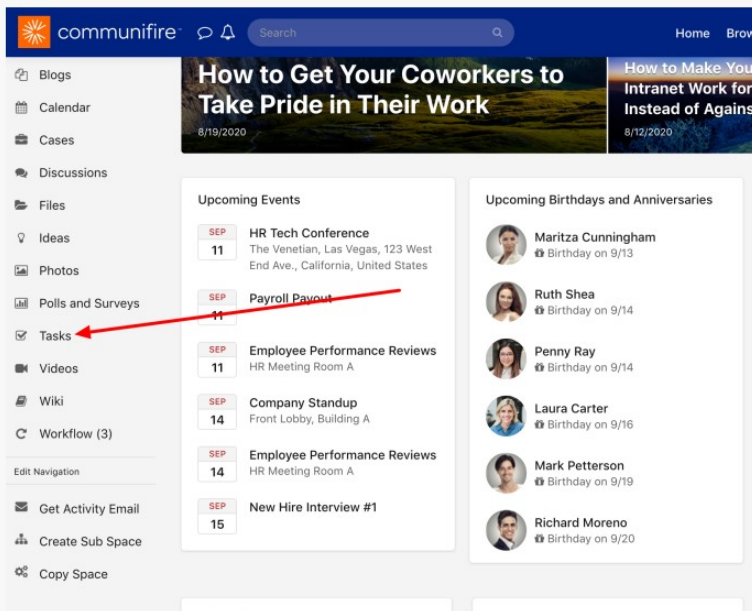


Add Task Time Log

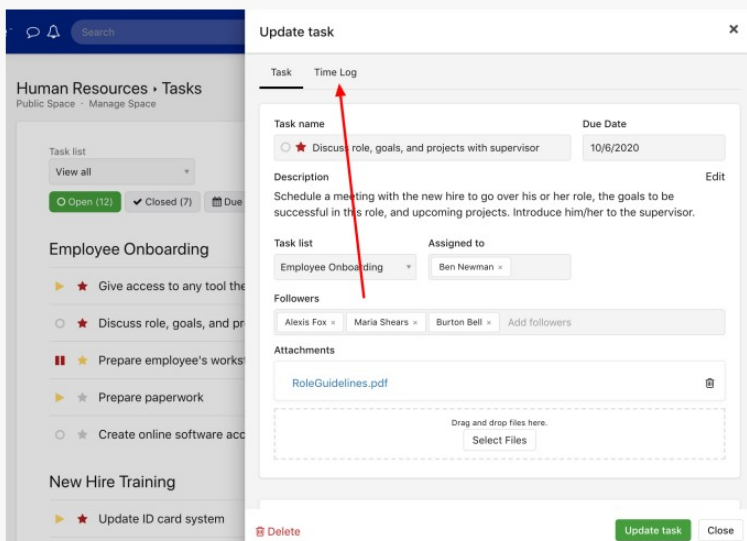
Version 4

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Add a time log to keep a record of when you worked on a task, how long you worked on it, and a description of the work. You can also add time logs for other people. When you add a time log, the total time spent on the task is automatically updated.

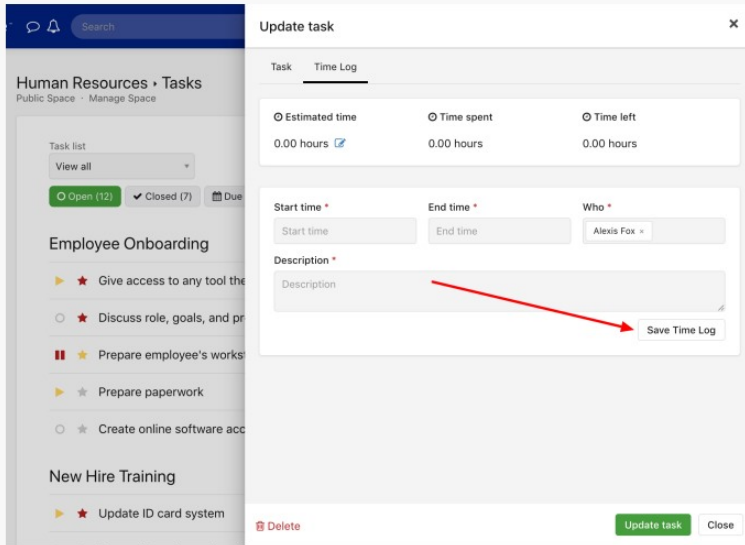


Click a task.



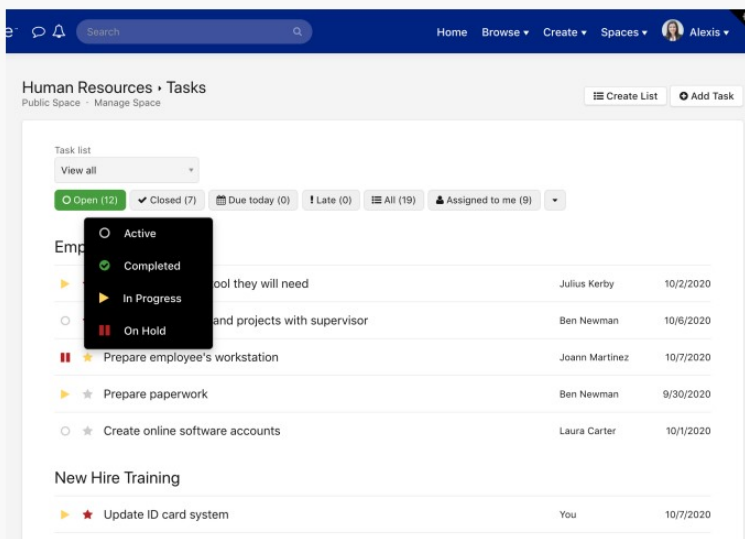
Fill in the following sections:

- Start time
- End time
- Who
- Description



Automatic Time Logging

Use task statuses for automatic time logging. Set a task to In Progress to start the timer. When you change the status to On Hold or Complete, a time log will be added to the task's time log tab, and time spent and time left will be updated.



tags : member