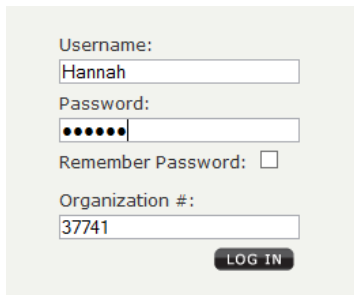


How to use TimeFox Timesheets

TimeFox is a simple, web-based time and project tracking system designed for smaller creative companies.

Login

To access the system go to <http://www.functionfox.com/timefox>. Enter in your Username, Password, and Organization Number. Click **Log In**.



Username:

 Password:

 Remember Password:
 Organization #:

Note: If you check Remember Password, a cookie is saved on your computer that will enter this information for you each time you visit.

Timesheets

Entering Time

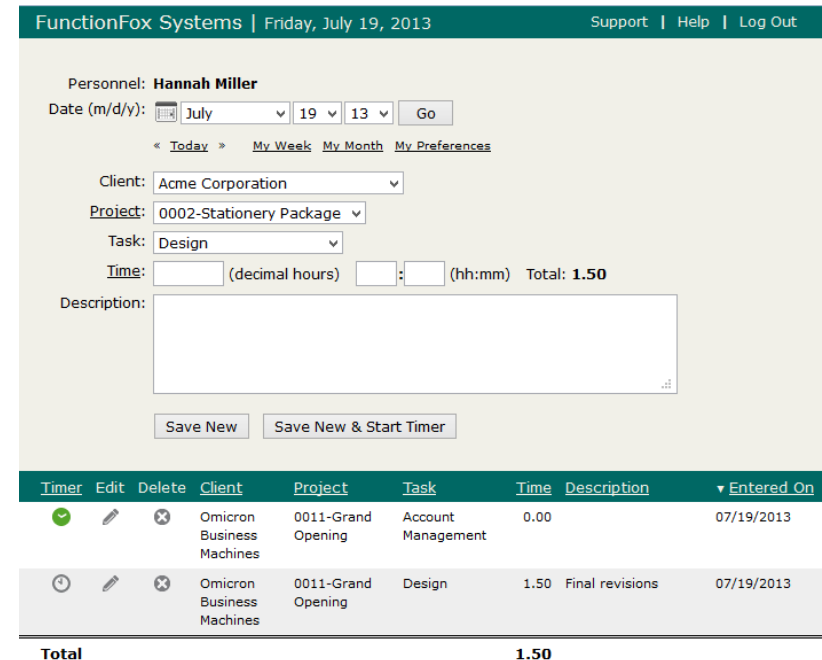
1. Your name will appear when you login, and today's date will show in the date entry fields.
2. Choose a Client, Project, and Task from the pull-down menus.
3. Enter the amount of time you have spent on the Task. Enter in time in decimal format (0.25 is 15 minutes, 0.50 is 30 minutes).
4. Enter a Description of the work you have done (optional).
5. Click **Save New**.

Using Timers

If you are ready to begin work immediately, click **Save & Start Timer** as soon as you have entered a Client, Project, and Task. The timer will begin timing automatically.

To stop the Timer, click on the green clock. TimeFox will enter a timestamp into the Description field and calculate the time for you in the Time field.

Edit or Delete a Timesheet Entry



FunctionFox Systems | Friday, July 19, 2013 Support | Help | Log Out

Personnel: **Hannah Miller**
 Date (m/d/y): July 19 13
 < Today > [My Week](#) [My Month](#) [My Preferences](#)

Client:
 Project:
 Task:
 Time: (decimal hours) : (hh:mm) Total: **1.50**
 Description:

Timer	Edit	Delete	Client	Project	Task	Time	Description	Entered On
			Omicron Business Machines	0011-Grand Opening	Account Management	0.00		07/19/2013
			Omicron Business Machines	0011-Grand Opening	Design	1.50	Final revisions	07/19/2013
Total						1.50		

Simple, affordable, online time & project tracking tools.

Click the pencil icon beside the entry you would like to edit (the info will show in the fields above). Once you have made corrections, click **Save Edit**.

To Delete a Time entry click the X icon beside the entry.

Call us Toll-Free at 1.866.369.8463, 7 am - 5 pm, Pacific Standard Time, Monday to Friday, excluding holidays.

Or e-mail us anytime at: info@functionfox.com

Or use our online help files as you work.

Reviewing Timesheets

Weekly Timesheet for Hannah Miller			
Today's Timesheet		◀ This Week ▶	
		[Show Weekends]	
Monday 07/15/2013			
Acme Corporation	0002-Stationery Package	Design	2.00
			2.00

To review your timesheets for the week, click **My Week**. See a total for each day and if you have left any timers running. If you need to add or modify an entry from a previous day, click the date and go to that day's timesheet. Navigate back or forward a week by clicking << or >>.

Daily Notes: This is an area for you to keep personal or project related notes and reminders. It is specific to the date selected, so any note you write appears in the entry field for this day only and will appear on your personal calendar. Type in note and select 'Save'.

Personal Notes: This is an area for you to keep personal or project related notes and reminders. It is not date specific, so any note you write remains in the field until you edit or delete it. Type in note and select 'Save'.

Project Pop-Up: Is a pop-up window for you to view project related information including start date, due date, project scope, tasks, estimates and actual hours used so far on the project directly from their timesheet. This is available by clicking on the word Project by the project pull down.

Support

We're committed to offering unlimited, real-person customer support on every TimeFox account whether it's your first day trying out our demo, or your fifth year as a customer.

We're here to help.

Client:	Acme Corporation
Project:	0002-Stationery Package
Task:	Design
Time:	<input type="text"/> (decimal hours) <input type="text"/> : <input type="text"/>