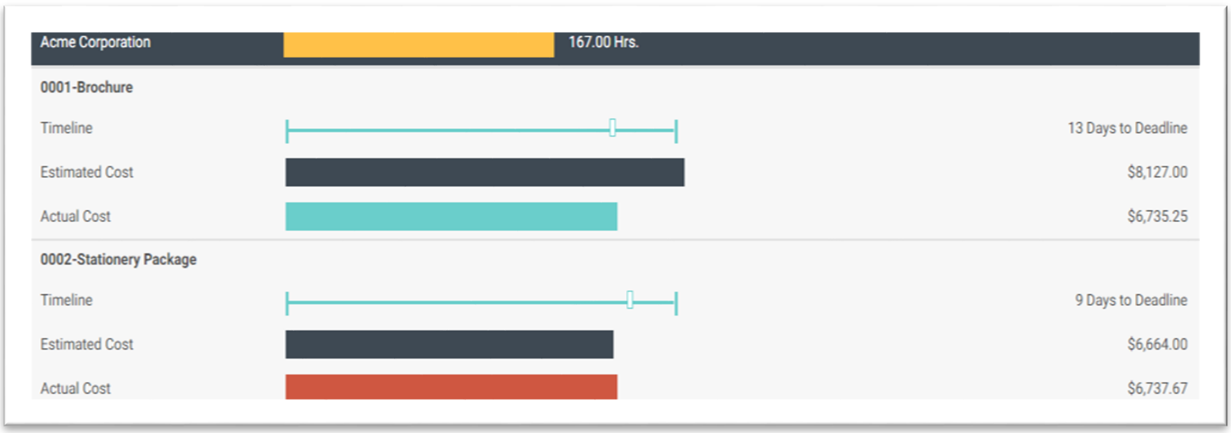
Welcome to FunctionFox! If you are looking for help with setting up your account, including adding Clients, Projects and Tasks, please refer to the FunctionFox Quick Start PDF guide, or contact us at 1.866.369.8463 or email staycreative@functionfox.com. We are here to help!

CEO Desktop

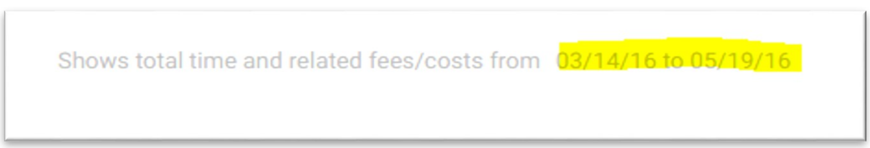
The CEO Desktop provides a graphical representation of project deadlines, as well as estimated costs and hours compared to actual time tracked.

CEO Desktop > Client gives you a view of all your active clients (clients with at least one open project). From here, you can drill down for more detailed information. If you click on the colored bar associated with a client, it will expand to display information relating to all open projects under that client.

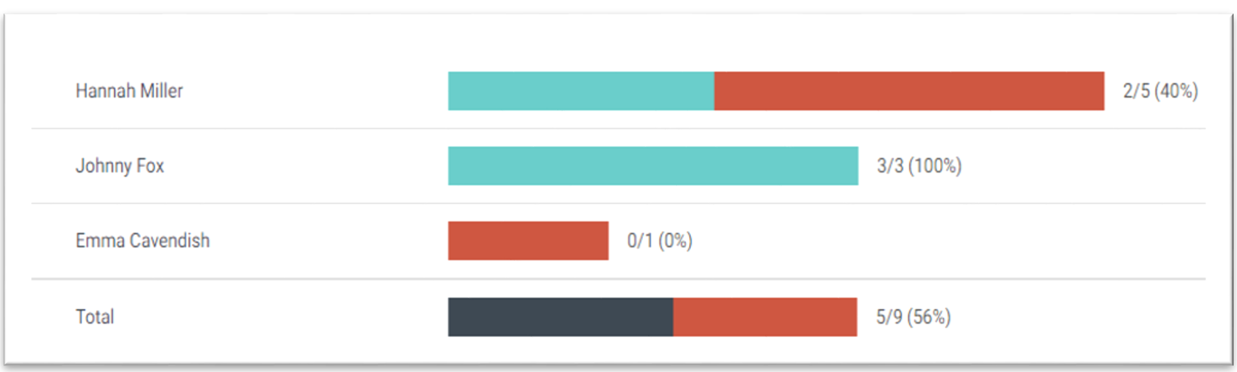


Clicking on the Estimated Cost bar (if applicable), will take you to the Estimate page for that project. Clicking on the Actual Cost bar will generate a Project Report for that project.

To view project information within a specific date range, click on the dates displayed at the top right of the CEO Desktop > Client page. The default is set to capture All Time.

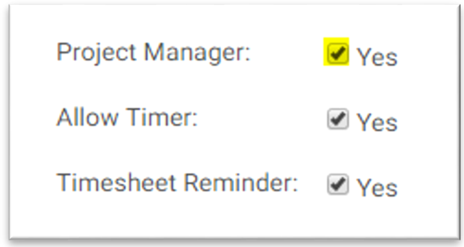


CEO Desktop > Personnel shows you the billable hours compared to non-billable hours by Personnel within a date range that you define (default is set to All Time). You will also see the total percentage of billable versus non-billable hours for all time tracked within your chosen date range.



Clicking on the colored bars will allow you to view this information in a more detailed report format.

Note: Billable and non-billable hours are determined by your task rates. A rate of $0 is considered non-billable.



CEO Desktop > Project Manager displays your designated project managers, and the number of open (and overdue) projects assigned to each. Click on the colored bars for a more detailed display of project information.

Note: FunctionFox users are designated as Project Managers through the Personnel > Manage page.

CEO Desktop > Status and CEO Desktop > Project Type breaks down open projects by either status or type.

Along with the default Open and Closed, you have the option of creating custom project statuses (e.g. Ready to Bill, On Hold, Proposal, etc.). To do this, go to Projects > Manage in the left menu, and click the Manage link next to the Project Status drop-down.

To create custom project types, go to Projects > Manage, and click the Manage link next to the Project Type drop-down. Here you can create as many categories for projects as you need (e.g.. Marketing, Advertising, Digital, Print, etc.).