Welcome to the home page of Effort Tracker.

- The tab which is highlighted with a blue background indicates that the tab is currently active.

Information on Time input Tab:

The following image demonstrates on how to clock the number of hours spent on each project.

- Buttons "Prev" & "Next" is used to go to the previous day and the next day respectively.
- Clicking "Today" button takes the user to the current day where they can clock their number of hours.
  - Clocking the hours:
    - Select name of the project that's been assigned and worked on from the projects dropdown.
    - Clock the corresponding number of hours spent on that project and click on save button.
    - On clicking save, you can see an Edit button (in the same place where you got a save button before).
    - To edit the details of the project or number of hours spent, click on edit button. After done with the modifications click on save again.
    - On recording the hours spent on each project, you can see a pie chart on the screen as shown below. It displays the amount of time spent on different projects.

Ben's Work Order

100%
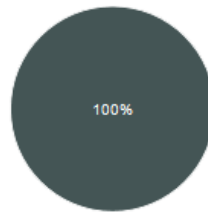
- Use the "+" button to add another row (if you have worked on more than one project).
- If you have entered any incorrect information, use the remove button to delete that row.
- No characters must be entered in the number of hours text box.
- Hourly input must be in increments of .25
- Recording the daily number of hours spent on different projects must not exceed 24.

- If you are unable to input your time sheet for "today" or else you can see any banner as shown below, that means you have missed filling your timesheets from the past three days.

You are missing data within the past 3 business days. Please enter in you time for 9/10/14, 9/11/14, 9/12/14.

Until and unless you fill the previous day time sheets, you cannot enter your timesheets for today. You can click on the dates shown in the banner on which you will be taken to the corresponding day so that you can fill in your time sheets.

- At the bottom of page, you can see summary of current week time sheets (includes name of the project and number of hours spent). Clicking on "Prev" and "Next" buttons will take you to the previous week and next weeks' time sheet summaries respectively.

| Prev | Today | Next |

| Mon: 9/8/14 | Tue: 9/9/14 | Wed: 9/10/14 | Thu: 9/11/14 | Fri: 9/12/14 | Sat: 9/13/14 | Sun: 9/14/14 |
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