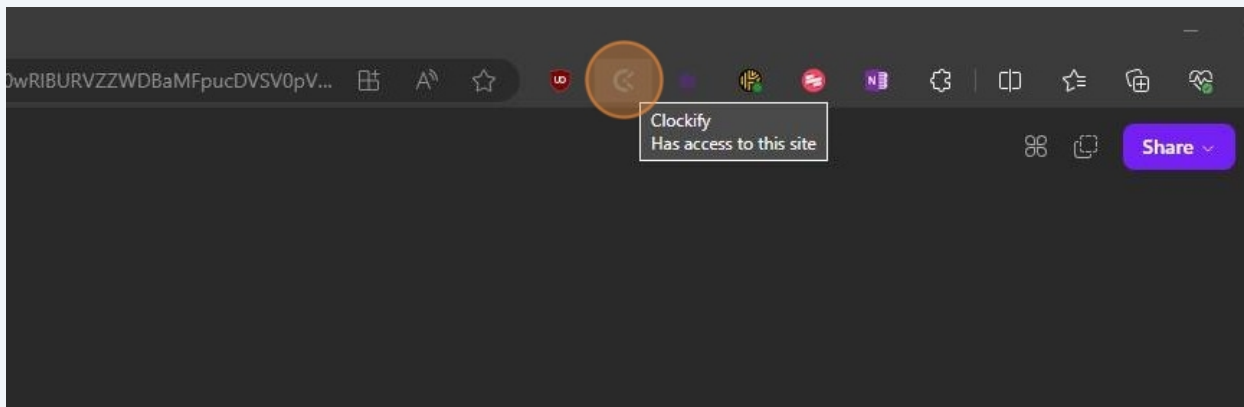


Log time Using the Clockify Browser Extension

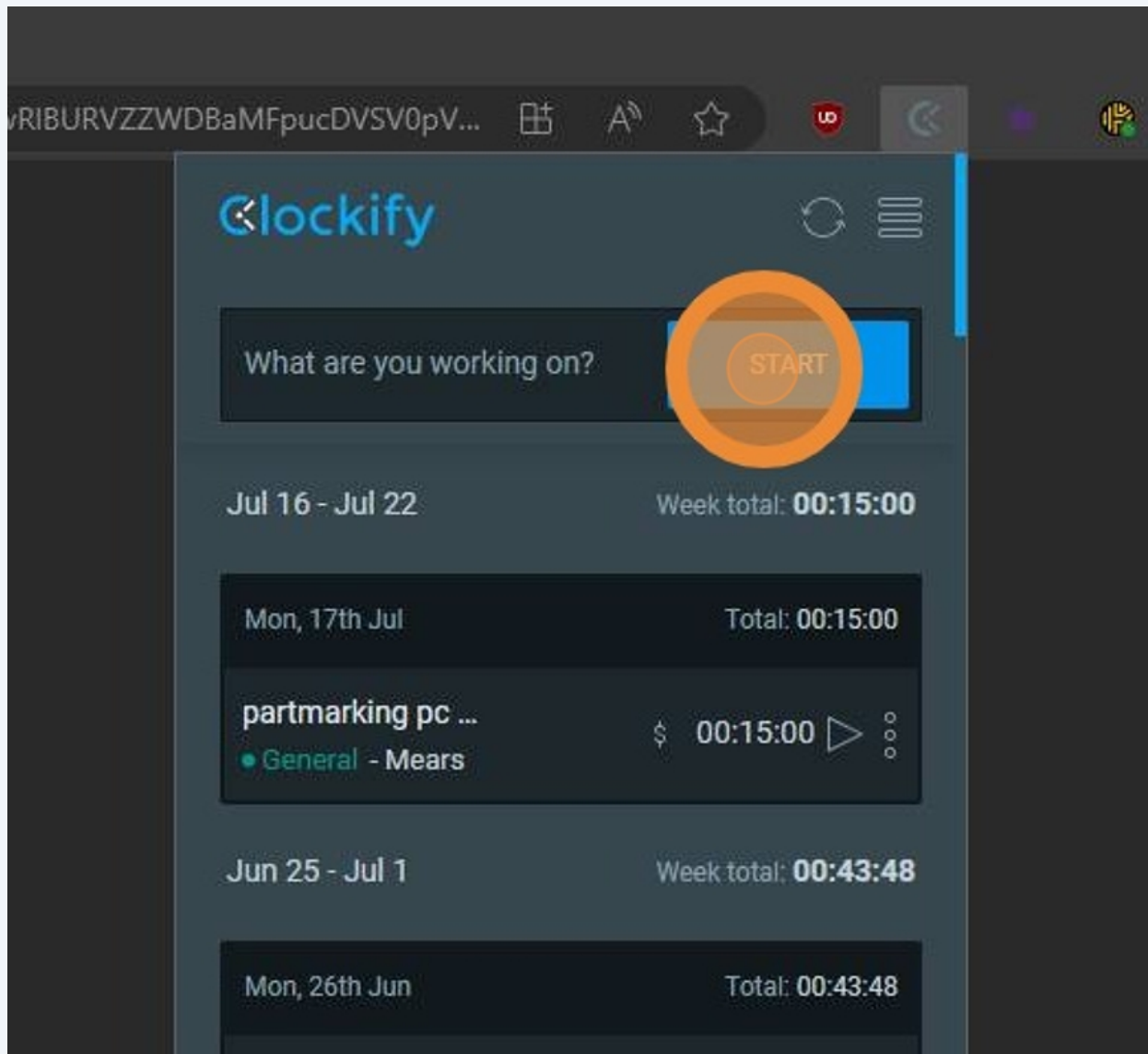


1 Open the Clockify Extension

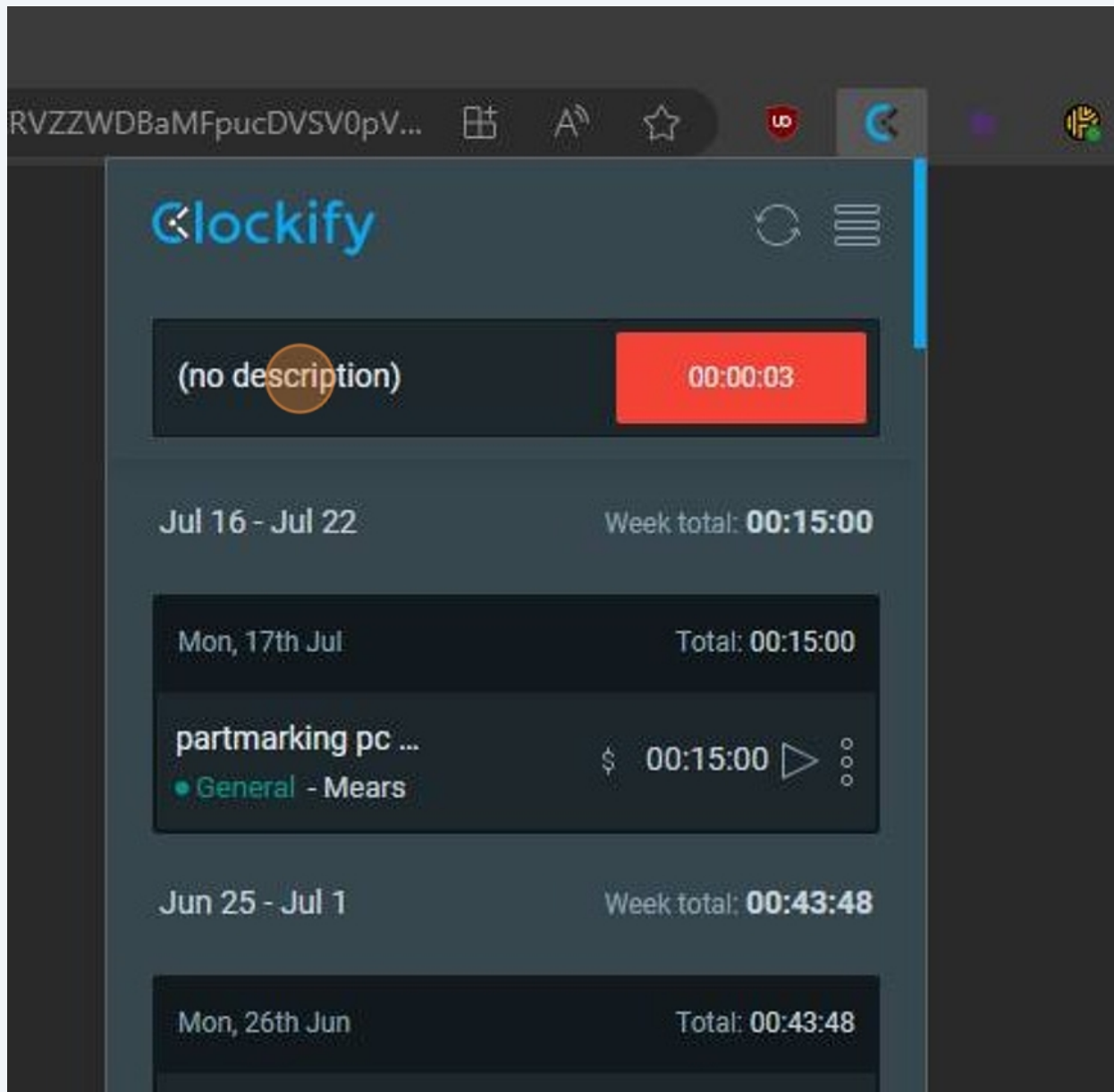


2

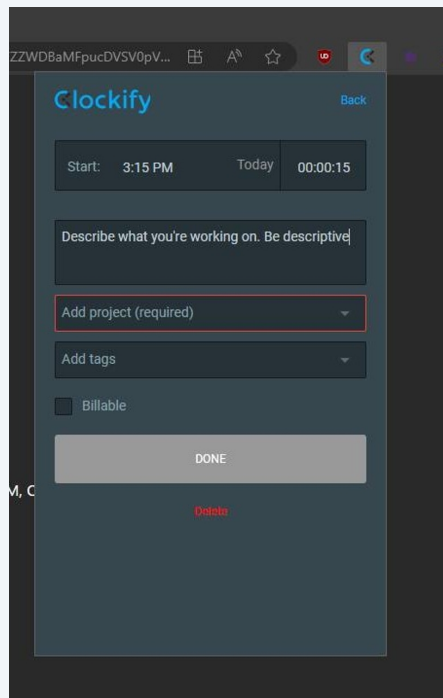
Click Start



3 Click "Description"

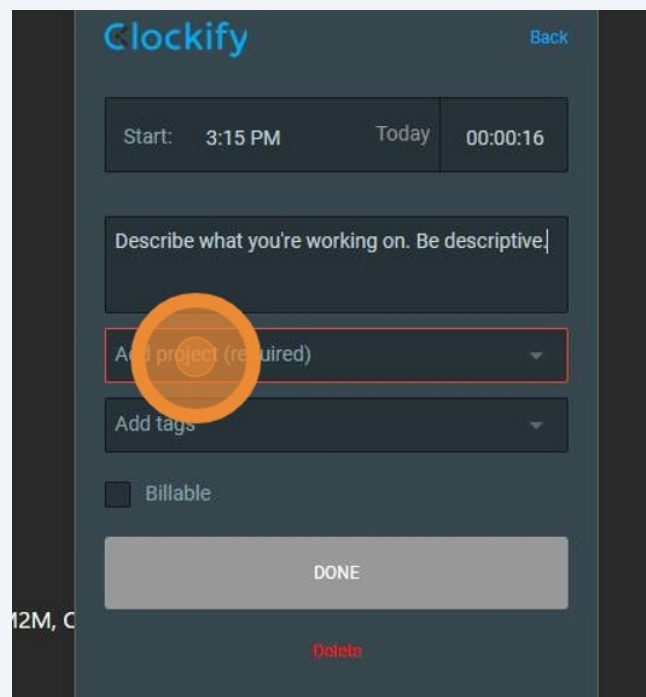


- 4 Enter a description of what you're working on. Be descriptive!



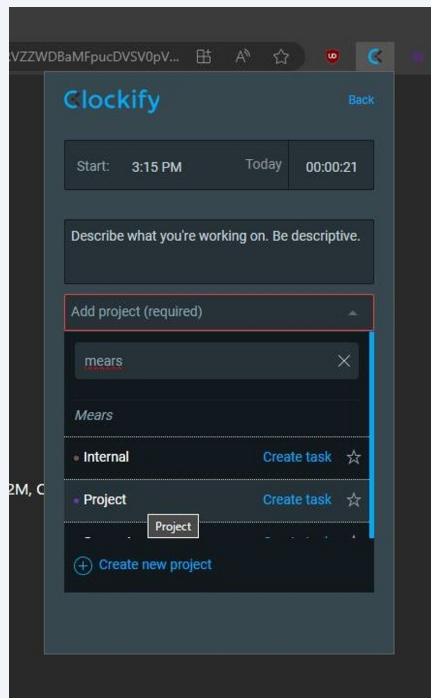
The screenshot shows the Clockify mobile app interface. At the top, there's a header with the Clockify logo and a 'Back' button. Below the header, there's a section for time tracking with 'Start: 3:15 PM', 'Today', and a timer '00:00:15'. A text input field is labeled 'Describe what you're working on. Be descriptive|'. Below this, there's a dropdown menu labeled 'Add project (required)' with a red border. Underneath is another dropdown labeled 'Add tags'. A checkbox labeled 'Billable' is present. At the bottom, there's a large grey button labeled 'DONE' and a red 'Delete' link.

- 5 Click on "Add Project"

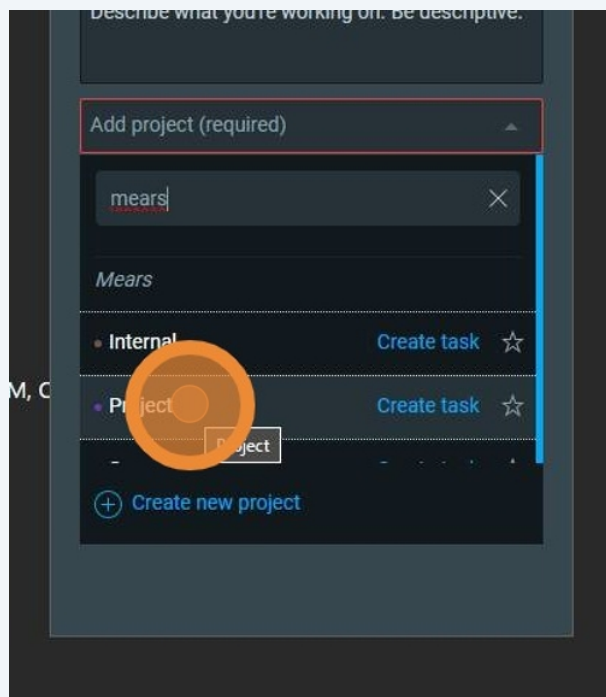


This screenshot is identical to the one above, but with an orange circle highlighting the 'Add project (required)' dropdown menu, indicating the step to click on it.

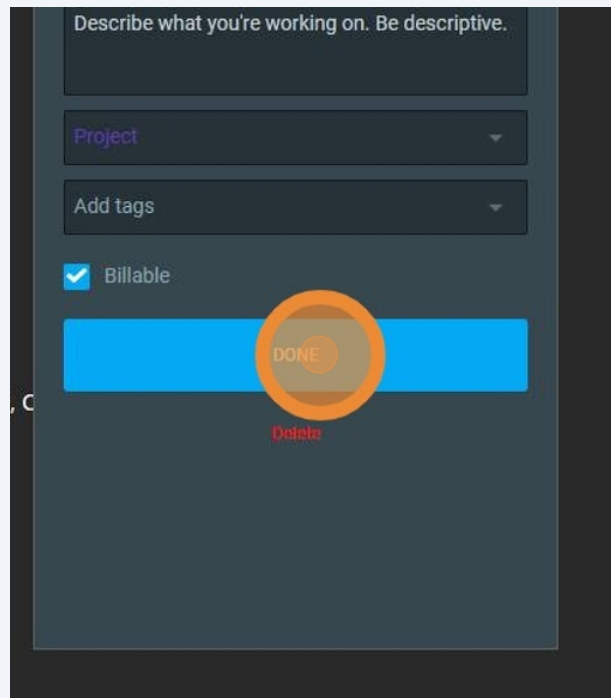
6 Enter the client name.



7 Select the type of project



8 Click Done



9 When you have completed the tasks you're working on, click "Stop"

