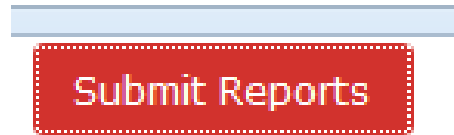


SUBMIT REPORTS:

At the end of every month, you can see a “Submit reports” tab blinking in red. It is just to remind you about submitting your timesheets. Click on the submit reports button once you are done with entering the timesheets for that month.



Clicking on submit reports button shows you a preview of all the hours that was entered for that month. Click on the submit button once you are done with reviewing your timesheet. Once it's been submitted successfully, it will redirect to the home page of Effort Tracker application.

Date	Project	Hours
08/07/2014		2.0
08/08/2014		14.0

Total No of Hours: 16.0

