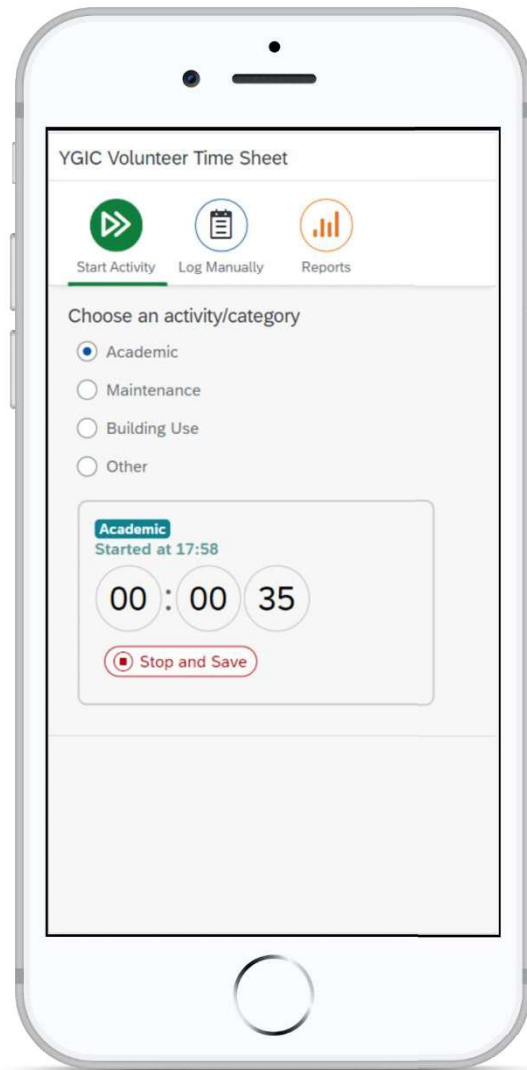# Screenshots and Instructions on how to use the app

Note: **Screens** are identical to **iPhone** (shown below) on **Android** devices as well.

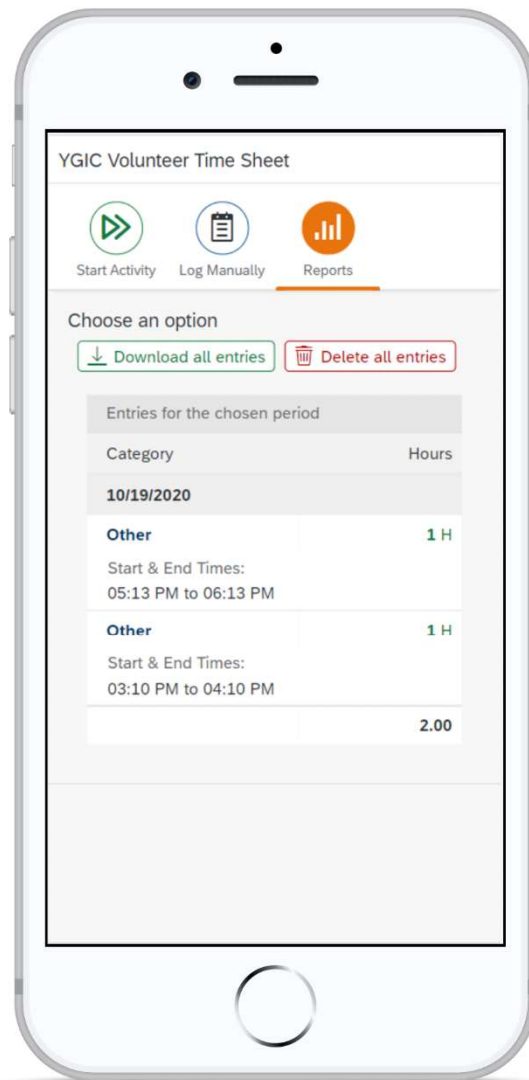

Steps:

1. Choose the **Start Activity** tab (this is the default selected tab upon opening the app).
2. Select on an activity as shown in the screenshot above.
3. The timer gets automatically started. Once your activity is done, simply click on **Stop and Save** to log the time to your report. You can see the entry logged in the **Reports** tab.
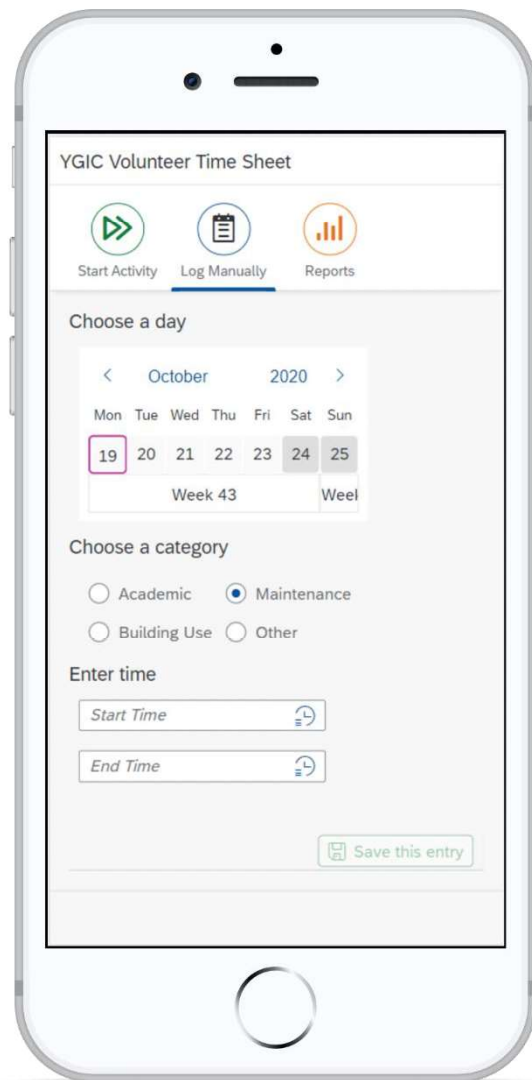
Steps:

1. To manually enter time, Choose the **Log Manually** tab.
2. You will see a screen like above. Choose a **date**, **category** and choose the **start** and **end** times.
3. The number of hours and minutes will be displayed automatically, once a valid time has been selected. When all the fields (Date, Category and Times) are chosen, the **Save this entry** button will be enabled. Click on **Save this entry** to log that entry in to your report.

Steps:

1. To see reports of your past logged time, Choose the **Reports** tab.
2. You will see a screen like above with entries automatically populated along with hours summed up. **All the entries are grouped by date.**
3. You can download all the entries by choosing **Download all entries** button. When you choose download, all the records are combined into a csv file that can be opened in **Microsoft Excel.**
4. You can delete all the entries by choosing **Delete all entries** button.