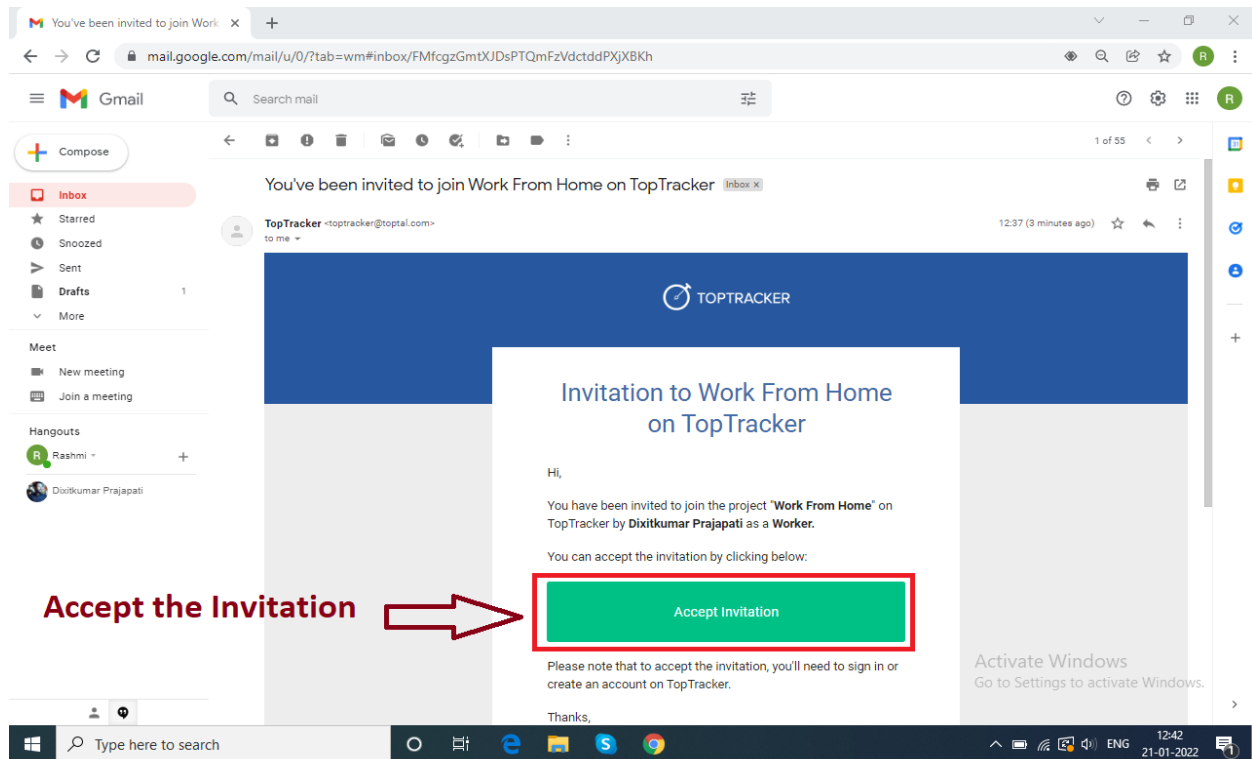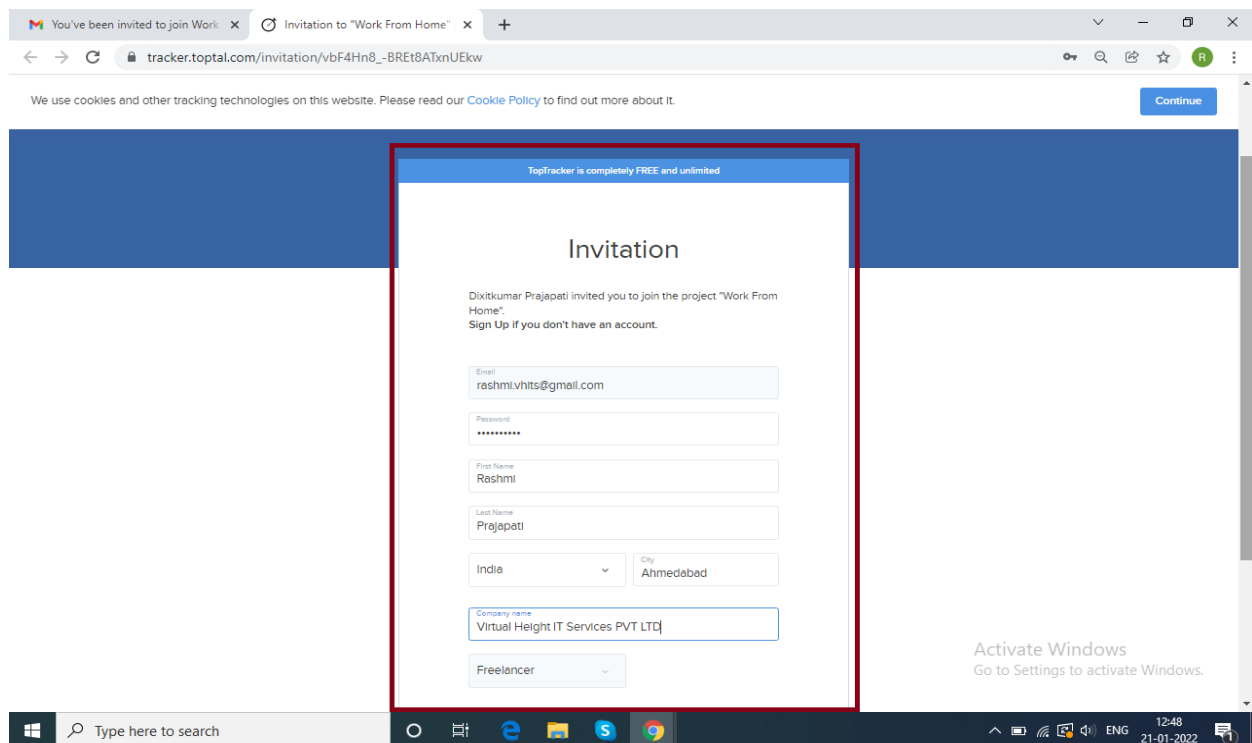# SOP-TOPTRACKER

1. Received Invitation on your Mail & click on **Accept Invitation**
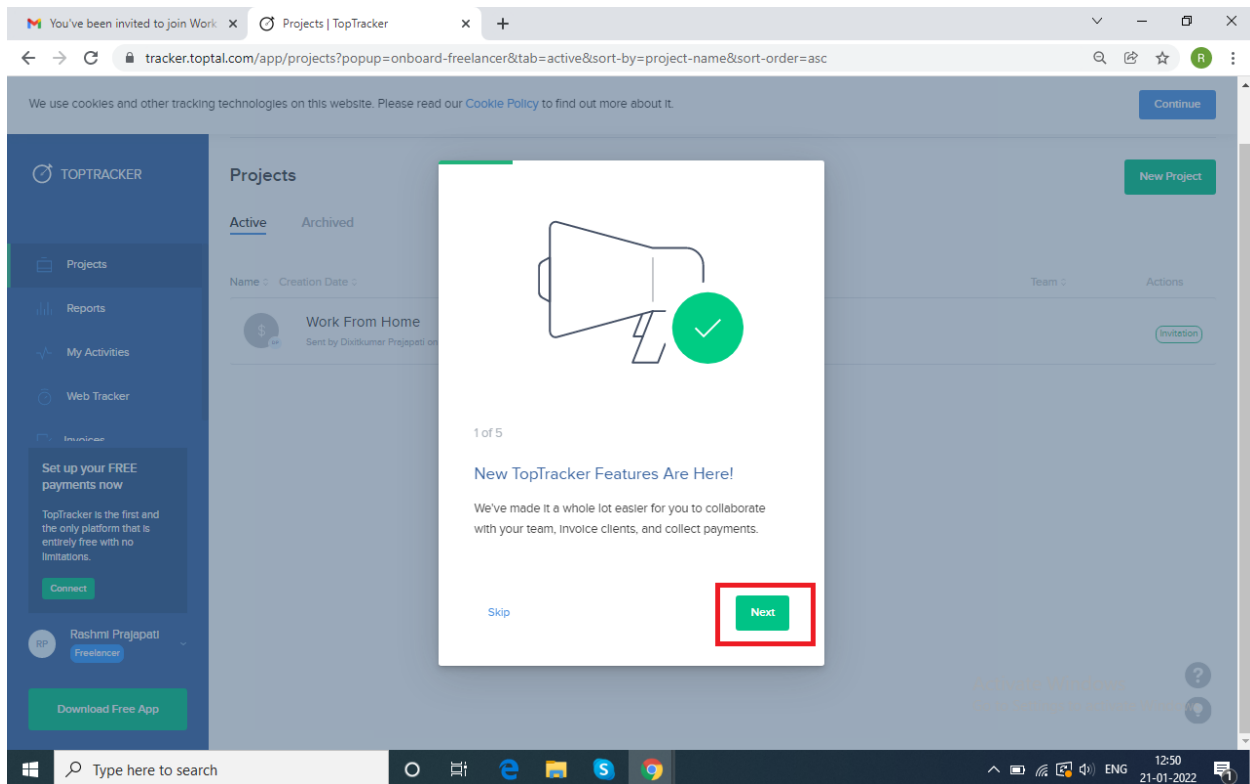

2. Redirect **TOPTRACKER Signup Page** & Enter Your Details and Sign UP
   (Share your login Credentials to hr@virtualheight.com, dixitp@virtualheight.com)
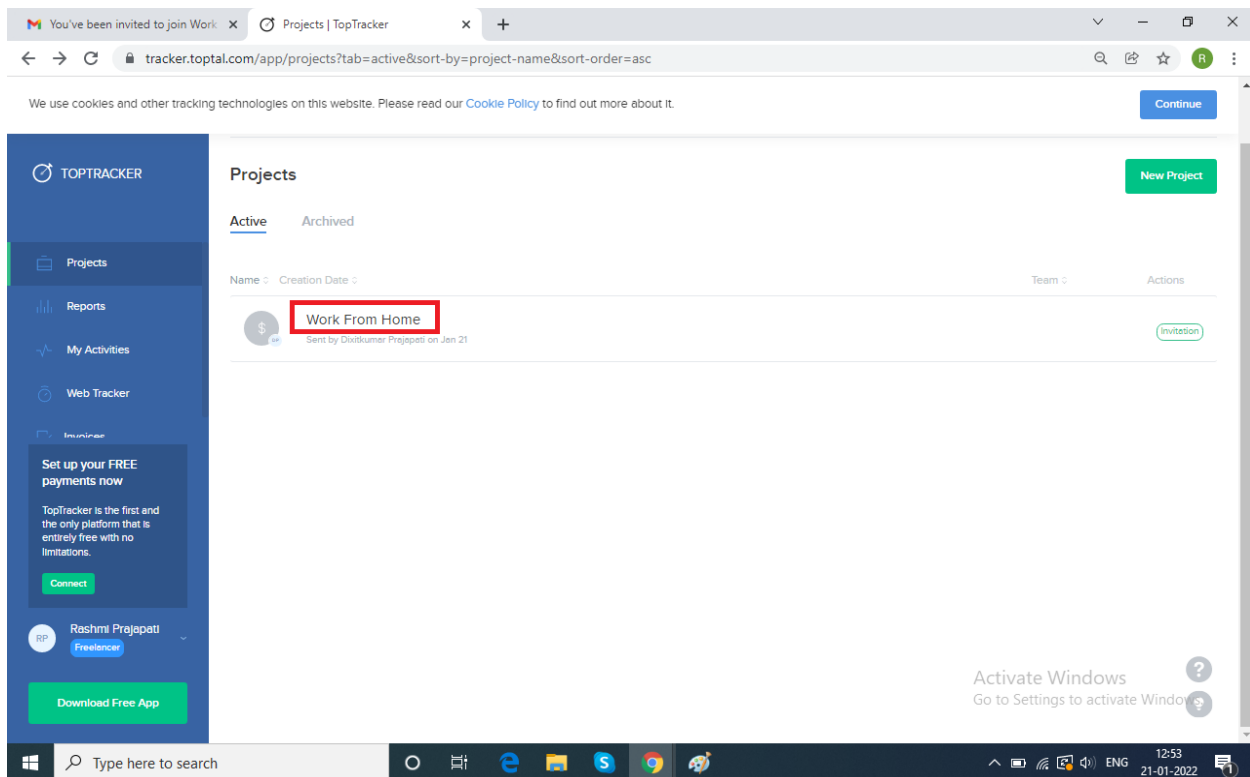
SOP-TOPTRACKER
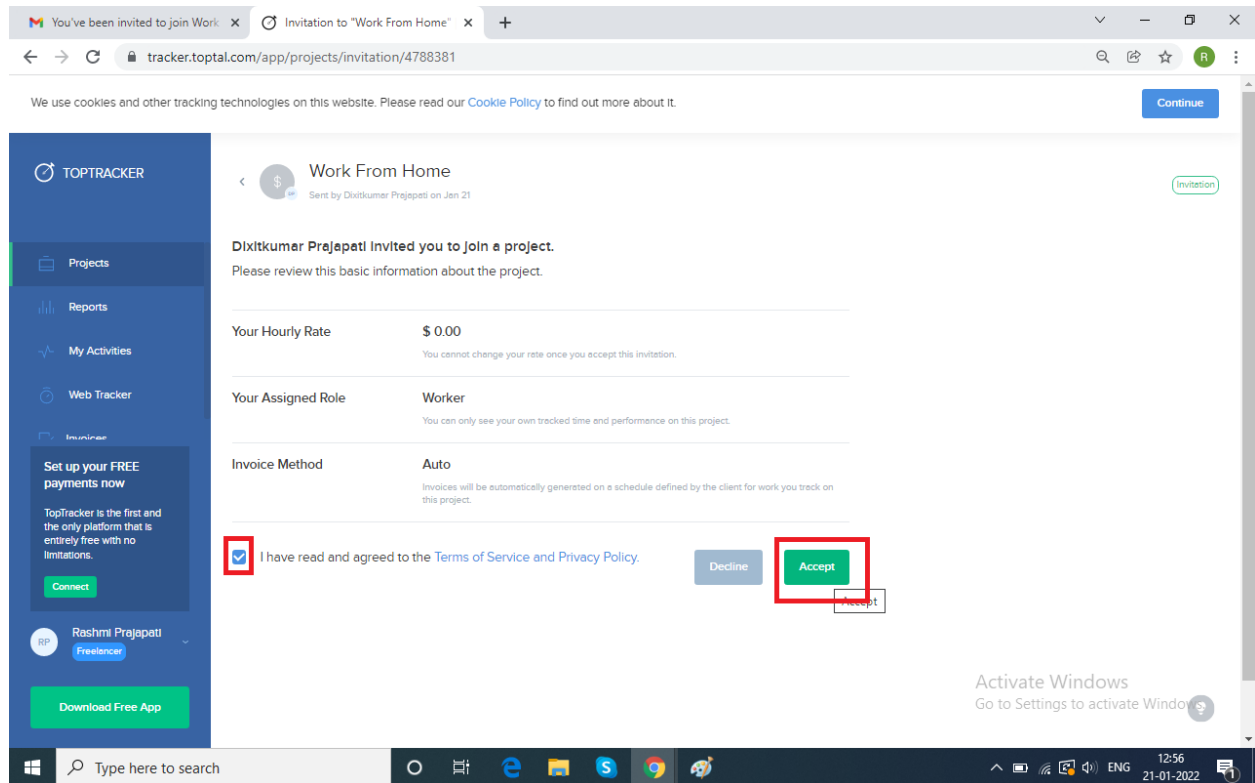
3. **Home Page TOPTRACKER** (press Next... / Skip)

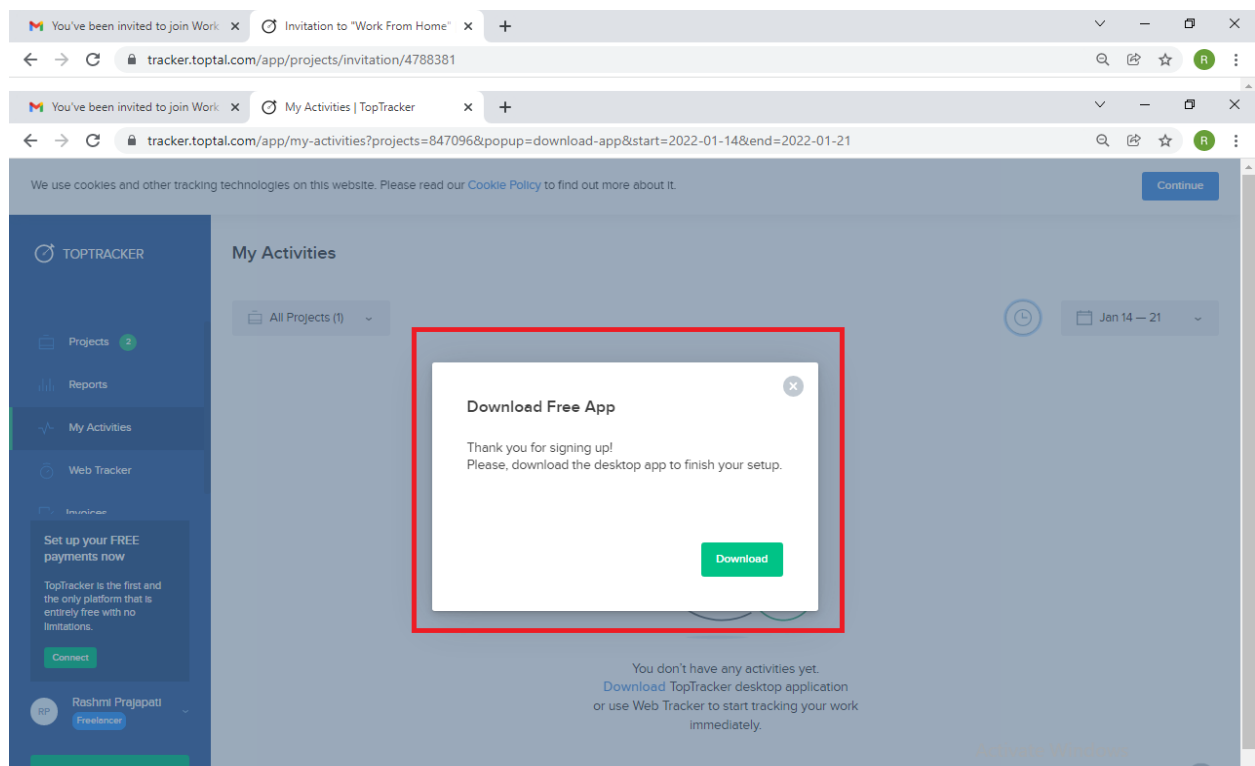4. Click **Work from Home** Project (*Project name may be change*)

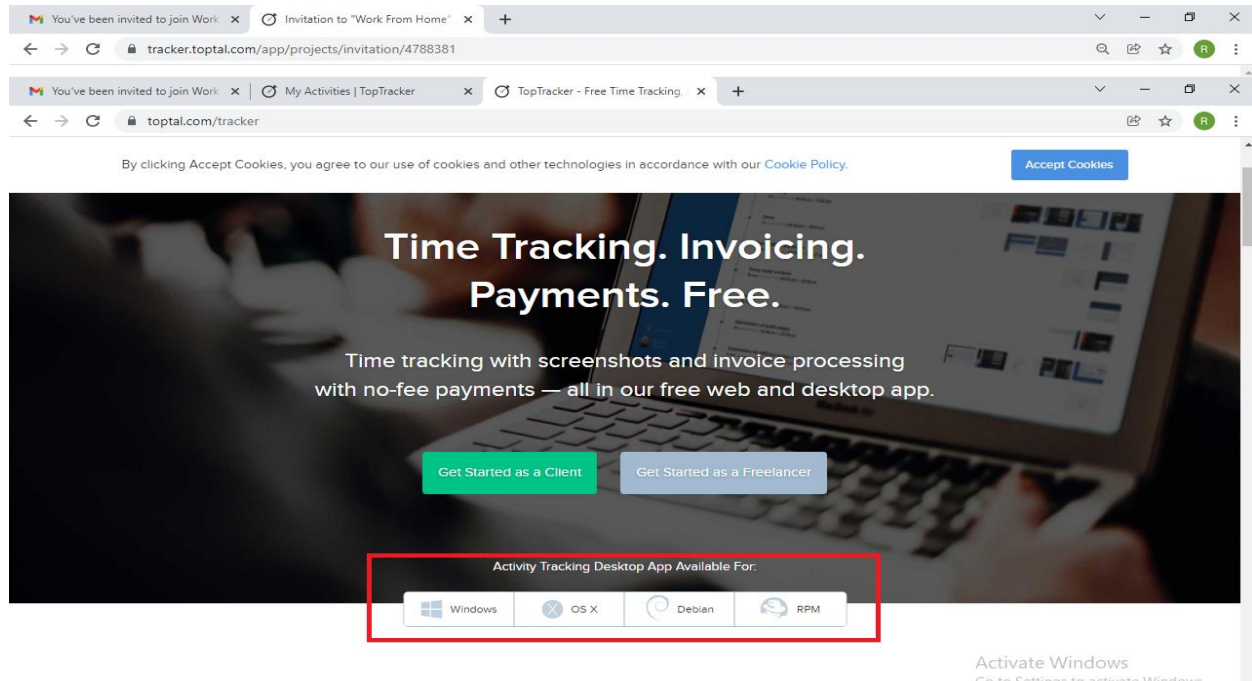# SOP-TOPTRACKER

5. **Accept the invited you to join a project.**
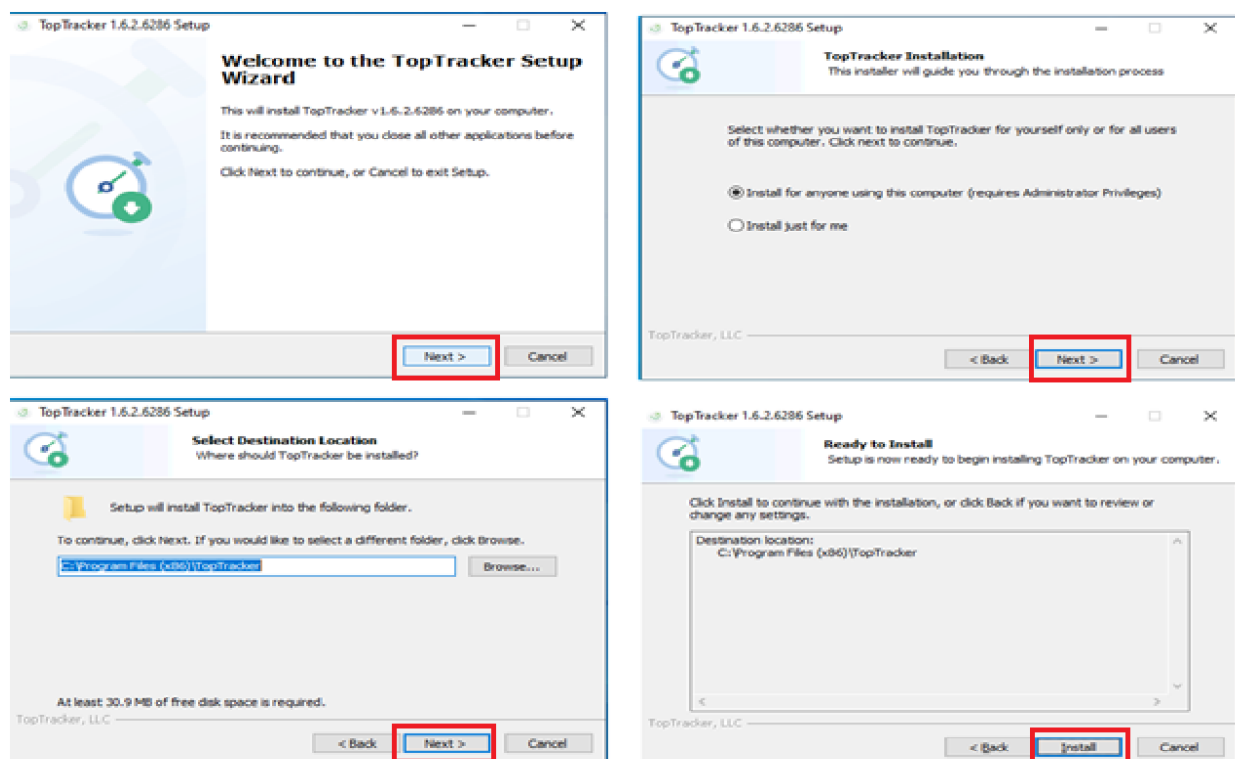

6. **Click Download Free App**

SOP-TOPTRACKER

7. **If you face any issue while Downloading**, Please go https://www.toptal.com/tracker & **download based on your OS and install Application on your system (Run as Administrator).**
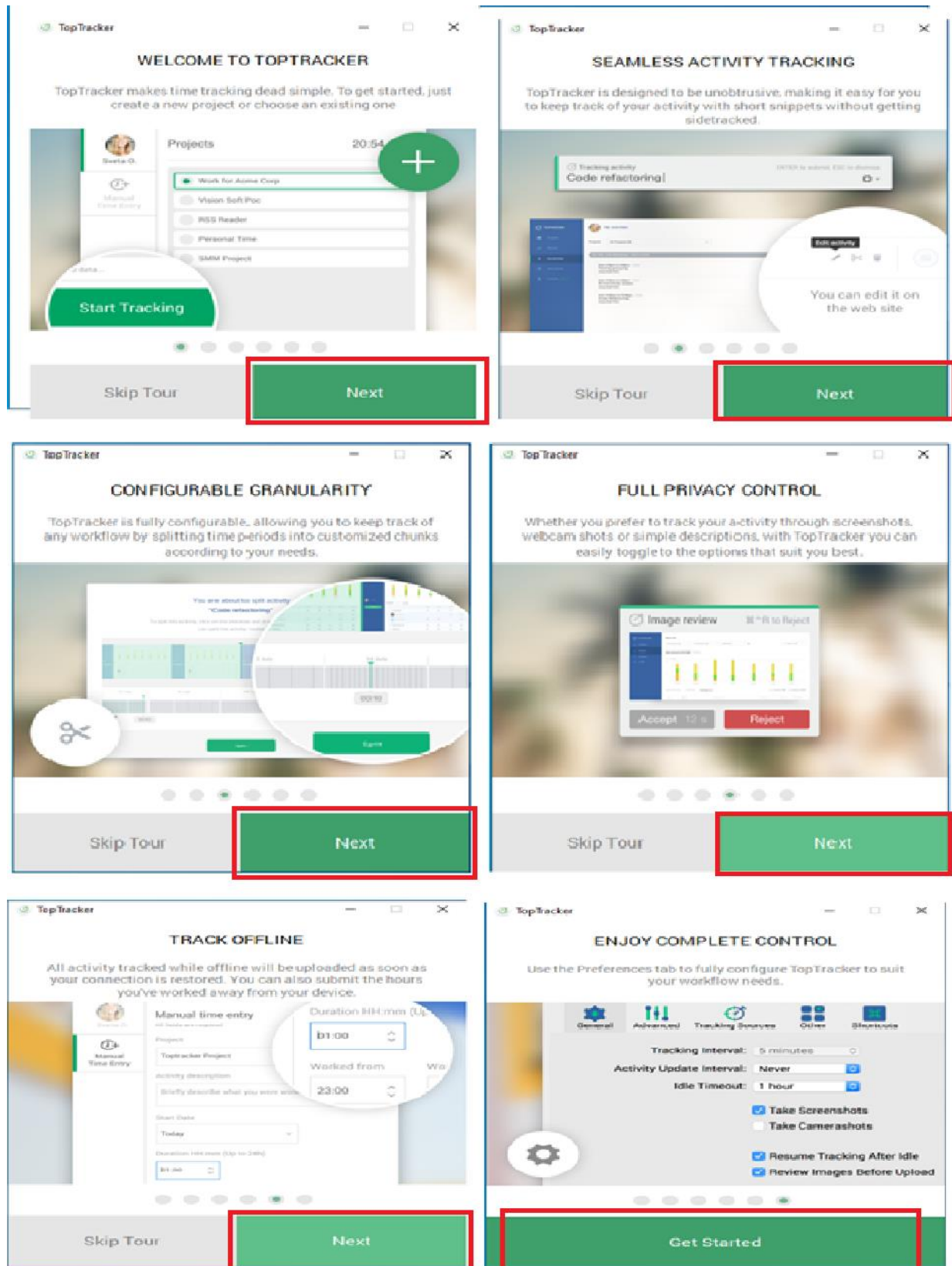

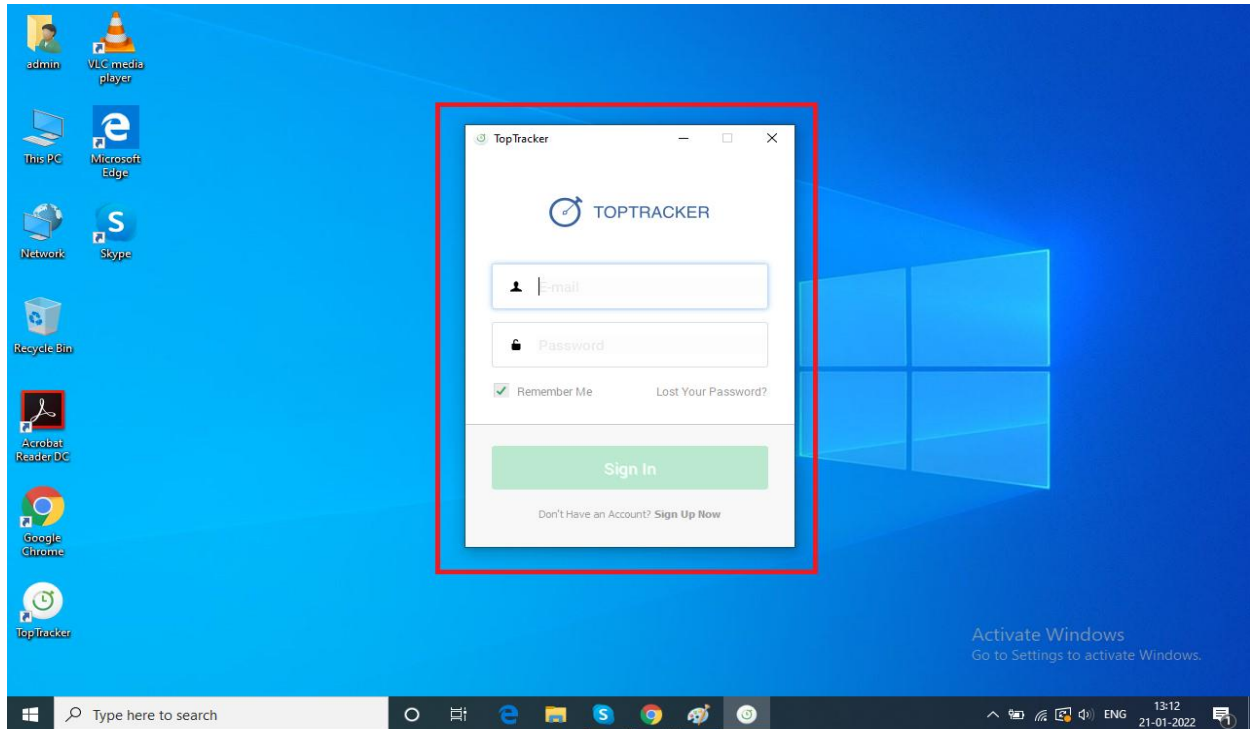
8. **Installation Steps.(Windows-10) & Finish Installation**

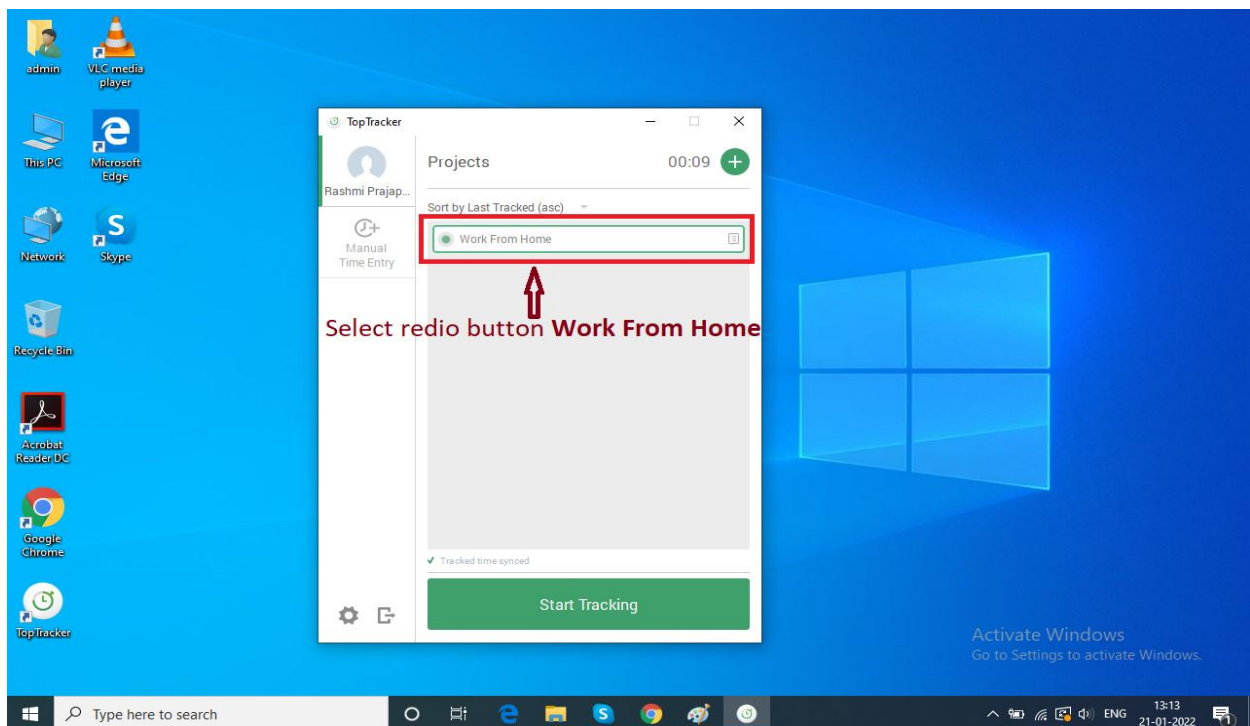# SOP-TOPTRACKER

9. **Start Application**
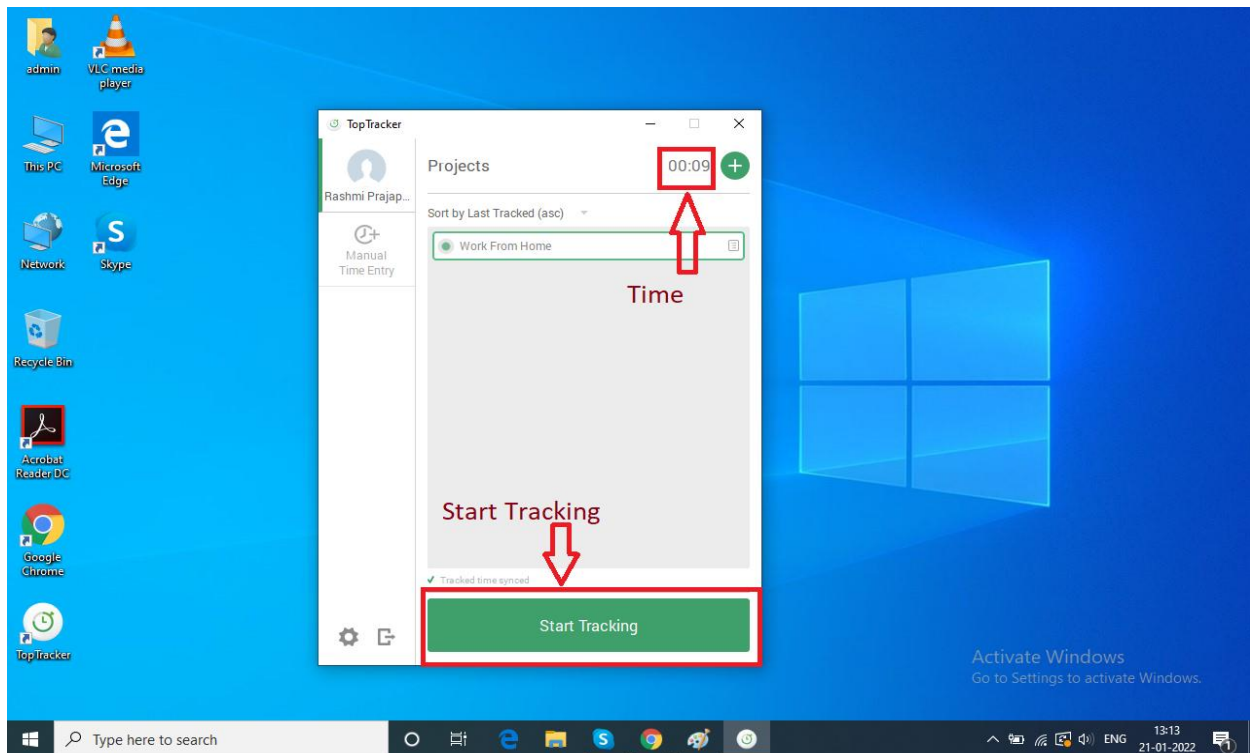
SOP-TOPTRACKER

10. **Login TOPTRACKER**
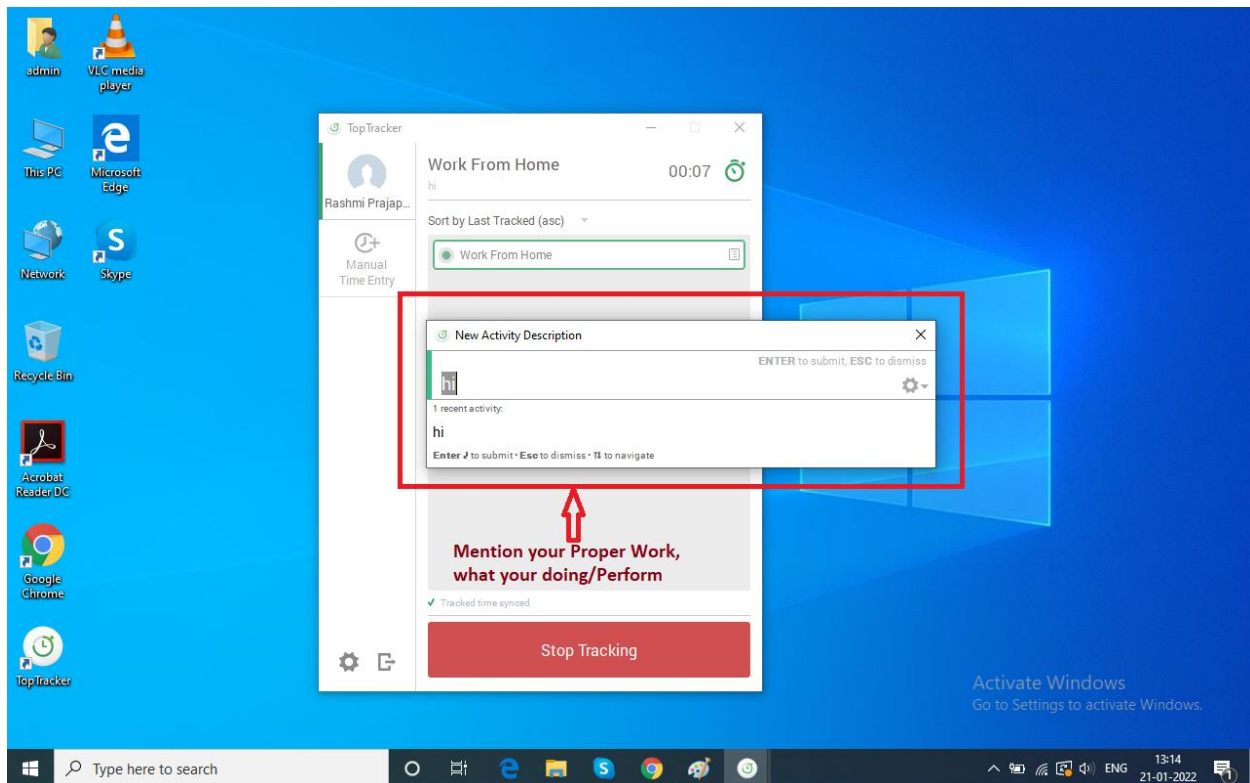

11. **Select Work From Home**
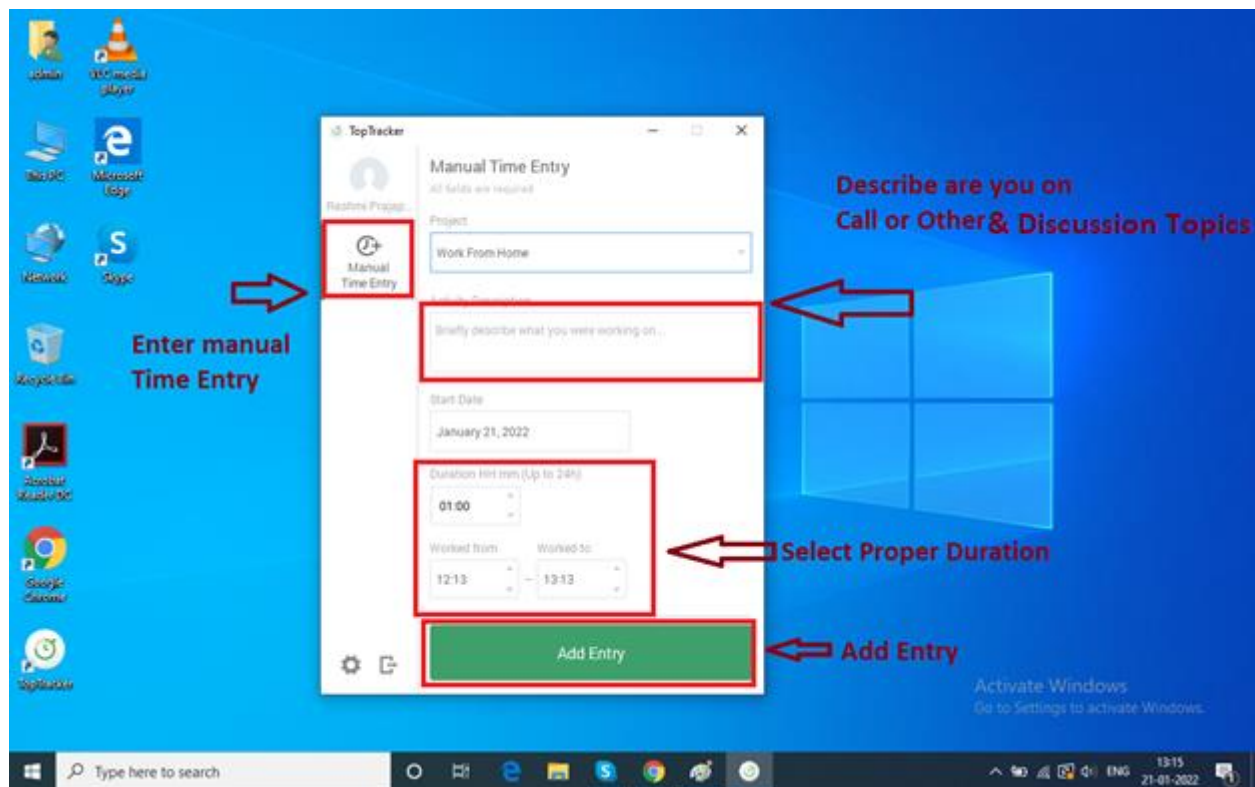
SOP-TOPTRACKER

12. Start Tracking

13. New Activity Descriptions
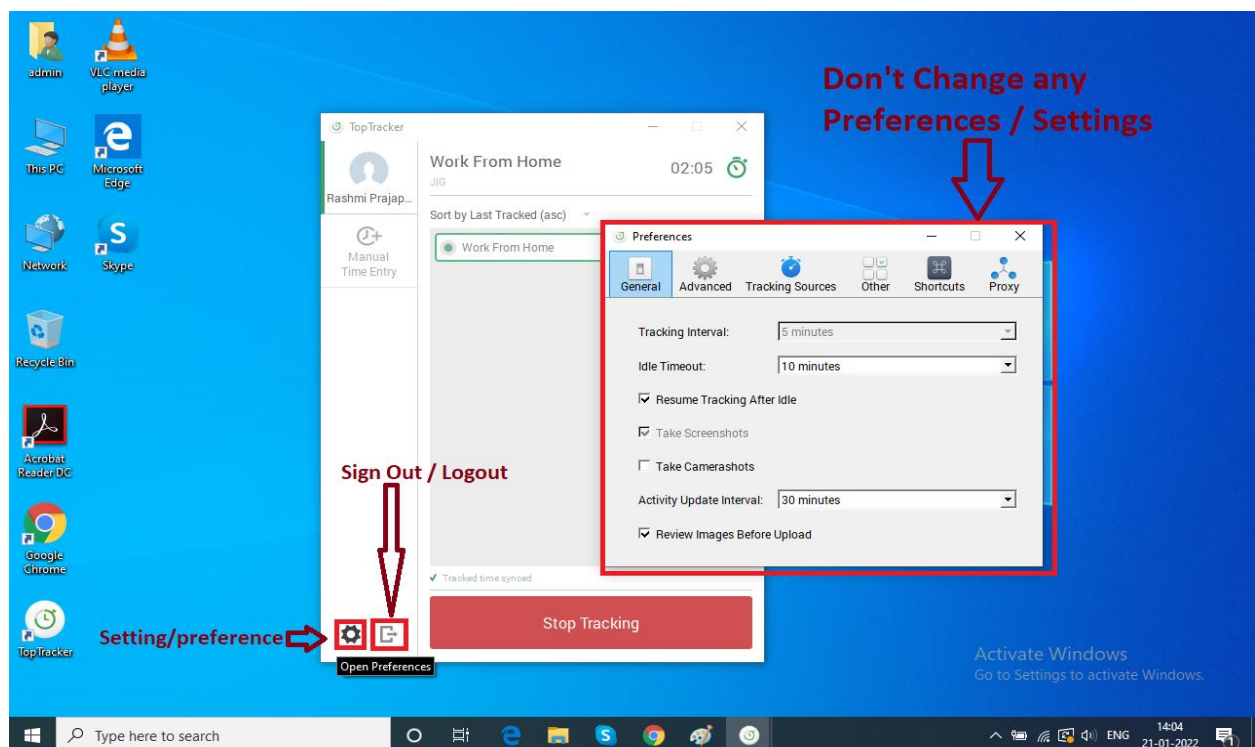**(Mention you're proper Work / Projects or what you're doing/Perform)**

SOP-TOPTRACKER

14. Manual time Entry (If you are on call/Skype/Zoom/Google-Meet at that time suppose your screen are not tracking, so you can add manual time as mention below)
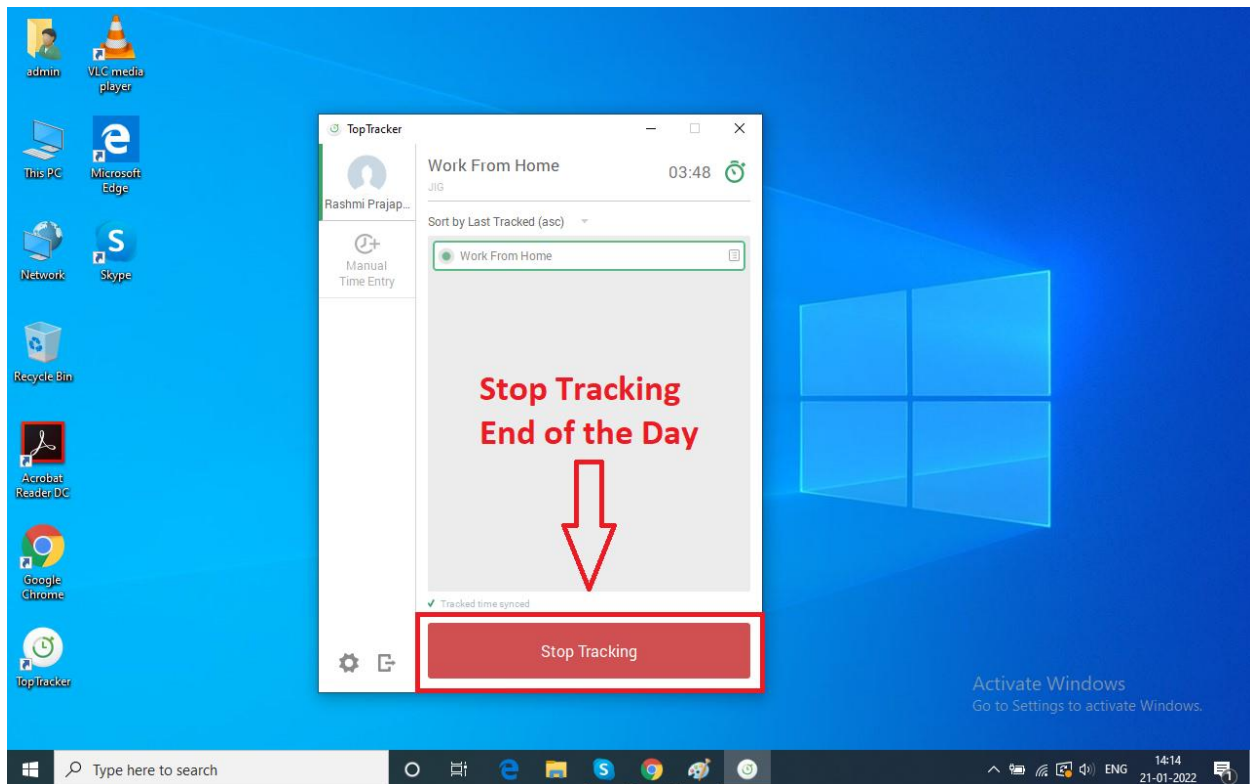

15. Setting/ Preferences (Don't change any preferences/Settings)

SOP-TOPTRACKER

16. Stop Tracking End of the Day.

Notes*:-

1. Stop TOPTRACKER while Lunch Break.
2. Don't change any preferences/Settings.

If you have confusion or questions, connect to **Mr. Dixit / HR.**