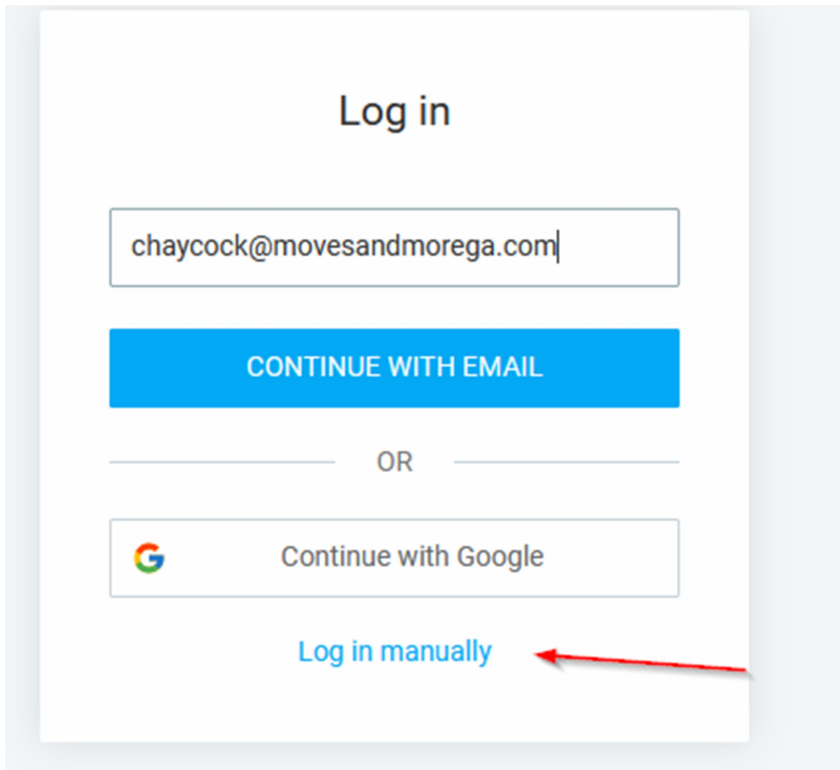
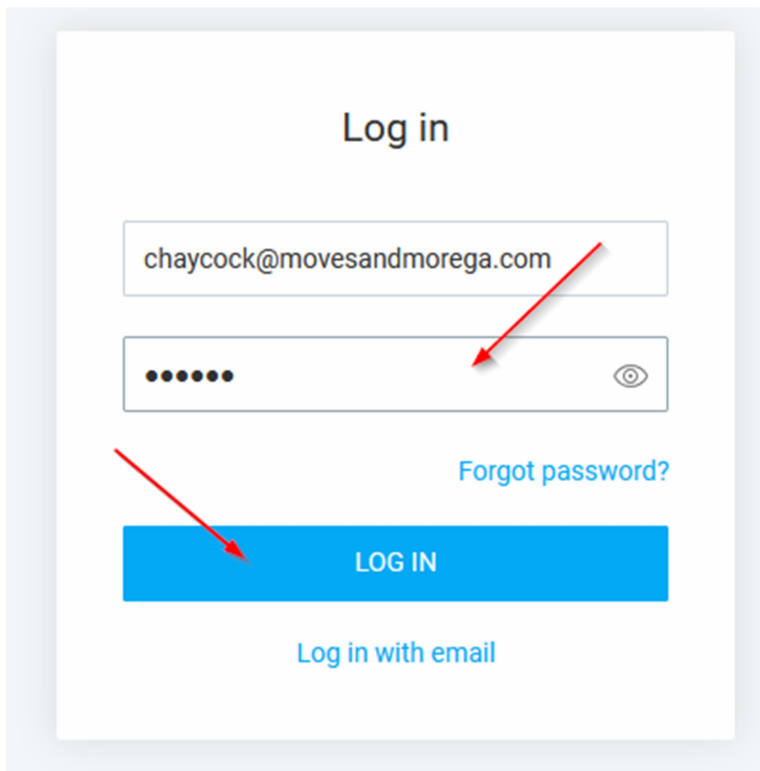


Logging in via web browser using previously set password

Enter the following url into your browser: <https://app.clockify.me>
You will be taken to this screen:

A screenshot of the Clockify login interface. At the top, the text "Log in" is centered. Below it is a text input field containing the email address "chaycock@movesandmorega.com". Underneath the input field is a solid blue button with the white text "CONTINUE WITH EMAIL". Below this button is a horizontal line with the word "OR" centered between two short segments. Underneath the line is a button with the Google "G" logo on the left and the text "Continue with Google" on the right. At the bottom of the login area is a blue link that says "Log in manually", which is pointed to by a red arrow from the right.

Enter your email address and then click the "Log in manually" link.
You will then be taken to the following screen:

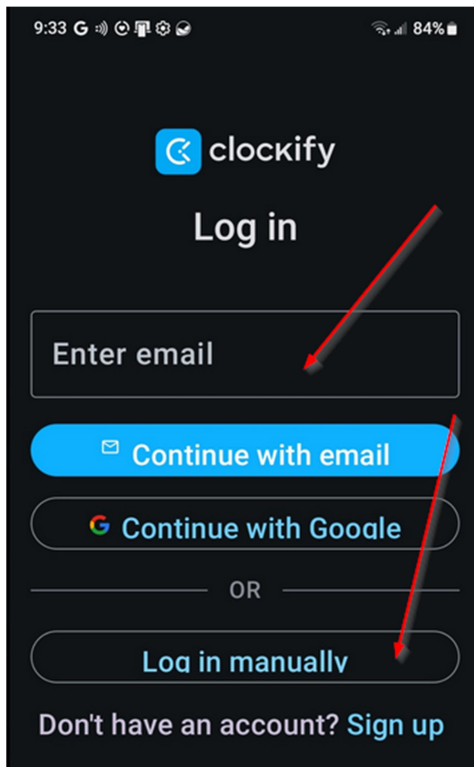


Enter your password and then click the "Log In" button.

Logging in on phone using previously set password

Open the Clockify App on your phone

Enter your email address, then press the "Login Manually", then enter your password, then press "Login"

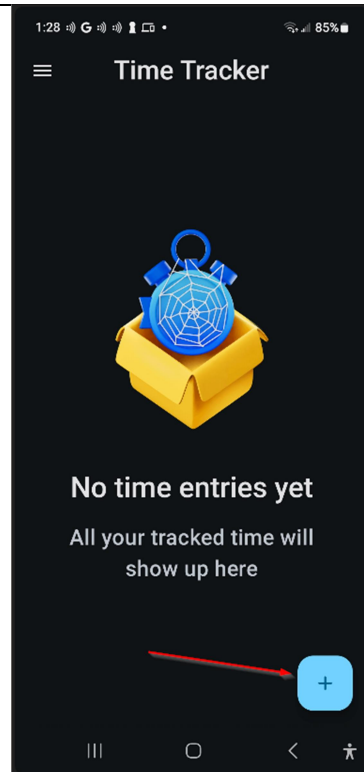


Logging Time

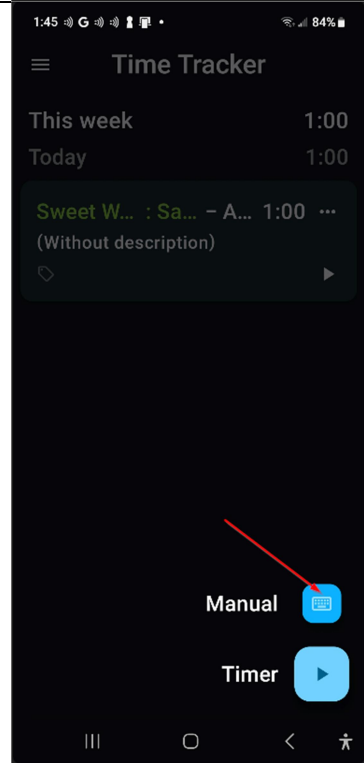
Please note that you will be responsible for making sure your time is entered and is correct. You will have the ability to edit and/or delete your entries. The system administrators do not have the ability to enter or correct time on your behalf, so make sure your entries are correct.

Please try and enter your time daily while it is fresh in your mind.

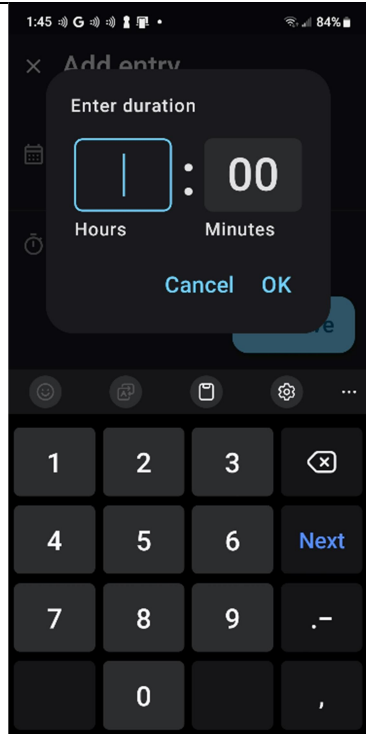
The first time you login to the app, you will not have any time entries. Press the + button to add your entry. After pressing +, you will see the next screen.



After pressing '+', you will have to choose Manual or Timer based entry. We will be using Manual so you can directly enter your hours/minutes worked. Press the Manual button.

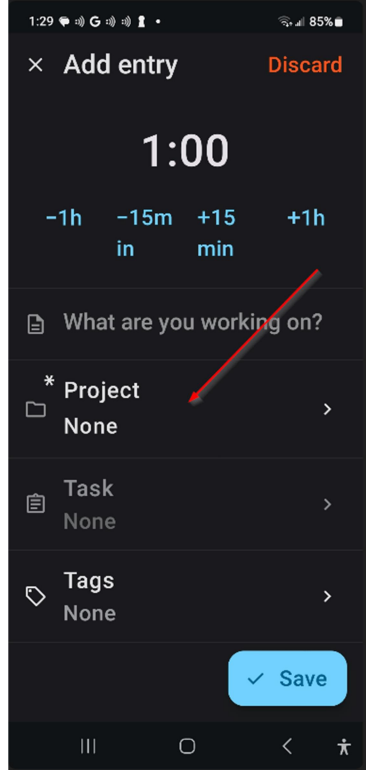


On this screen, you will enter your hours and minutes worked for the specific client and activity you are logging time for.



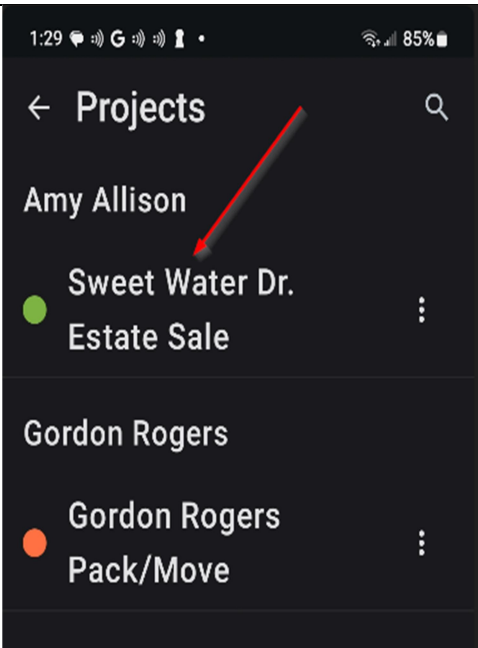
The screenshot shows the 'Add entry' screen with a modal titled 'Enter duration'. The modal has two input fields: 'Hours' (containing '1') and 'Minutes' (containing '00'). Below the inputs are 'Cancel' and 'OK' buttons. At the bottom of the screen is a numeric keypad with digits 1-9, 0, and a decimal point, along with a 'Next' button.

On this screen, you will need to select which project you are logging time for. Press the "Project" section. After you press Project, you will be presented with a list of active clients/projects.

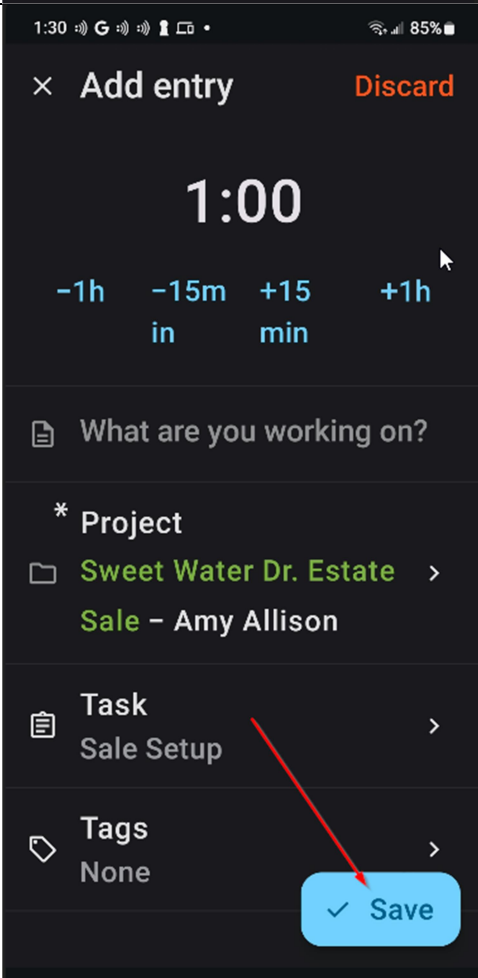


The screenshot shows the 'Add entry' screen with a 'Discard' button in the top right. The duration is set to '1:00'. Below the duration are buttons for '-1h', '-15m in', '+15 min', and '+1h'. A section titled 'What are you working on?' contains three expandable sections: 'Project' (with a red arrow pointing to it), 'Task', and 'Tags', each currently set to 'None'. A 'Save' button is at the bottom right.

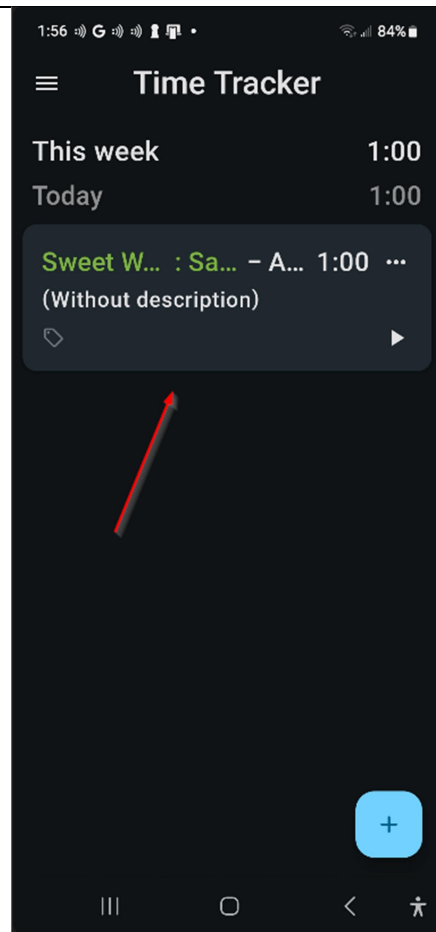
In this case, we are going to select “Amy Allison Sweet Water Dr” by pressing that item on the screen. The next step will be to select the specific task you are logging time for.



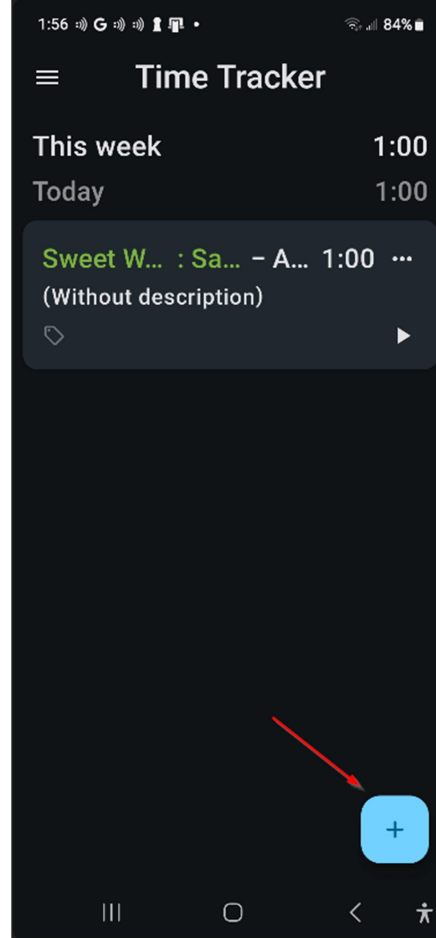
After you have verified all of the information is correct, press the Save button to save your entry.



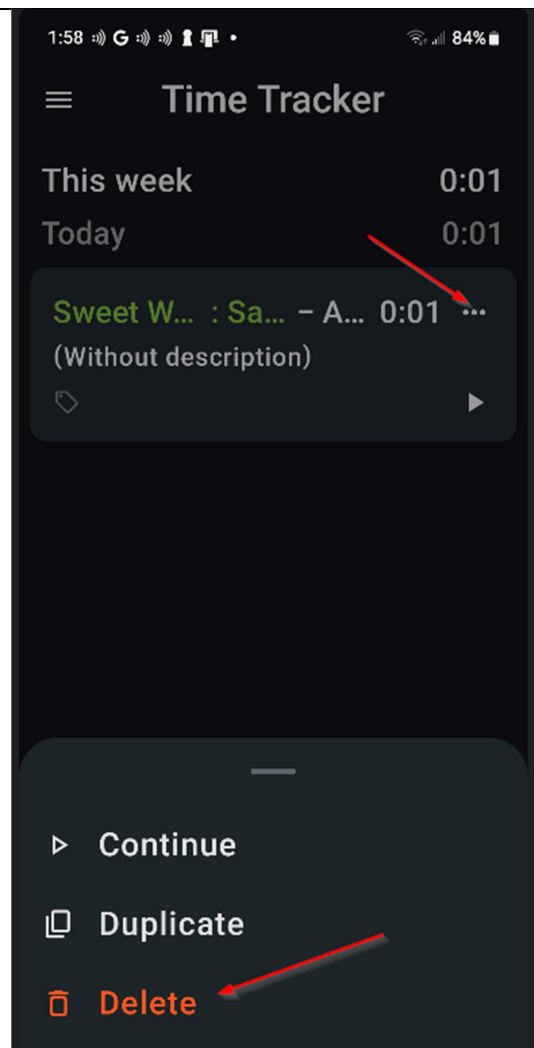
After clicking Save, you will be taken back to the home page. On this page you will see a list of all time entries you have created. You can edit and entry by clicking it's row.



If you have additional entries to add, you can click the '+' button and add another entry.



If you want to delete an entry, click on the the three dots “...” and then a dialog will open at the bottom giving you an option to delete.



This is the screen you will see the next time you enter the app. You will press the '+' button to add another entry.

