Toggl is an online time tracking tool. You can use Toggl on the web, as a desktop widget, or on your mobile – all your entries get synced in real time.

After you log in to Toggl, type in the task you are working on. Please be specific. Some example tasks:

Staff Meeting Meeting with Ryan on DataHUB training Calculate graduation rates for RIDE

Create insurance map for HEALTH Dept

Weekly check-in with Becca Prepare for RIF meeting



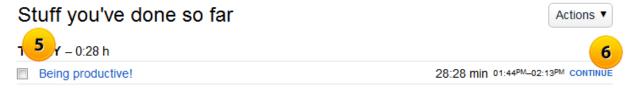
Next, select the project that this task falls under. *If you do not know what project the work will be billed to, please ask the person who assigned the task.* Then hit "Start".



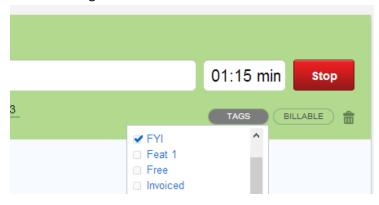
The blue box will turn green to show that you are tracking time. When you are ready to move on to another task, hit "Stop" and repeat steps 1-3.



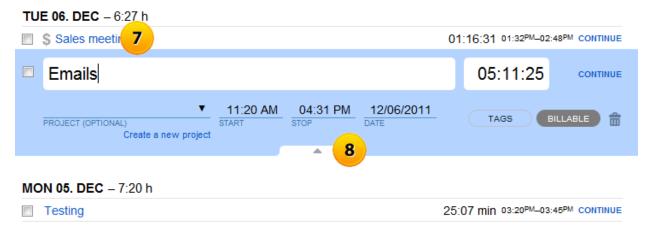
For tasks that reoccur you can simply click "Continue" from the listed of completed tasks and time entry will begin without having to retype the description.



If you are assigned a Good Deeds task you will select "14-046 Unfunded" from the project list. You will then add a tag for "Good Deeds".



If you begin another task and forget to hit 'Stop' you can edit the times retroactively. Click on the existing time entry to expand the description and contents. You can type directly in the time stamp to update the start and stop times. Changes are automatic and no 'save' button is needed. After you have made the changes, you can close the form by clicking on the white arrow at the bottom.



To delete a time entry, there's a small trash bin icon on the lower right corner of an open time entry.