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**ALGORITHM :**

Step1 : Start.

Step2 : Goto iNia Pro portal.

Step3 : Enter the username and password and click login.

Step4 : If the username and password is incorrect, it displays “Invalid Username or Password". Else Continues.

Step5 : Select the Time entries option.

Step6 : Select Edit option in current records.

Step7 : Select the day and Enter the hours of work.

Step8 : Select save option.

Step9 : Click Sign out option.

Step10 : Stop.

**FLOWCHART :**

