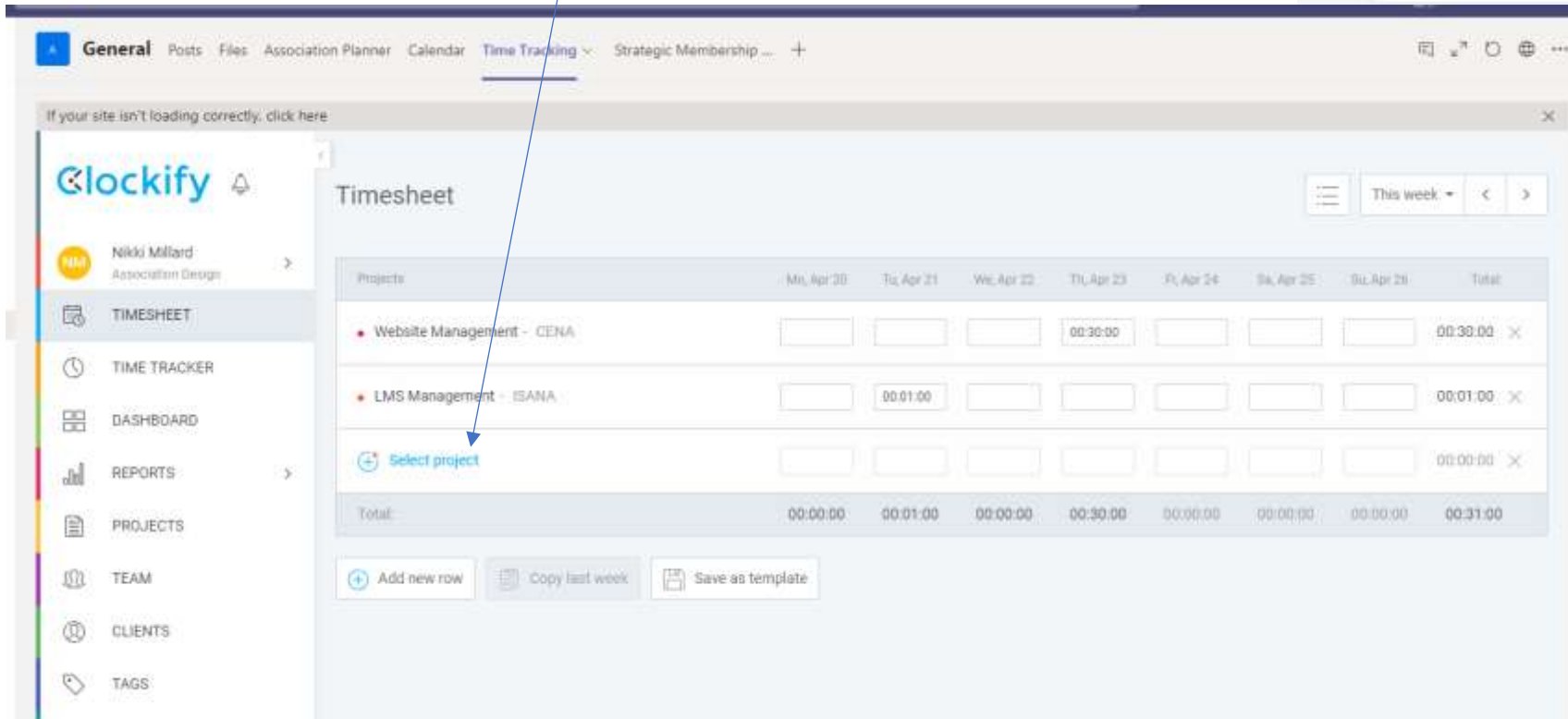
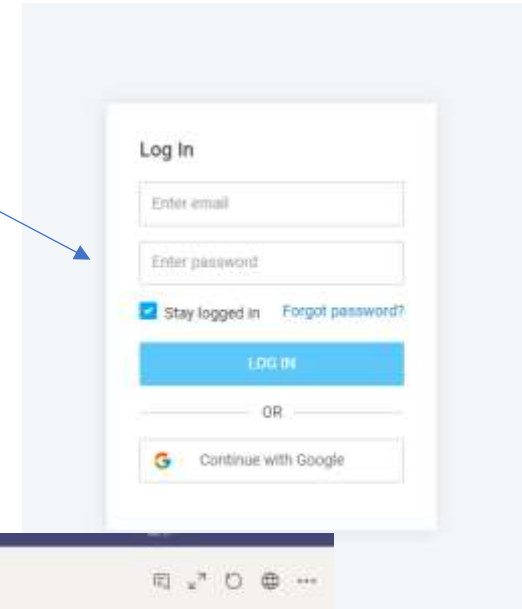


Team Members

- Click on the Tab Time Tracking
- Login using your associationdesign.com.au email and password you used to set up account
- Select Project from the blue “Select Project”
 - Projects are divided up by Association and task
- Add your time for each of the “projects” you worked on during the day



The screenshot shows the Clockify Timesheet interface. The top navigation bar includes 'General', 'Posts', 'Files', 'Association Planner', 'Calendar', 'Time Tracking', and 'Strategic Membership...'. A sidebar on the left lists navigation options: 'TIMESHEET', 'TIME TRACKER', 'DASHBOARD', 'REPORTS', 'PROJECTS', 'TEAM', 'CLIENTS', and 'TAGS'. The main area displays a table for tracking time across a week (Monday to Sunday) with a 'Total' column. The table contains two rows of time entries: 'Website Management - CENA' and 'LMS Management - ISANA'. A blue 'Select project' button is visible in the table. Below the table are buttons for 'Add new row', 'Copy last week', and 'Save as template'.

Projects	Mon, Apr 20	Tue, Apr 21	Wed, Apr 22	Thu, Apr 23	Fri, Apr 24	Sat, Apr 25	Sun, Apr 26	Total
Website Management - CENA				00:30:00				00:30:00
LMS Management - ISANA		00:01:00						00:01:00
Select project								00:00:00
Total:	00:00:00	00:01:00	00:00:00	00:30:00	00:00:00	00:00:00	00:00:00	00:31:00

Admin

- Click on the Tab Time Tracking
- Login – mail@associationdesign.com.au Password – Conf!2288
- Click on reports to see activity logged by team members
 - Filter report to extract data
 - Project
 - Client
 - User
 - Export data

