Overview

Welcome to FunctionFox! If you are looking for help with setting up your account, including adding Clients, Projects and Tasks, please refer to the FunctionFox Help Center > Getting Started series.

Questions? Give us a call at 1.866.369.8463 or email staycreative@functionfox.com.
Adding Time

1. The **date field** is automatically populated with today’s date. To add a future or past entry, select the date in the drop-down menu or use the arrows under the date to navigate.

2. Select the **Client**, **Project** and **Task** from the drop-down menus that you wish to record time on.

3. In the **description** box, you can enter the specifics of what you are working on. Contents of this field may be seen by others and appear in reports.

4. Enter your **time** in one of two ways:
   - **Manually enter time** by either using decimal hours (15mins=0.25, 30mins=0.50) or in the Hours and Minutes box and click Save New.

   ![Time: 1.50 (Decimal Hours) 1:30 (HH:MM)](image)

   - Begin timing your entry with the **timer** by clicking on 'Save New & Start Timer', the entry will appear in your list with an active timer (🕒). Click on the timer to stop recording time. This will enter a time stamp in the description (time stamps can be turned off in Account Preferences). To see how long a timer has been running, hover your mouse above the timer icon.

Editing Time

To edit a timesheet entry from the timesheet page:

1. Click on the edit icon (📝) create beside the time entry that you wish to edit. This will populate the data fields above with the original saved information, where you can edit all details of the entry including: date, department, project, task, time, and description.

2. Click 'Save Edit'.
Deleting Time

Timesheet entries can be deleted from the timesheet page by clicking the delete icon ( ■ ) next to the entry you wish to delete.

**Warning:** deleting a timesheet entry cannot be undone.

Additional Timesheet Views

**Week View:** click “Week” to see a summary of time entered by all personnel.

**My Week:** click “My Week” to view, edit, or add timesheet entries in a weekly view.

**My Month:** click “My Month” to view the My Calendar page where you can view, edit, or add timesheet entries by clicking the timer icon.

LEARN MORE

You can learn more about the intricacies of time-tracking from the article [How to Track Time](#).
FunctionFox Estimates allow you to allocate hours against your Tasks and account for estimated costs in order to create an accurate project budget.

**Setup Estimates**

1. **Go to Projects > Estimates**
2. **Select the Client and Project** in the drop downs.
3. **Scroll down to the task list below the form and enter in the Estimated Hours for each task.** (The estimated hours field is in-line editable and the entered hours are saved automatically).

**Note:** The estimated cost totals will automatically be calculated based on the task rates for each task and the hours you have entered.

Once entered, you'll notice a comparison graph for each task. As your team tracks time against the project, you will see the comparison bar update: **teal** for under estimate, and **red** for over budget.

Creating estimates allow you to quickly view the progress of your Project against its set budget. Project Estimates can be monitored from the Project Info pop-up (image right), the CEO Desktop, and the Estimate Report.

**Note:** to access the Project Info Pop-up, click on the drop down label “Project” (Timesheet page) or click on a project name from the Project Status page.

**LEARN MORE**

You can learn more about estimating from the article [Estimates & Retainers](#).
PROJECT COSTS

FunctionFox Project Costs allows you to keep track of all fixed costs incurred during the life of a project (eg. travel costs, courier services, printing costs, etc.)

Enter Cost Entries

1. Go to Projects > Project Costs
2. Select the Client and Project
3. Enter your cost entry details (description, item, quantity, etc.)
4. Click Save New

Saved entries will appear in the table below the form; alternatively you can use the Expense Report.

Search Entries

Upon first landing on the Project Costs page, you will see cost entries from the ‘last 90 days’ for all clients/projects.

1. Enter your search parameters (e.g. ‘change date range’ to 01/01/2019)
2. Click Search

You can edit any entry by clicking on the edit pencil ( ), make your desired changes, then click Save Edit.

LEARN MORE

You can learn more about project cost entries from the article Project Costs.
CEO DESKTOP

The CEO Desktop provides a graphical representation of project deadlines, as well as estimated costs and hours compared to actual time tracked.

Using CEO Desktop

1. Go to CEO Desktop
2. Select your desired tab (e.g. Client, Personnel, Project Manager)

CEO Desktop > Client

Use the CEO Desktop Client tab to see detailed graphical representation of timeline, estimated cost, and actual cost for each client/project.

Click on a client to see your open projects for that client.

<table>
<thead>
<tr>
<th>Client</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acme Corporation</td>
<td>207.00</td>
</tr>
<tr>
<td>MuuMuu Dairy</td>
<td>113.00</td>
</tr>
<tr>
<td>Omicron Business Machines</td>
<td>113.25</td>
</tr>
</tbody>
</table>

Actual Cost: shows the sum of all fees and project costs that have been entered for a project. The bar remains **teal** when a project is under estimate, and will turn **red** when a project exceeds the estimate. Click on this bar to generate a Project Report for this project.

<table>
<thead>
<tr>
<th>Project</th>
<th>Total Hours</th>
<th>Timeline</th>
<th>Estimated Cost</th>
<th>Actual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>0009-Shelf Danglers</td>
<td>113.00</td>
<td>43 Days</td>
<td>$5,030.00</td>
<td>$5,032.50</td>
</tr>
<tr>
<td>0010-Yogurt Tub Redesign</td>
<td>43 Days</td>
<td></td>
<td>$4,667.50</td>
<td>$4,241.50</td>
</tr>
</tbody>
</table>
REPORTS

FunctionFox offers multiple reporting options in order to give you a comprehensive record of the work being done within your account. These reports include the Client Report, Project Report, and Personnel Report.

Using Reports

1. Go to Reports
2. Select your desired report (start with the Project Report)

Reports > Project

The Project Report allows you to produce either a detailed or summary view of all work done (hours) and project costs that have been entered for a specific project.

1. Select a Client and Project.
2. Select your desired date range.
3. Choose to sort results by Ascending Order.
4. Group your report by Date, Task, or Personnel
5. Report Type can be produced in either a Detail or in a Summary view.
6. You can choose to include Project Costs have Non-Billable Separate from billable hours.
7. Options to view the report online or save and export the report to Excel (note you can export the report to excel from the online version).
8. Click Produce Report

 FOX TIP: Include “Edit Link” when you produce a report in a Report Type of “Detail”. This will allow you to make edits on the fly with a report.
Reports > Client

The Client report is the ‘big picture’ report, and will show you ALL work done for a client (or all clients), within a chosen date range. After producing the report, you have the option of saving it in Excel format, or using the Print link at top right of the FunctionFox window.

<table>
<thead>
<tr>
<th>Client</th>
<th>Project Code</th>
<th>Project</th>
<th>Status</th>
<th>Project Type</th>
<th>Rate</th>
<th>Hours</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acme Corporation</td>
<td>0001</td>
<td>Brochure</td>
<td>Ready to Bill</td>
<td>Marketing</td>
<td>$89.42</td>
<td>38.50</td>
<td>$3,442.50</td>
</tr>
<tr>
<td>Acme Corporation</td>
<td>0002</td>
<td>Stationery Package</td>
<td>Open</td>
<td>Marketing</td>
<td>$73.71</td>
<td>73.50</td>
<td>$5,417.50</td>
</tr>
<tr>
<td>Acme Corporation</td>
<td>0003</td>
<td>Website Redesign</td>
<td>Design</td>
<td>Web</td>
<td>$85.47</td>
<td>74.00</td>
<td>$6,325.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>186.00</strong></td>
<td></td>
<td><strong>$15,185.00</strong></td>
</tr>
</tbody>
</table>

Reports > Personnel

The Personnel report allows you to pull a record of time tracked by each user on the account. You can run either a detailed report for one person, or a summary of hours worked by multiple personnel. You can also view hours by client and hours tracked by project.

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Acme Corporation</td>
<td>6.00</td>
<td>16.00</td>
<td>5.50</td>
<td>32.00</td>
<td>59.50</td>
<td></td>
<td></td>
<td></td>
<td>$5,342.50</td>
</tr>
<tr>
<td>MuuMuu Dairy</td>
<td></td>
<td>3.00</td>
<td>7.00</td>
<td></td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
<td>$720.00</td>
</tr>
<tr>
<td>Omicron Business Machines</td>
<td></td>
<td>9.00</td>
<td></td>
<td>9.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$855.00</td>
</tr>
<tr>
<td>Quasar Research Laboratories</td>
<td>17.00</td>
<td>5.00</td>
<td>9.00</td>
<td></td>
<td>31.00</td>
<td></td>
<td></td>
<td></td>
<td>$2,645.00</td>
</tr>
<tr>
<td>Stay Creative Design (Internal)</td>
<td></td>
<td>12.50</td>
<td>4.00</td>
<td>4.00</td>
<td>20.50</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0.00</strong></td>
<td><strong>23.00</strong></td>
<td><strong>28.50</strong></td>
<td><strong>32.00</strong></td>
<td><strong>20.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>130.00</strong></td>
<td></td>
<td><strong>$9,562.50</strong></td>
</tr>
</tbody>
</table>

LEARN MORE

You can learn more about reporting from the article Reports.