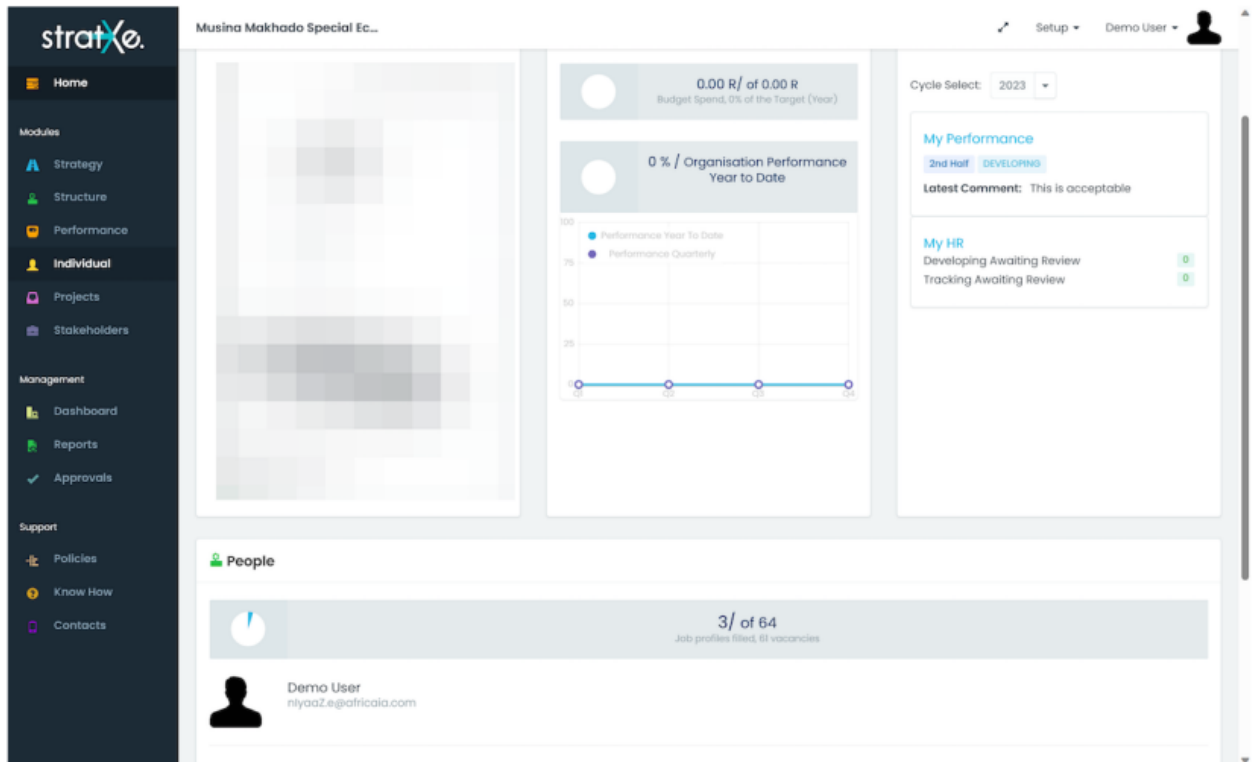
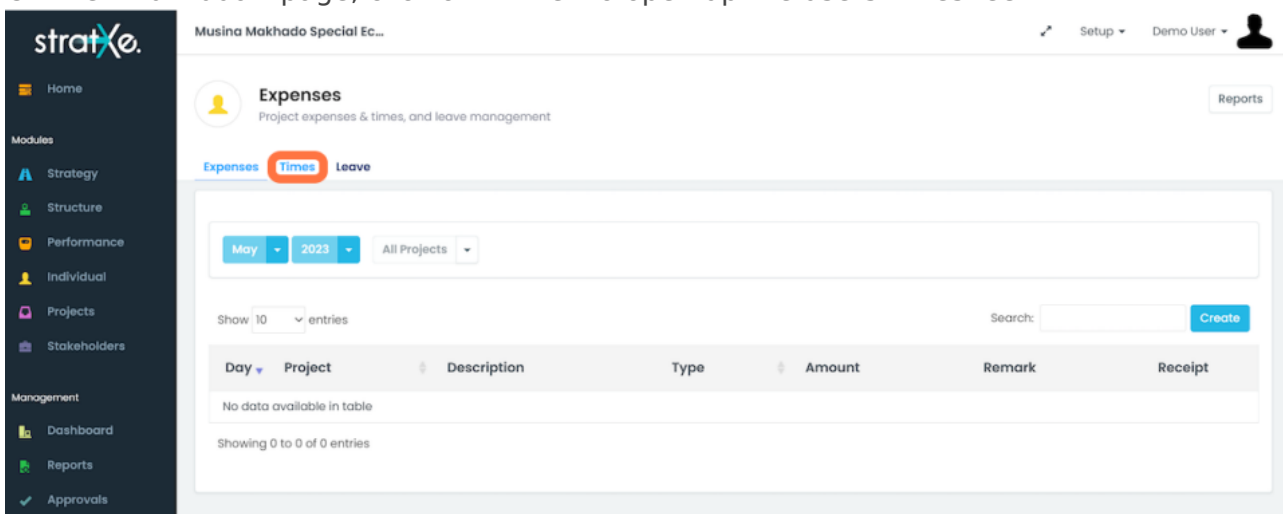


# Logging and Tracking Your Times

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.



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



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

Musina Makhado Special Ec...

Setup Demo User

Times  
Project expenses & times, and leave management

Reports

Expenses Times Leave

May 2023 All Projects Create

Date	Project	Type	Time	Description
(Mon)		Overtime	8 : 0	

Save

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

Musina Makhado Special Ec...

Setup Demo User

Times  
Project expenses & times, and leave management

Reports

Expenses Times Leave

May 2023 All Projects Create

Date	Project	Type	Time	Description
1 (Mon)	MMSEZ Corporate	Overtime	8 : 0	

Save

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

2023 All Projects

Project	Type	Time	Descrip
MMSEZ Corporate	Regular	8 : 0	

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

Cre

Description

0 ▾ 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

tements

+ Save

▶▶ Save & Duplicate Next Day

▶ Save & Duplicate For Week

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