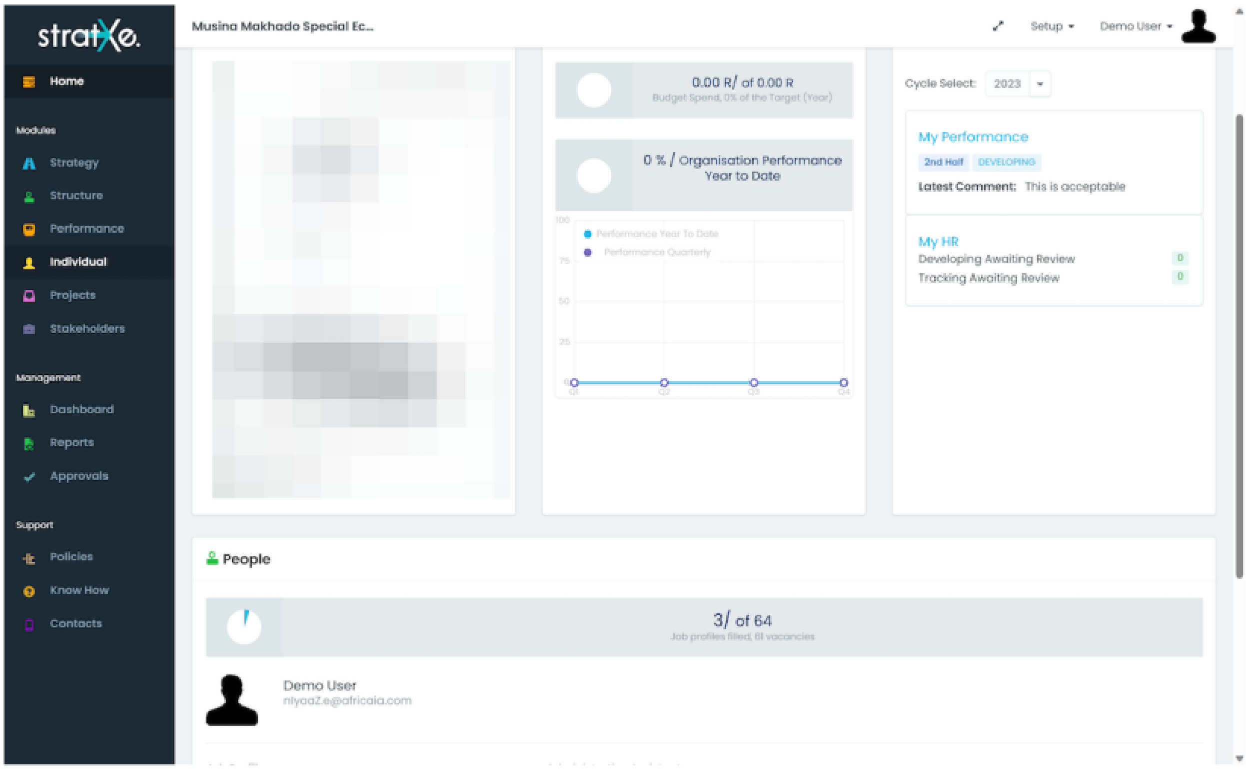
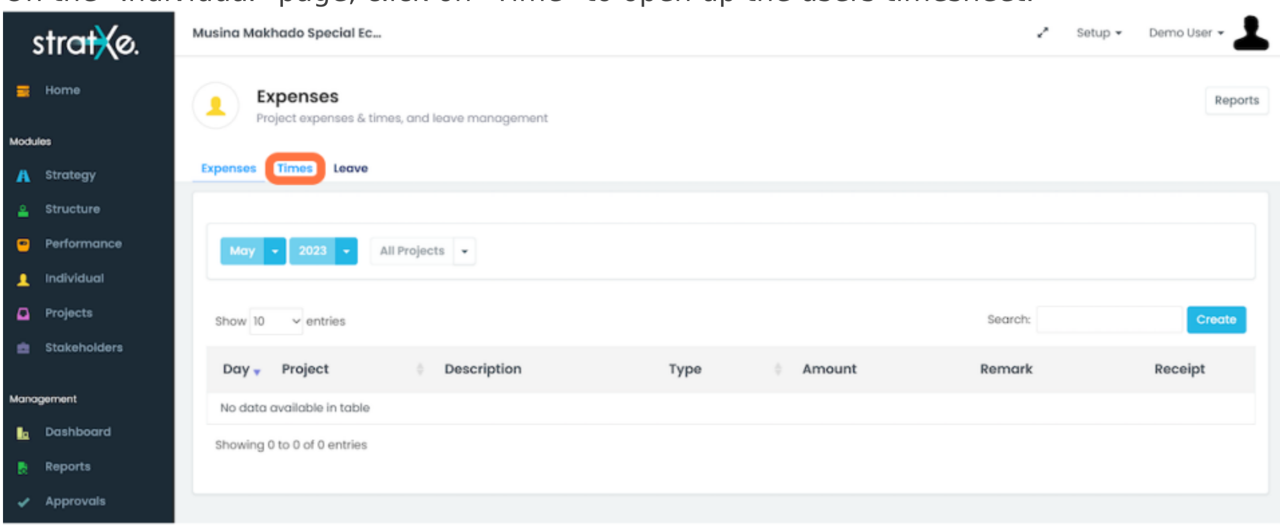
Logging and Tracking Your Times

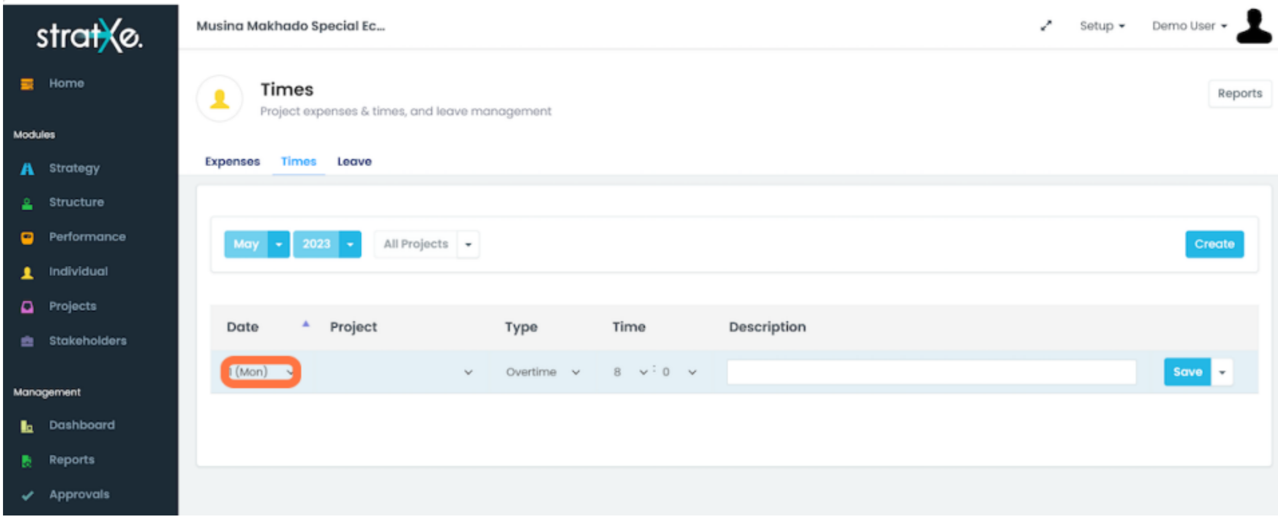
1. StratXE allows you to log and track the time users have spent on particular tasks and projects. To begin login times, click on the "Individual" module.



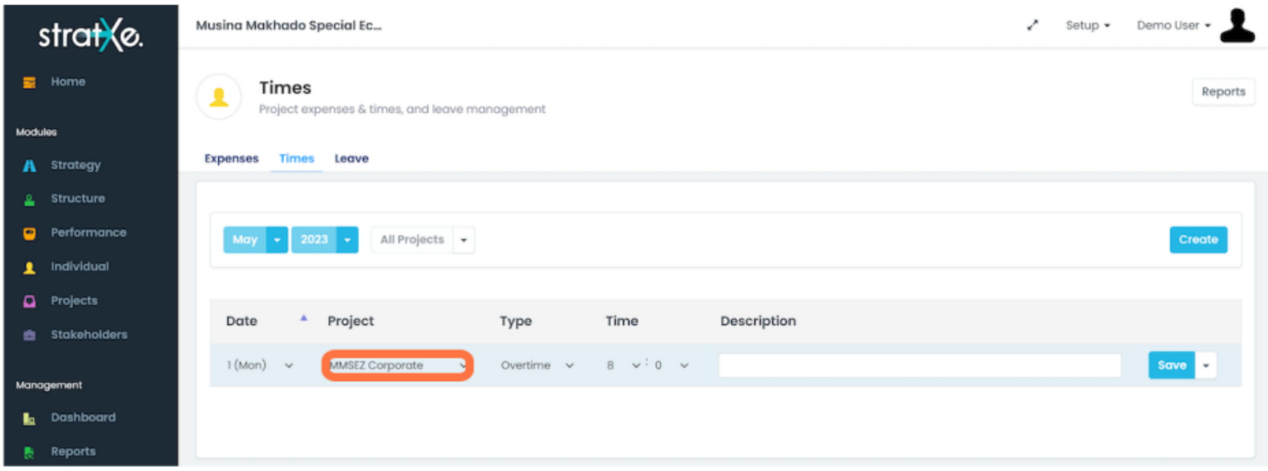
2. On the "Individual" page, click on "Time" to open up the users timesheet.



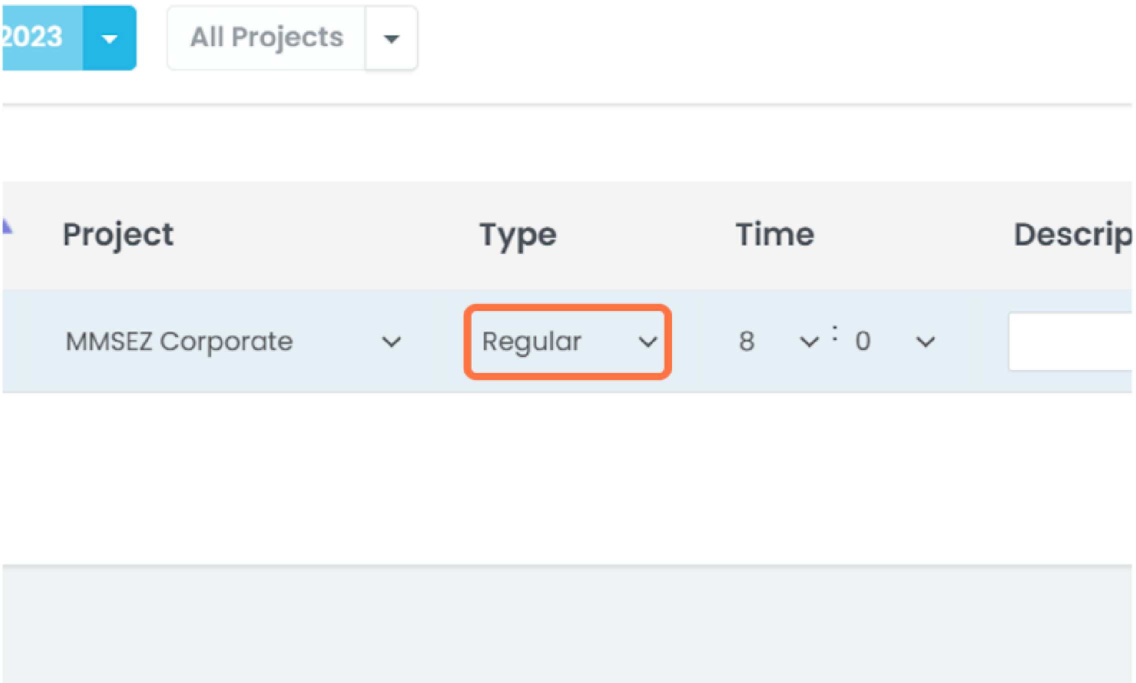
3. Click "Create" to add a new entry. Starts off by selecting the date for the new times entry.



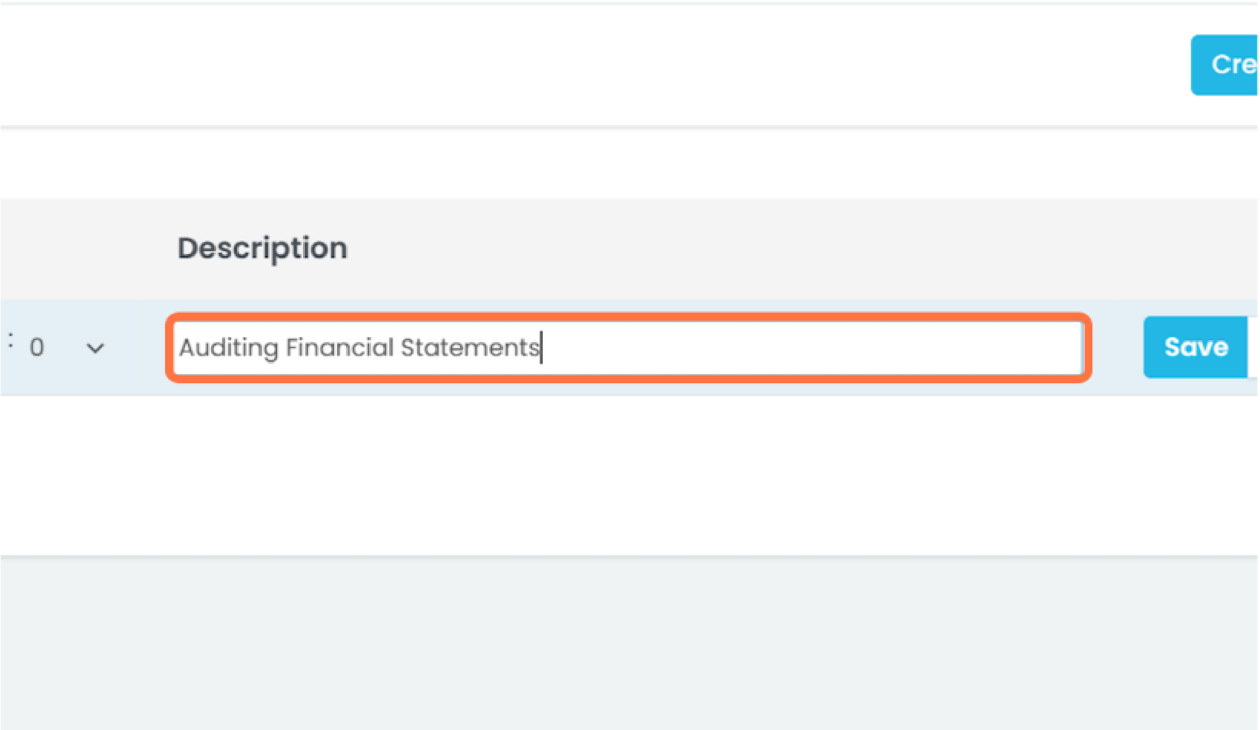
4. Select the project the times being logged where dedicated to.



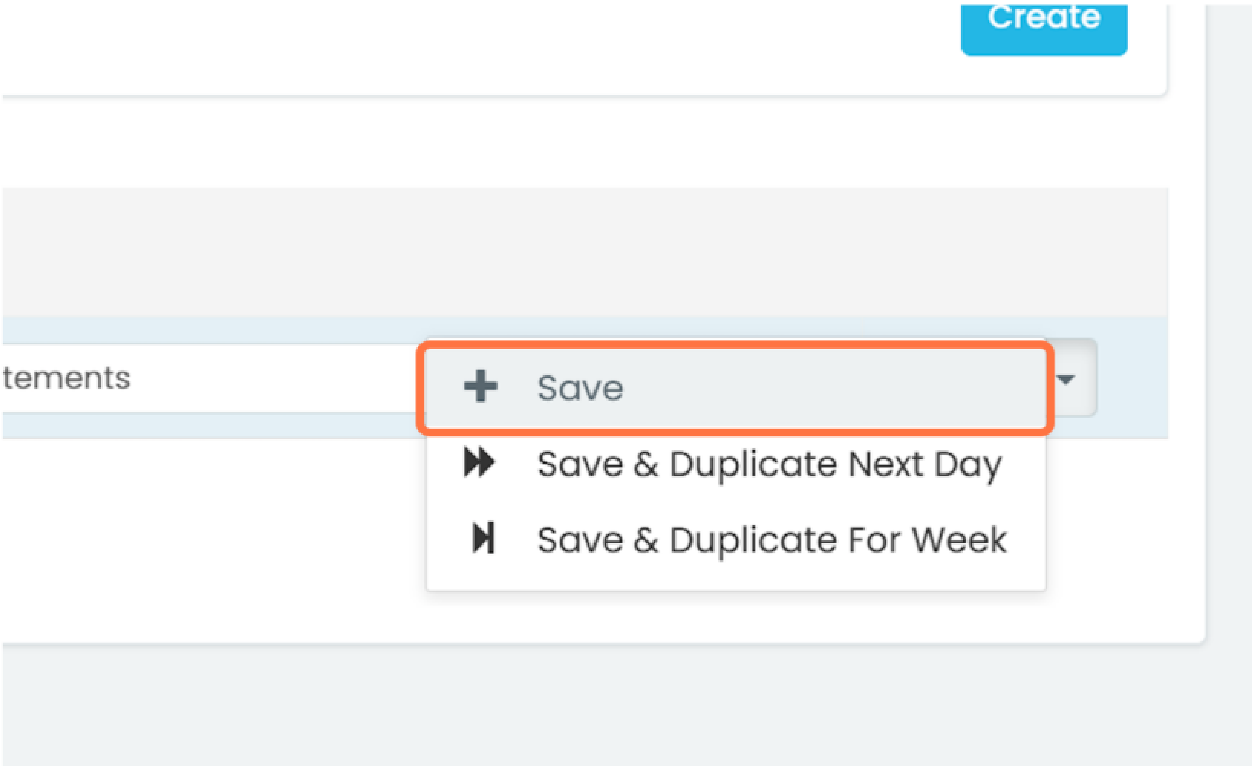
5. Select the type to classify what type of time is being logged, usually this would be either Regular or Overtime.



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



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



Revision #2

Created Tue, May 2, 2023 6:43 PM by Niyaaz Ebrahim

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