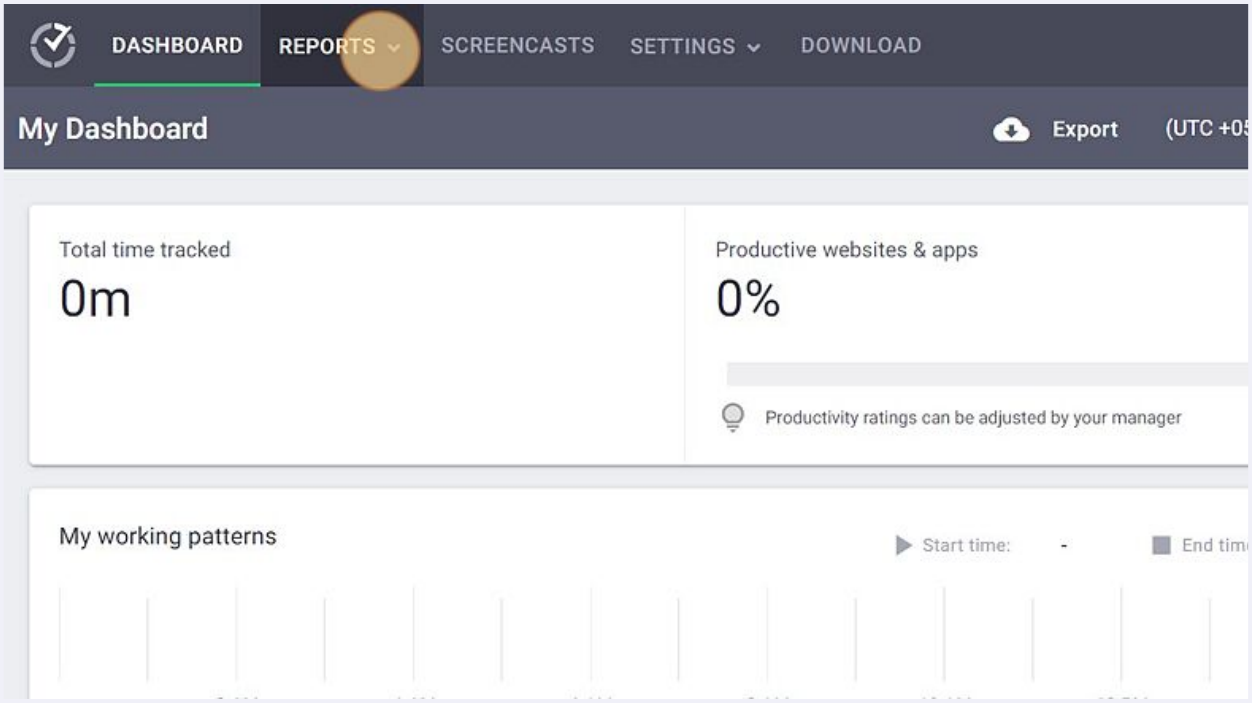
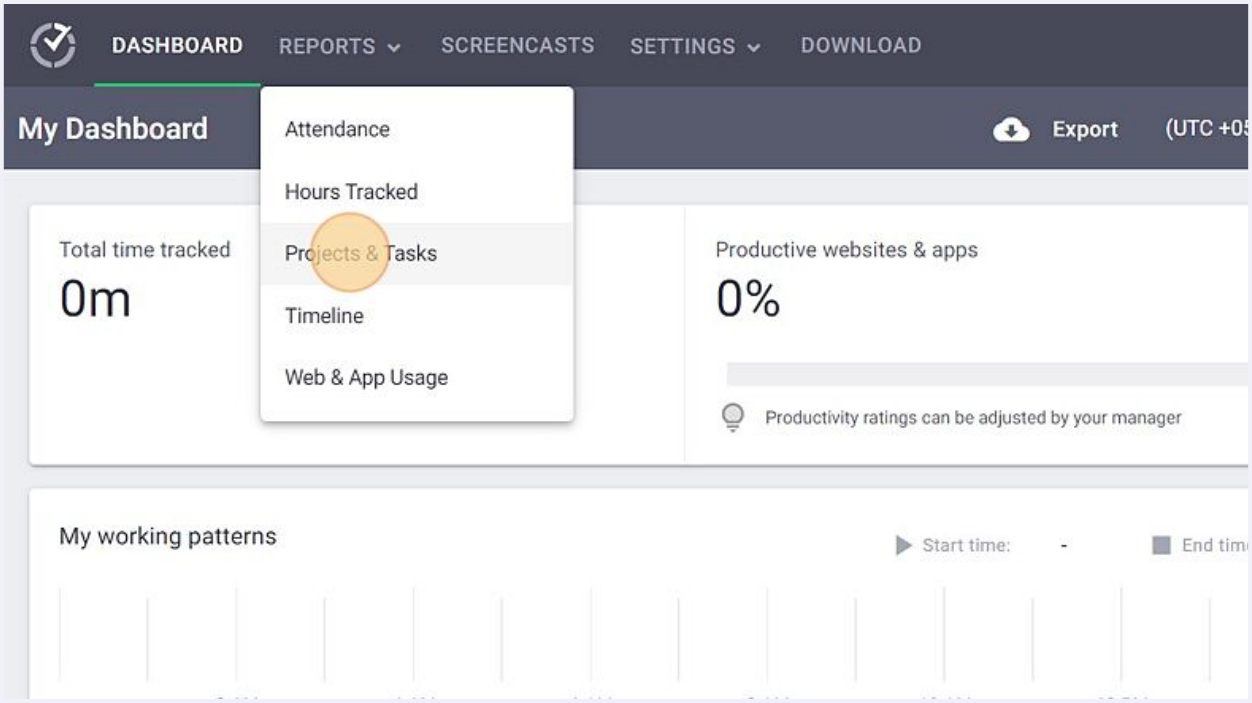
How to Export and Format TimeLog Data

1 Navigate to 2.timedoctor.com/dashboard-individual

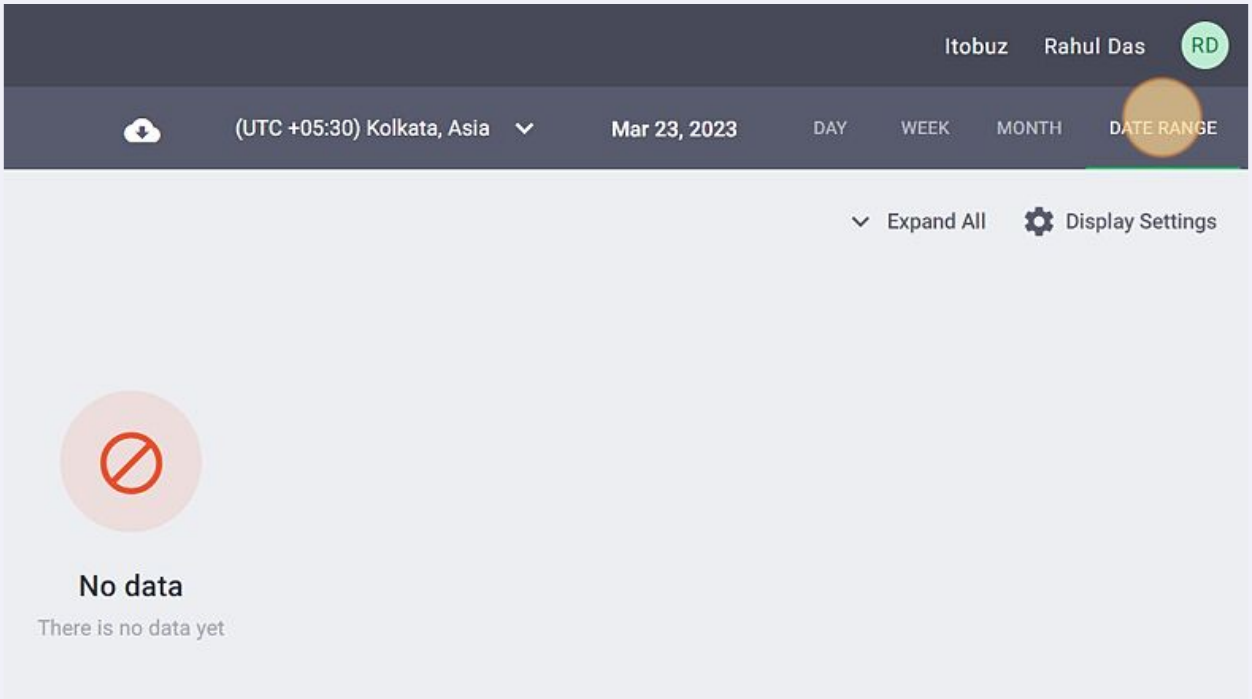
2 Click "keyboard_arrow_down"



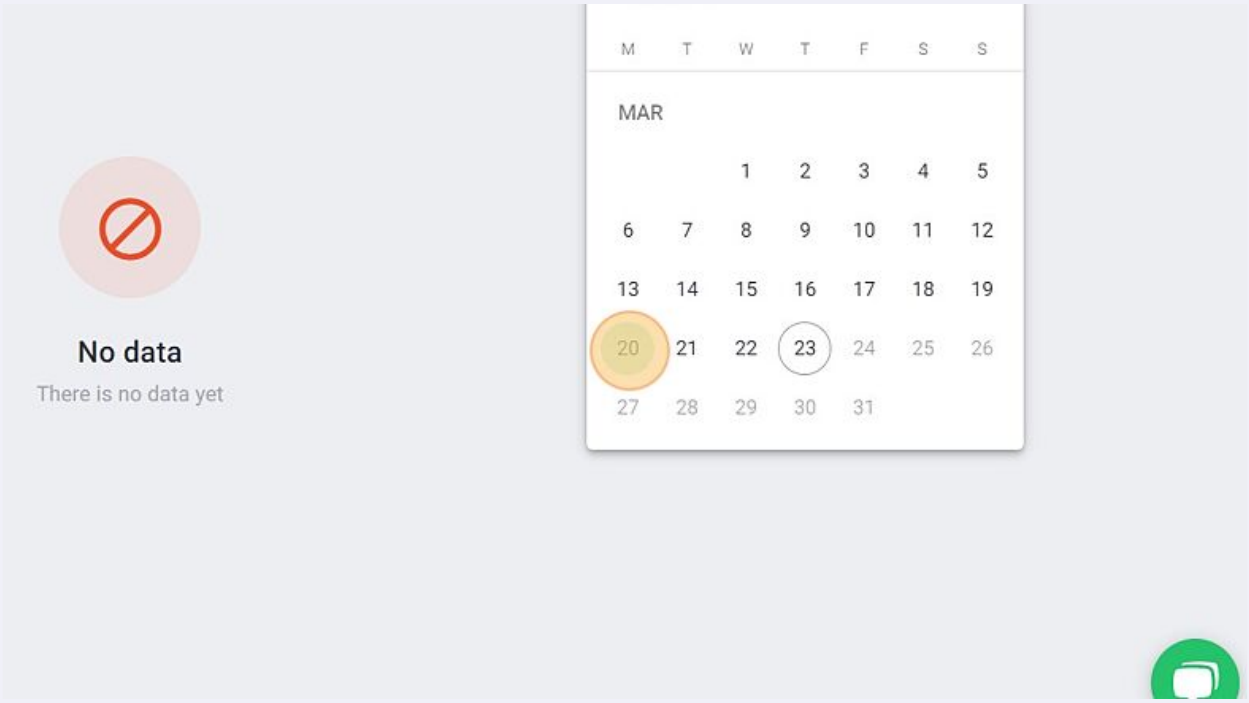
3 Click "Projects & Tasks"



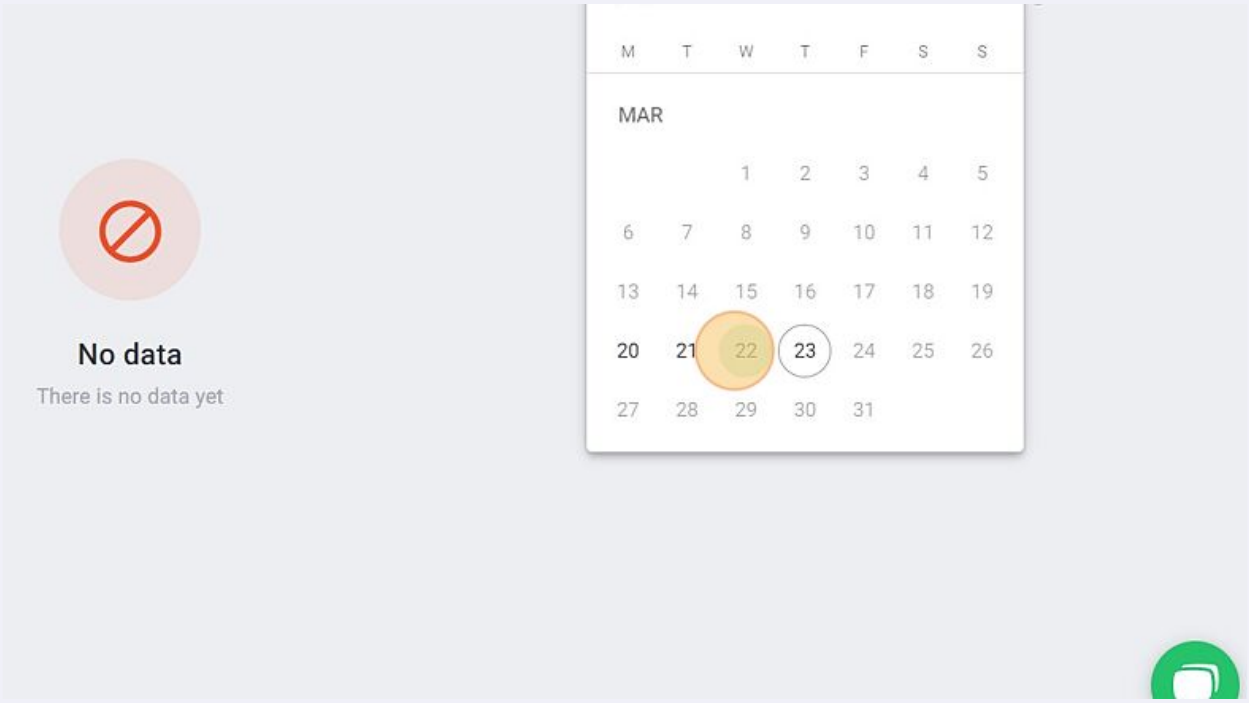
4 Click "DATE RANGE"



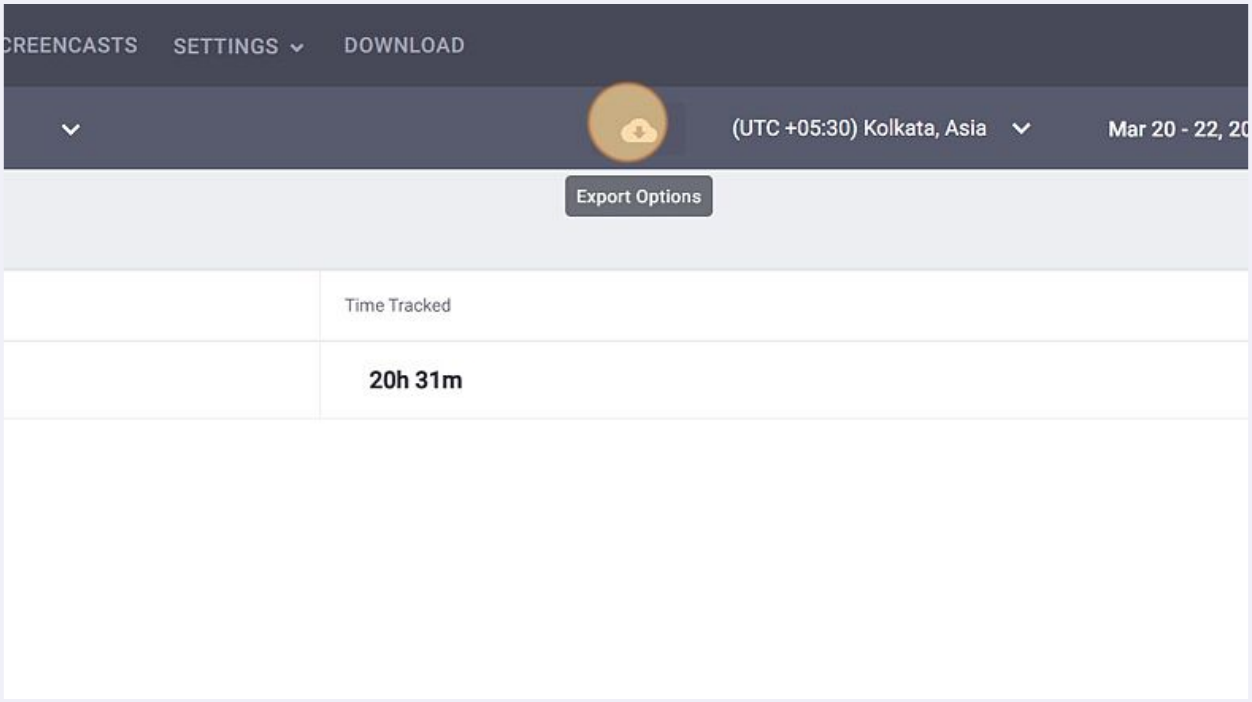
5 Select the Date Range , Start date



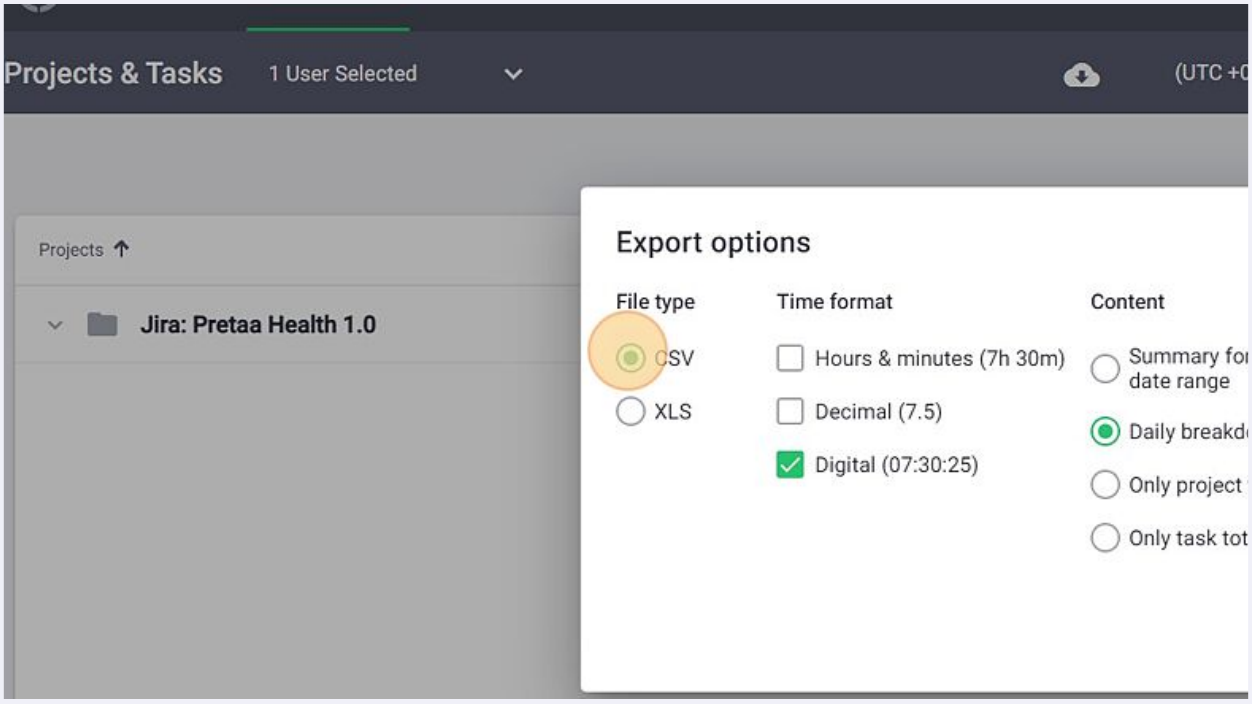
6 Select the Date Range , End date



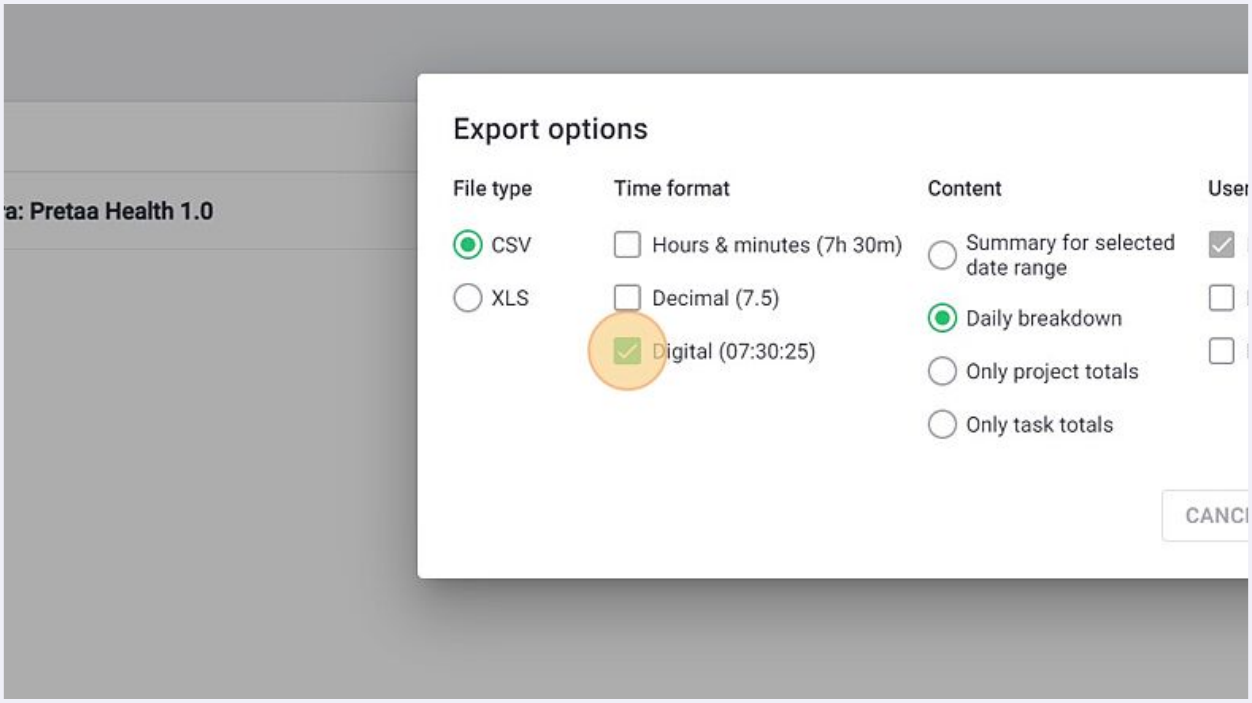
7 Click here.



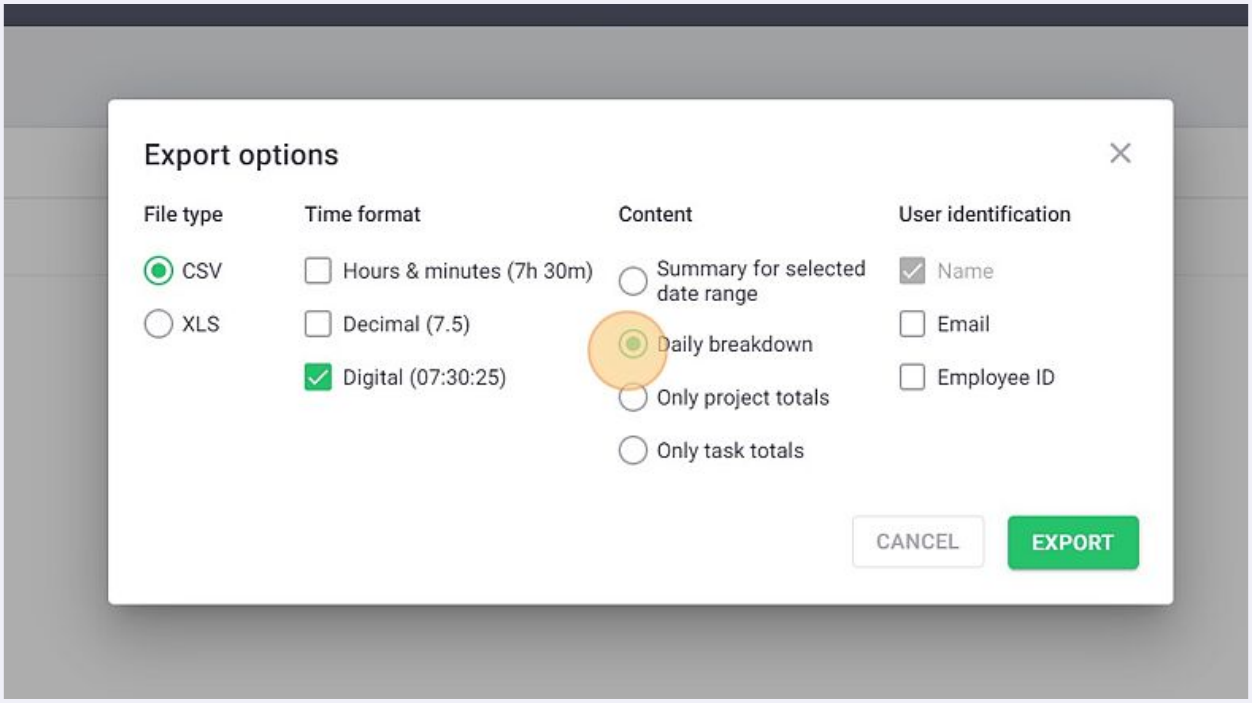
8 Double-click here.



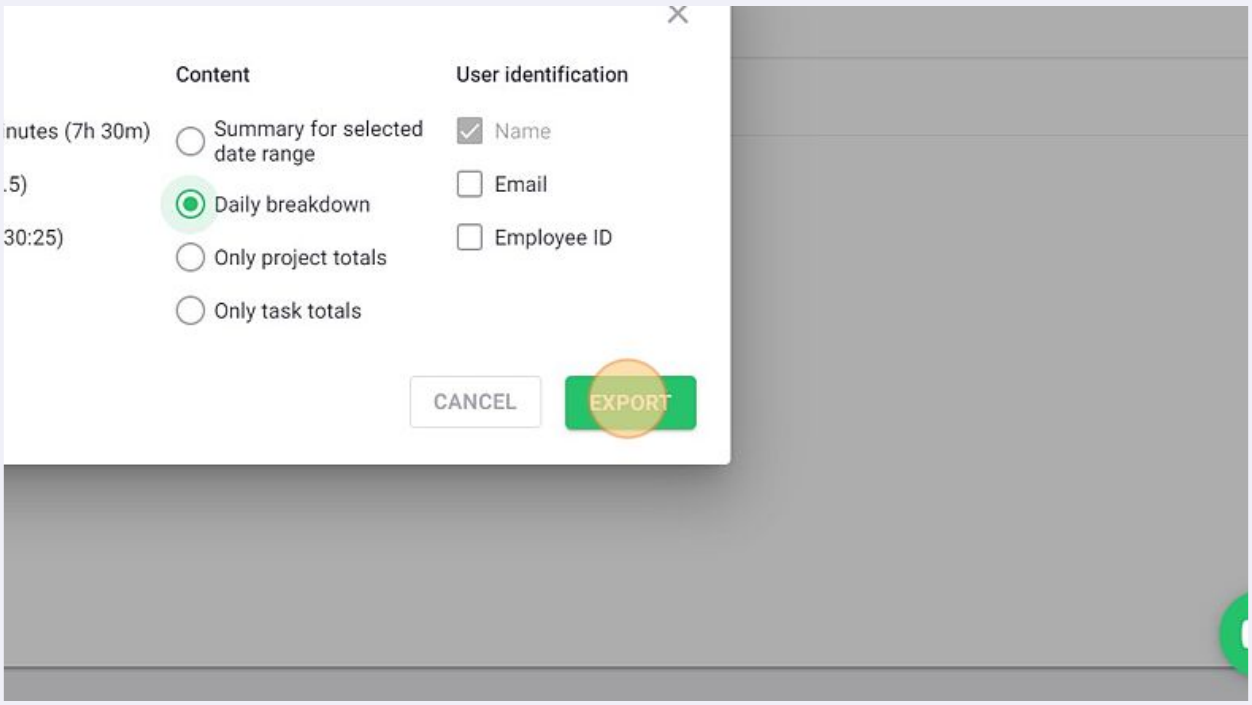
9 Double-click here.



10 Click here.

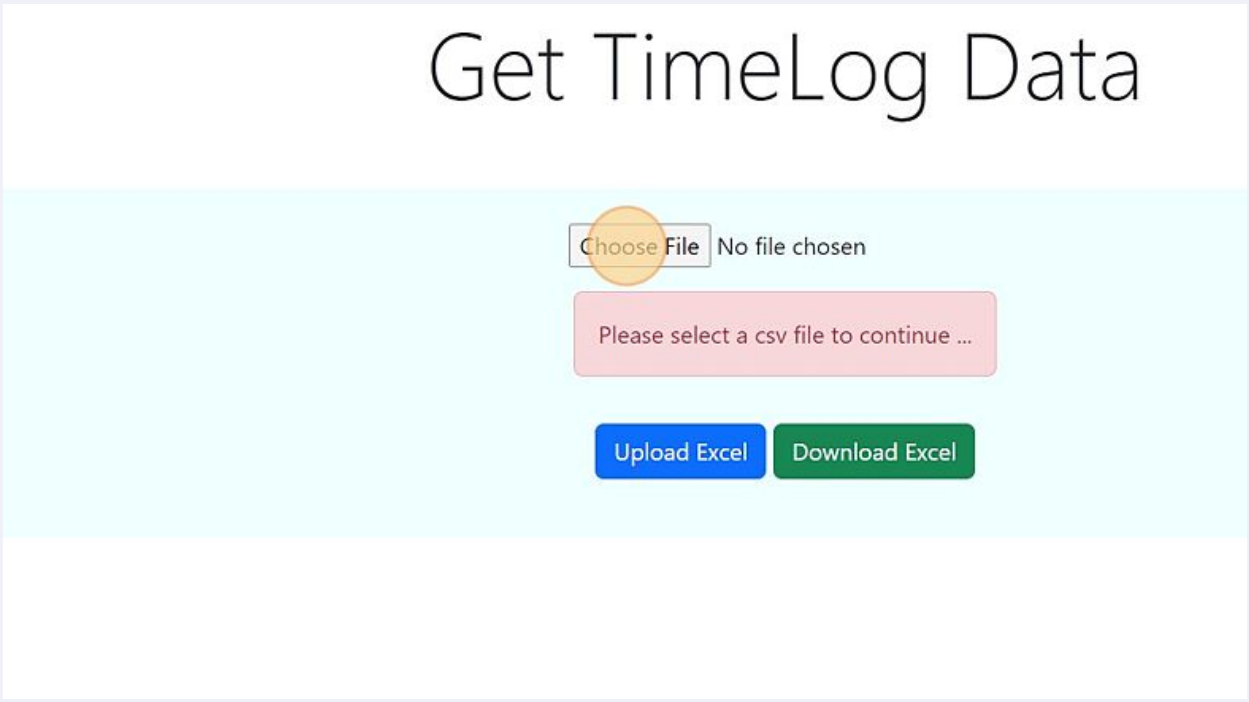


11 Click "EXPORT"

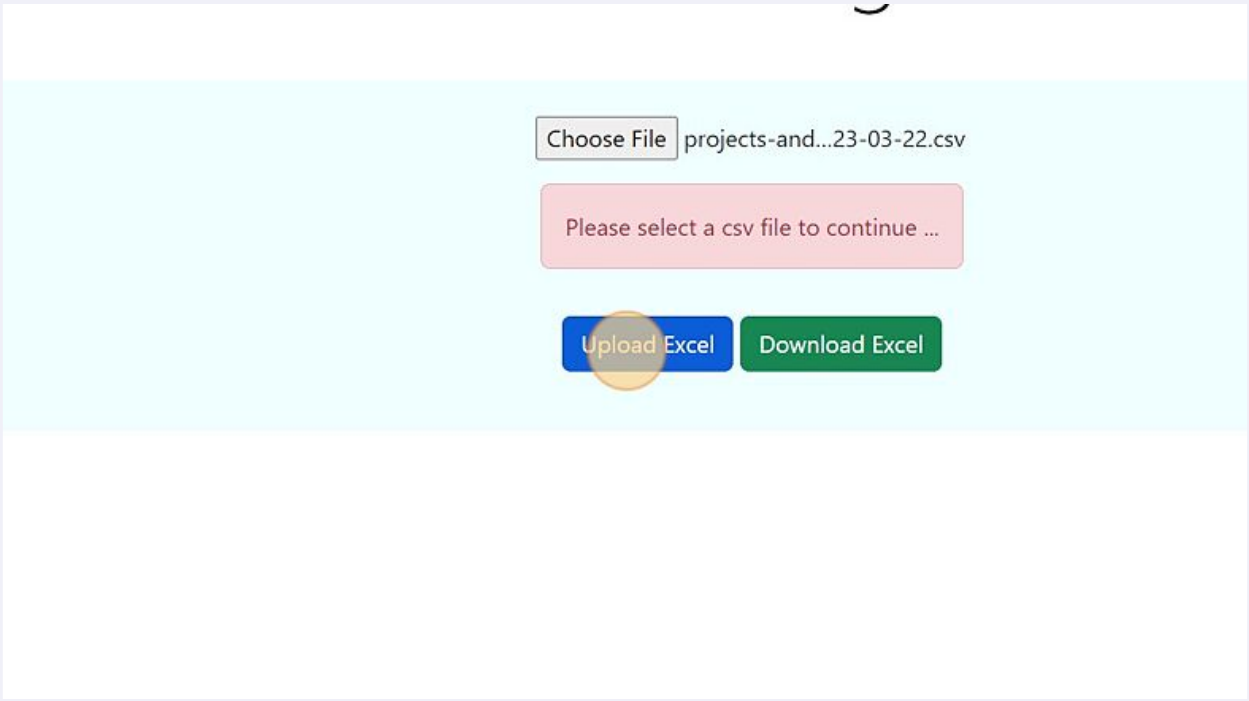


12 In a new tab, navigate to dasr4341.github.io/excel-formatter

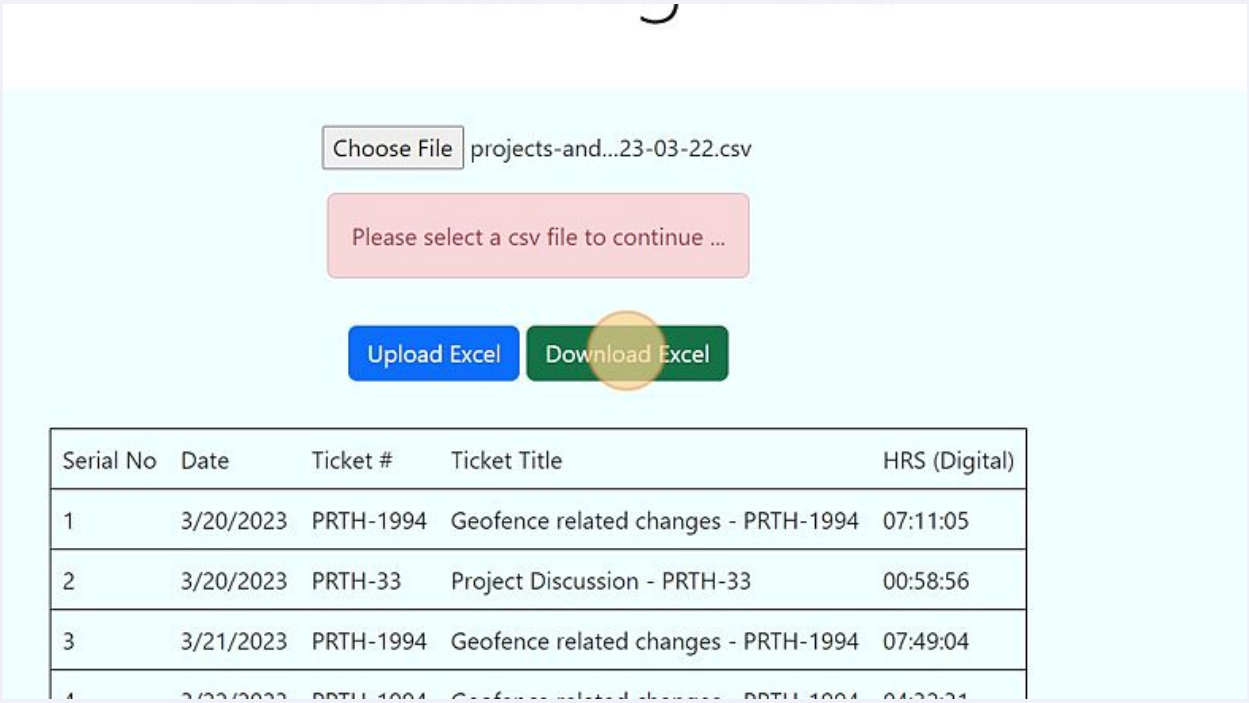
13 Click this file field. Upload the downloaded csv file



14 Click "Upload Excel"



15 Click "Download Excel", to download the required formated



Serial No	Date	Ticket #	Ticket Title	HRS (Digital)
1	3/20/2023	PRTH-1994	Geofence related changes - PRTH-1994	07:11:05
2	3/20/2023	PRTH-33	Project Discussion - PRTH-33	00:58:56
3	3/21/2023	PRTH-1994	Geofence related changes - PRTH-1994	07:49:04