**Inia Portal**

**Algorithm:**

**Step1:** Start.

Step 2: Open **IniaPro** Enter your login details.

Step 3:If Enter Details is **Wrong** go to Step **7 Else go to step 4.**

Step 4: if it is Monday then we go to **My Page** in Portal.

Step 4.1:then click **Report issues -> Actions -> Edit** after that it will redirect into Issues Page .

Step 4.2:In the Issues Page we fill the **Activity** ,**Spend time(Hours**)and write **some notes.**

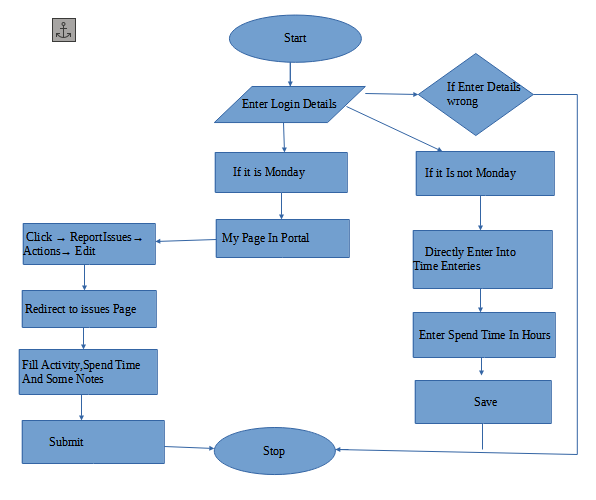
Step 4.3: And then click **Submit** .

Step 5:if the Day is not Monday We can directly enter into **Time Entries** ,we can see our daily timings in there.

Step 6:in that Page we have to mention our **Spend time in(Hours )** and click **Save.**

Step7:Stop.

**Flow Chart:**

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