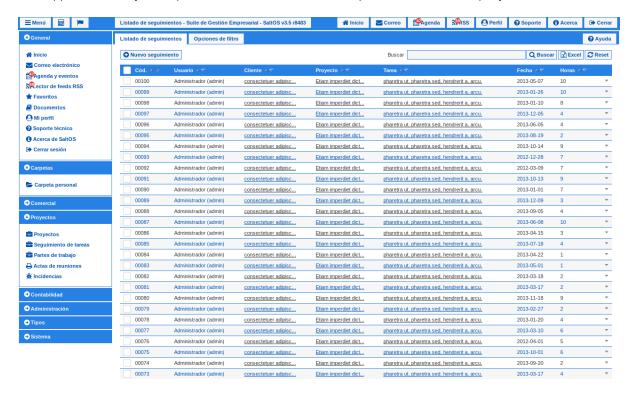
### **Follow**

This application lets you keep track of all traces of the tasks performed in the company.



### List of Reporting

In the list of pursuits you will find the most important columns of each record:

- Ref .: Numeric code that identifies the project.
- User: User who created the track.
- Customer: For customer has been the project.
- project: Name that has been given to the project.
- Task: Name of the task that is being tracked.
- Date: Date monitoring was performed.
- Hours (\*): Hours needed to track the task.
- (\*) At the end of listing the sum of these columns is included, note that the result only includes the visible columns per page.

#### **Listing Options**

On each record. You can perform a series of actions that are represented by the following icons:

• Q 🎤 🛍: Check / Edit / Delete Record.

•  $\square$ : This action will lead to the creation of a new record using data from the current.

This list also features the following:

• x: Export the list of all tasks tracking data to a file in Excel format.

#### **Filter Options**

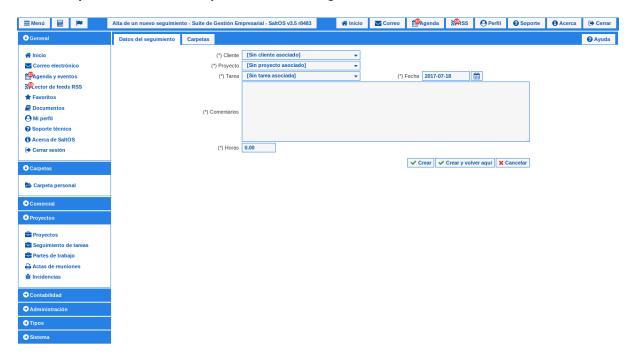
For more information about the filter options listed in the ayuda general.

## **Tracking form**

This is the tracking application tasks, it may add, modify and view all monitoring data classified in different tabs: main data, data on the registry modifications and assignments to folders.

#### Data tracking tab

In this tab you can view and modify the main monitoring data. Here we relate all information fields.



- Customer (\*): To link the client for whom the task is performed.
- **Project (\*):** To link the project in which is included the task.
- Name (\*): Selector of the task on which the tracked.
- Date (\*): Recorded monitoring.
- Comments (\*): To indicate relevant monitoring data.

- Hours (\*): Hours have been used to track the task.
- (\*) Required when creating or modifying a monitoring fields.

# **Registry Data Tab**

For more information about the filter options listed in the ayuda general.

## **Tab Folders**

For more information on Folder Options ayuda general.