Welcome to FunctionFox! Questions or comments? Contact us at 1.866.369.8463 or email staycreative@functionfox.com. We are here to help!

To-Do List

As Actions are assigned to FunctionFox users, each person’s Actions will populate their own personal To-Do list, which is found under Timesheet > To-Do List in the left menu (FunctionFox Premier & In-House only).

At the top of the page, you have the option to Show/Hide Filters, which allows you to filter your To-Do list to see only the Actions assigned to you, or only the Actions associated with a certain client or project, etc. Click the [H] next to Group to split the To-Do list into different categories: Today’s Actions (Actions due on today’s date), Overdue Actions (outstanding Actions that have passed their set due date), Upcoming (Actions that are due in the future), and Recently Completed. You can also customize what you see on your To-Do List by clicking the Customize link above the Action Status filter.

To track time against an Action from the To-Do list, you can activate a timer by clicking on the timer icon to the left of the Action, or you can use the Menu link. Clicking Add to Timesheet will bring up a pop-up window that will allow you to make a timesheet entry directly against that action.

The Menu link will also allow you to go to your Timesheet, post a Blog comment related to the selected Action, and jump to the Blog for that specific Client and Project. Depending on your Access Level, you may also have the ability to Edit the Action.

As soon as some time has been tracked against the Action, the Action Status will automatically move from To-Do to In Progress. When the work for that Action is complete, use the Action Status menu to move it from In Progress to Complete.

Note: Actions will appear locked on the To-Do list if they are not assigned to you, if the associated task has been archived, or if the start date of the project has not been reached.

Users can also choose to have their assigned Actions appear on their Timesheet, Go to Settings & Preferences, My Preferences, Timesheet. Each person can choose to show up to 20 Actions. They will appear ordered just like on the To-Do list with Actions due on today’s date listed first, followed by overdue Actions, and then upcoming Actions.
To make a Timesheet entry against an Action listed on the Timesheet page, simply click the arrow next to the Action name to move it up to the Timesheet. You can then activate the timer, or edit in the amount of time worked.

To see detailed information about an Action (e.g. estimated time to complete, who assigned it, etc.) without navigating away from the Timesheet, click on the Action name (‘Send Final Draft to Printer’, for example) to bring up an Action Info box.

Clicking on the Action name on the To-Do list will bring up the Action Info box as well.