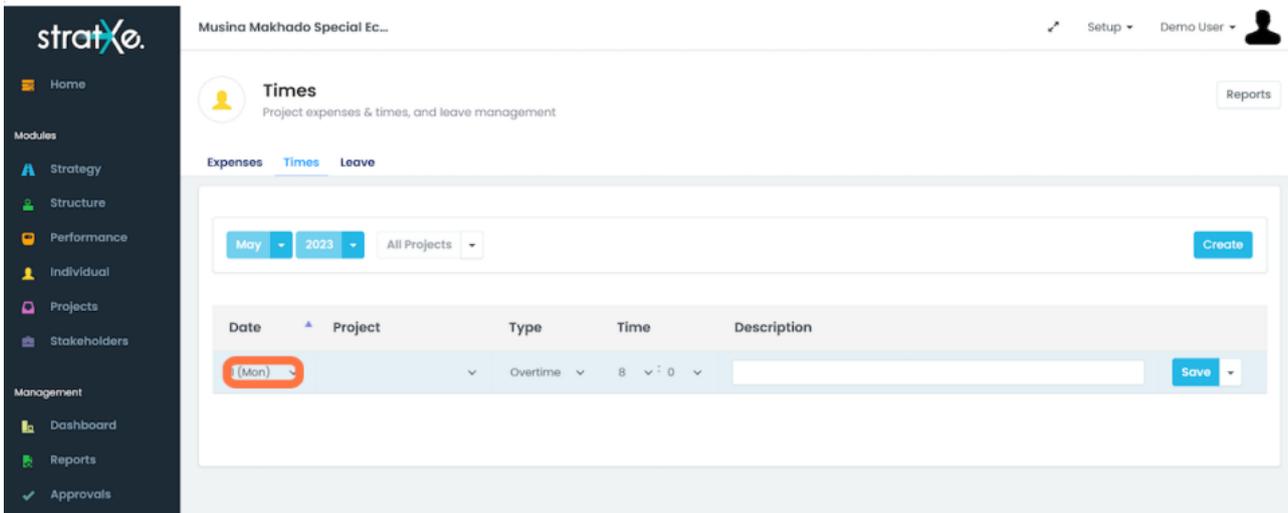
The screenshot shows the StratXE dashboard for 'Musina Makhado Special Ec...'. The left sidebar has 'Individual' selected under 'Modules'. The main area features a 'Budget Spend' of 0.00 R / 0.00 R (0% of target), 'Organisation Performance Year to Date' at 0%, and a 'My Performance' section with a '2nd Half DEVELOPING' status and a 'Latest Comment: This is acceptable'. Below this is a 'My HR' section with 'Developing Awaiting Review' and 'Tracking Awaiting Review' items, each with a '0' indicator.

2. On the "Individual" page, click on "Time" to open up the users timesheet.

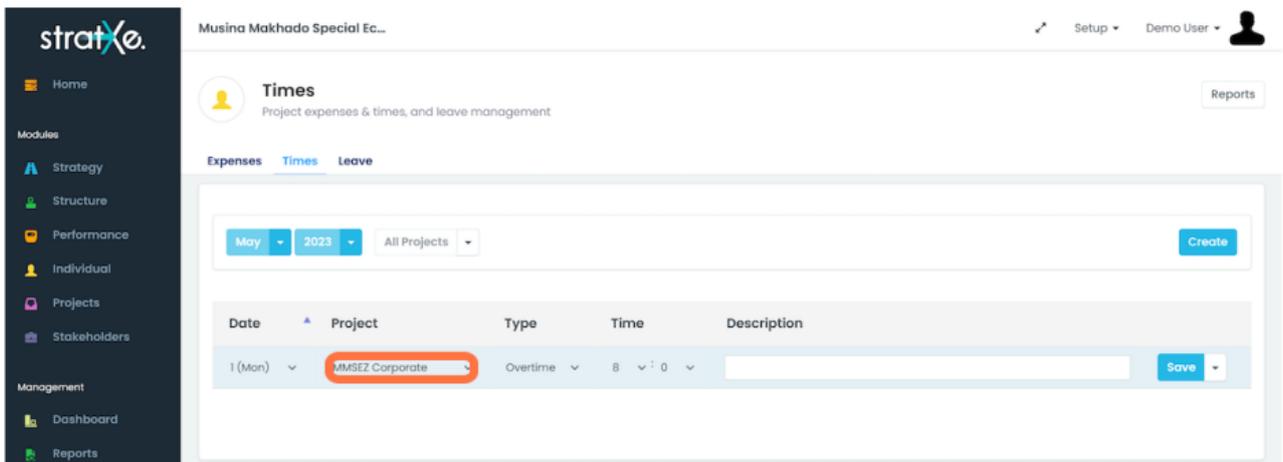


The screenshot shows the 'Expenses' page in StratXE. The 'Times' tab is selected and highlighted with a red circle. The page displays a filter for 'May 2023' and 'All Projects'. Below the filter is a search bar and a 'Create' button. A table with columns 'Day', 'Project', 'Description', 'Type', 'Amount', 'Remark', and 'Receipt' is shown, but it is currently empty with the message 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

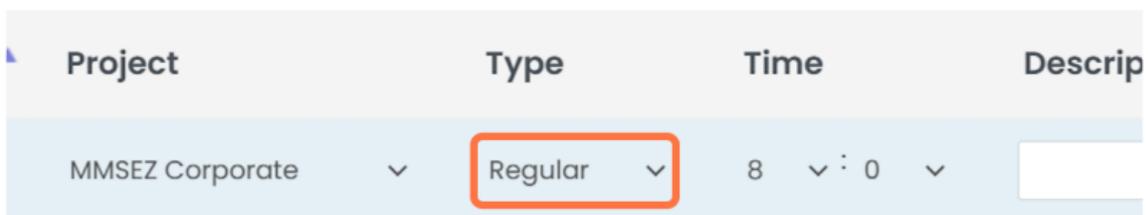
3. Click "Create" to add a new entry. Starts off by selecting the date for the new times entry.



4. Select the project the times being logged where dedicated to.



5. Select the type to classify what type of time is being logged, usually this would be either Regular or Overtime.



6. Use the description field to give details about the tasks undertaken during the logged time.

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Description

0 v

Auditing Financial Statements

Save

7. Clicking on the dropdown trigger next to "Save" will allow the user to duplicate the time for the next day or next week.

Create

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- + Save
- ▶▶ Save & Duplicate Next Day
- ▶ Save & Duplicate For Week