


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

List of Reporting

- **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.

Listing Options

- 🔍✎🗑 Check / Edit / Delete Record.

-  This action will lead to the creation of a new record using data from the current.

This list also features the following:

-  Export the list of all tasks tracking data to a file in Excel format.

Filter Options

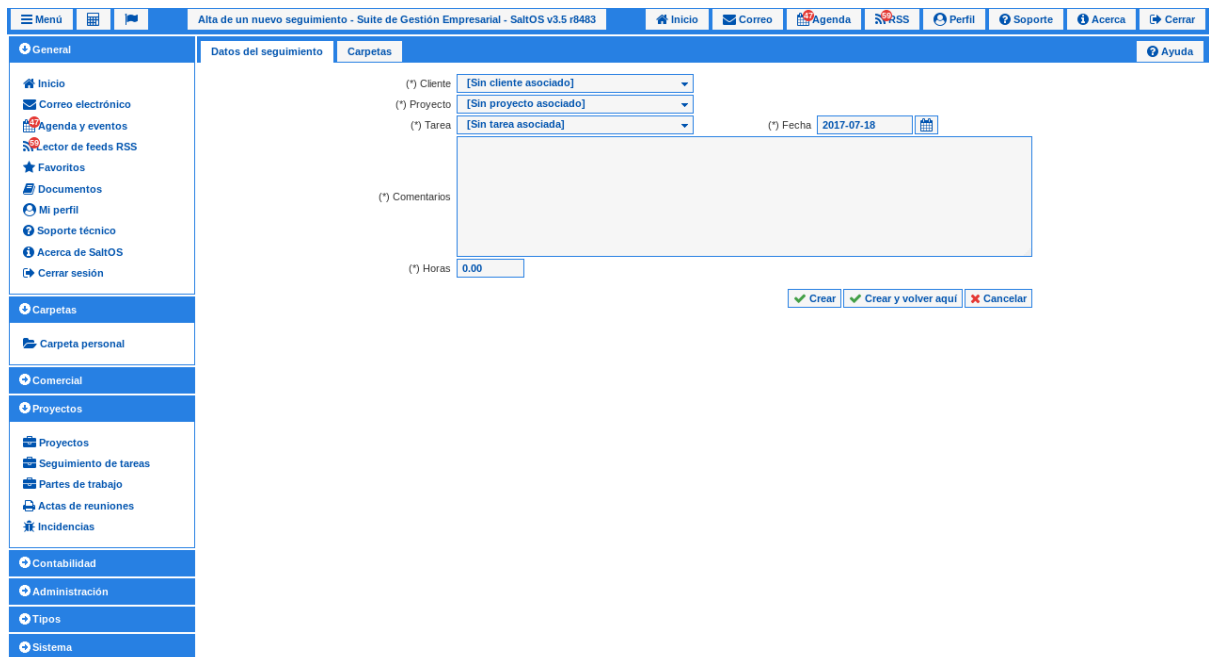
For more information about the filter options listed in the [ayuda general](#).

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.



Alta de un nuevo seguimiento - Suite de Gestión Empresarial - SaltOS v3.5 r8483

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Sistema

Datos del seguimiento

(*) Cliente [Sin cliente asociado]

(*) Proyecto [Sin proyecto asociado]

(*) Tarea [Sin tarea asociada]

(*) Fecha 2017-07-18

(*) Comentarios

(*) Horas 0.00

Crear Crear y volver aquí Cancelar

- **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](#).