

- 7) Once you have selected a Task Order, the second drop-down menu will populate with Tasks, select a Task.

8) Write details regarding your work in the Notes section.

New Time Entry Monday, 28 Jul

Project / Task

Interconnection Services - Fatal Flaw & Site Feasibility Asses... ▾

1) Fatal Flaw Analysis ▾

Notes (optional) Shift+Return for line break

0.00

Start Timer Cancel

9) Write in the amount of time spent on this task on the bottom-right text field.

New Time Entry Monday, 28 Jul

Project / Task

Interconnection Services - Fatal Flaw & Site Feasibility Asses... ▾

1) Fatal Flaw Analysis ▾

Notes (optional)

3.00



Save Entry Cancel

10) Select the green **“Save Entry”** button to save.

11) Once saved, your entry will appear below on the corresponding date.

Monday 28 Jul < Today > 📅 Day Week

Su	M	T	W	Th	F	S	Total: 3.00
0.00	3.00	0.00	0.00	0.00	0.00	0.00	

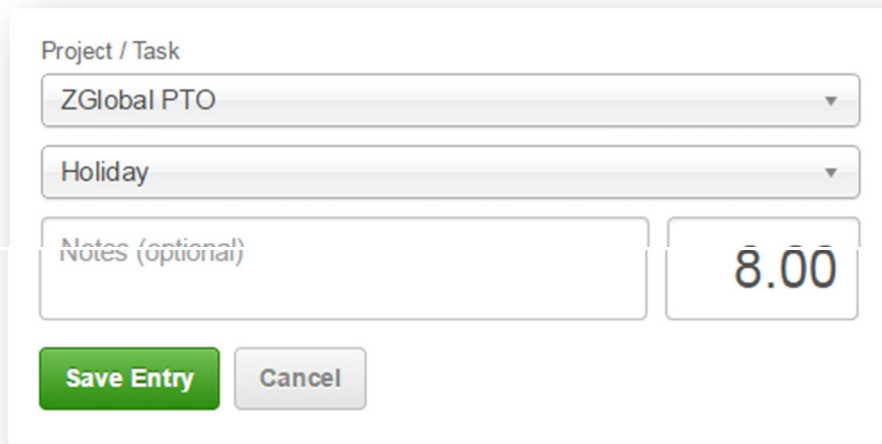
 **Interconnection Services - Fatal Flaw & Site Feasibility Assessments** **3.00** 🕒 Start 
(AltaGas Ltd.)
1) Fatal Flaw Analysis – My notes go here.

Total: **3.00**

12) To edit or delete your entry, select the pencil icon. Be sure to save any additional edits.

Log PTO (Vacation, Holidays, etc.)

- 1) Select "**Timesheets**" from the orange menu.
- 2) Select the date you wish to log time for by clicking on the day of the week or by selecting a date from the calendar.
- 3) Click on the green "+ **new entry**" button.
- 4) On the New Time Entry screen, click on the first drop-down menu, select the "**ZGlobal PTO**".
- 5) On the second drop-down menu select the type of PTO (example: Holiday).
- 6) Enter time taken on the bottom-right text field.



Project / Task

ZGlobal PTO

Holiday

Notes (optional)

8.00

Save Entry Cancel

- 7) Select the green "**Save Entry**" button to save.
- 8) Once saved, your entry will appear below on the corresponding date.

Log Time or Expenses on Your Smart Phone

iPhone: <http://www.getharvest.com/iphone>

Android: <http://www.getharvest.com/android>