



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!

FunctionFox Project Estimates

Click on **Projects > Estimate** in the left menu to go to the Estimates page. Here, you can enter in the estimated number of hours for each task attached to the project. Estimates can be very useful when working against tight budgets and timelines

To create an estimate, select the client and project. Below the project details, you will see a list of all tasks that have been applied to the project. In the Estimated Hours column, enter in the estimated hours for each task. If the task has an hourly rate attached to it, you will see that reflected in the Rate column, and Estimated Amount column (hourly rate x number of estimated hours). Once your estimated hours have been entered, click the Save button at the bottom of the page.

As time is tracked against these tasks, that time is recorded in the Actual Hours column along with the Actual Amount (if applicable). The comparison bar acts as a quick visual reference of whether or not your actual hours are approaching (or exceeding) the estimated amount.

Tasks						
Task	Estimated Hours	Rate	Estimated Amount	Actual Hours	Actual Amount	Compare
Account Management	11.00	\$95.00	\$1,045.00	10.00	\$950.00	
Administration	12.50	\$55.00	\$687.50	12.50	\$687.50	
Concept Development	4.00	\$85.00	\$340.00	8.50	\$722.50	

Near the bottom of the Estimates page is a Project Summary, which lists total time tracked, the estimated time, the difference, and the overall percentage of the estimate. Project Cost details and amounts will also be included here, if applicable.

Project Summary				
	Actual	Estimated	Difference	% of Est.
Hours	82.53	73.50	(9.03)	112.29%
Amount	\$6,410.65	\$5,732.50	(\$678.15)	111.83%
Project Costs	\$955.02	\$986.50	\$31.48	96.81%
Total	\$7,365.67	\$6,719.00	(\$646.67)	109.62%

There is a Printer Friendly link at the bottom of the page, however, you can also pull this information in report format by going to **Reports > Estimate**.