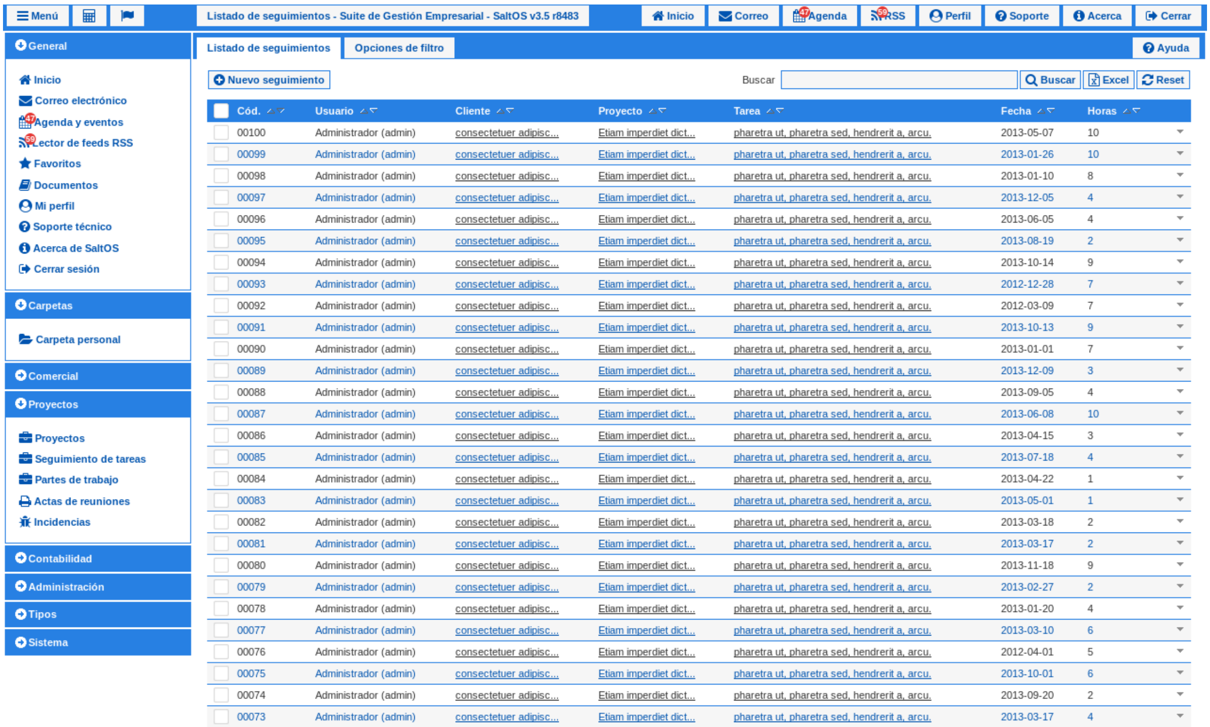
# Follow

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:

- 🔍 ✏ 🗑 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

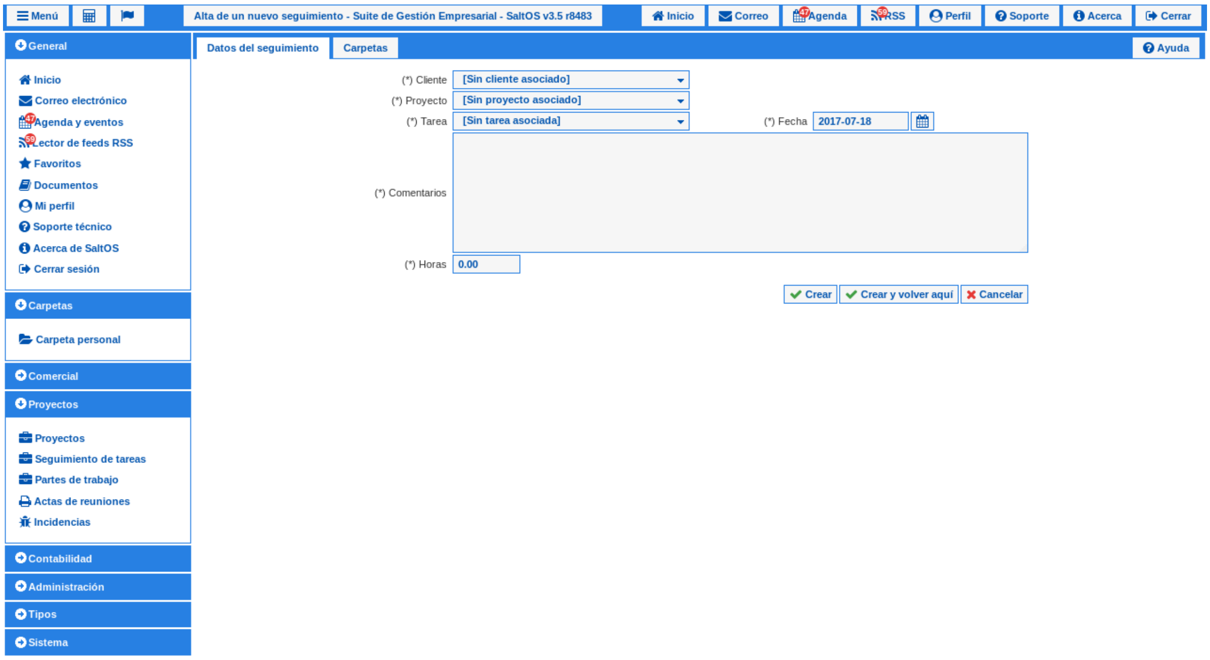
For more information about the filter options listed in the **ayuda general**.

## 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.




- **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**.