**Iniapro Portal**

**Algorithm :**

**Step - 1 :** Start.

**Step - 2 :** Enter your Login Credentials.

**Step - 3 :** If it's the first day of the week

**Step - 3.1 :** Goto my page and in report issues click on the three dots and select edit .

**Step - 3.2 :** On the page Enter ‘8’ in Spent Time.

**Step - 3.3 :** Below the time Entries you can see Activity in that select Training.

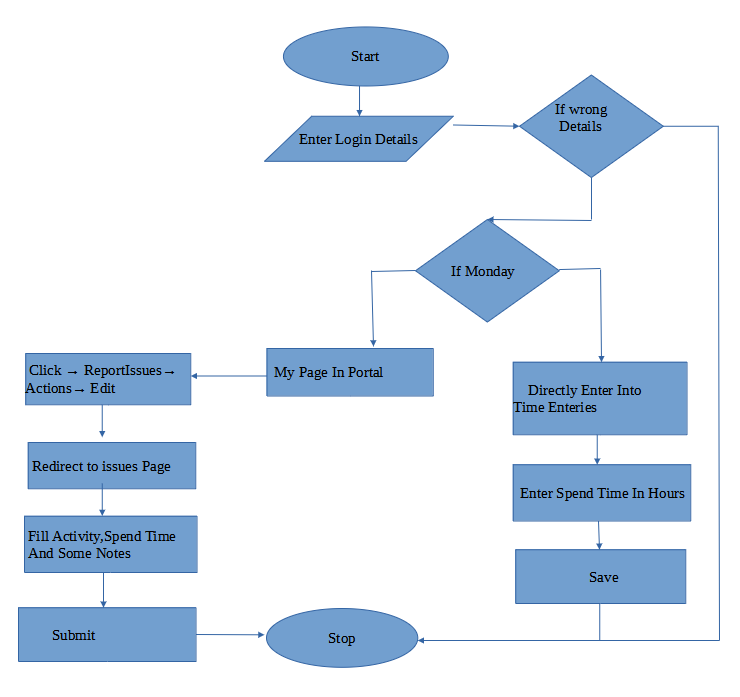
**Step - 4 :** Else goto Time Entries in the top .

**Step - 4.1 :** On the page in the total hours section click on the edit option (pencil icon) .

**Step - 4.2 :** On the next page you can see daily timing in that Enter 8 for today timing and click on save .

**Step - 5 :** Stop.

**Flow Chart :**

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