New Time Log

Click on the Plus + button to add a new record

Search for the customer.

Enter the contact person you are working with (this will default the contact at the debtor/customer setup)

Enter a short reference and summary of what has been done at the client

Check date (will default today's date)

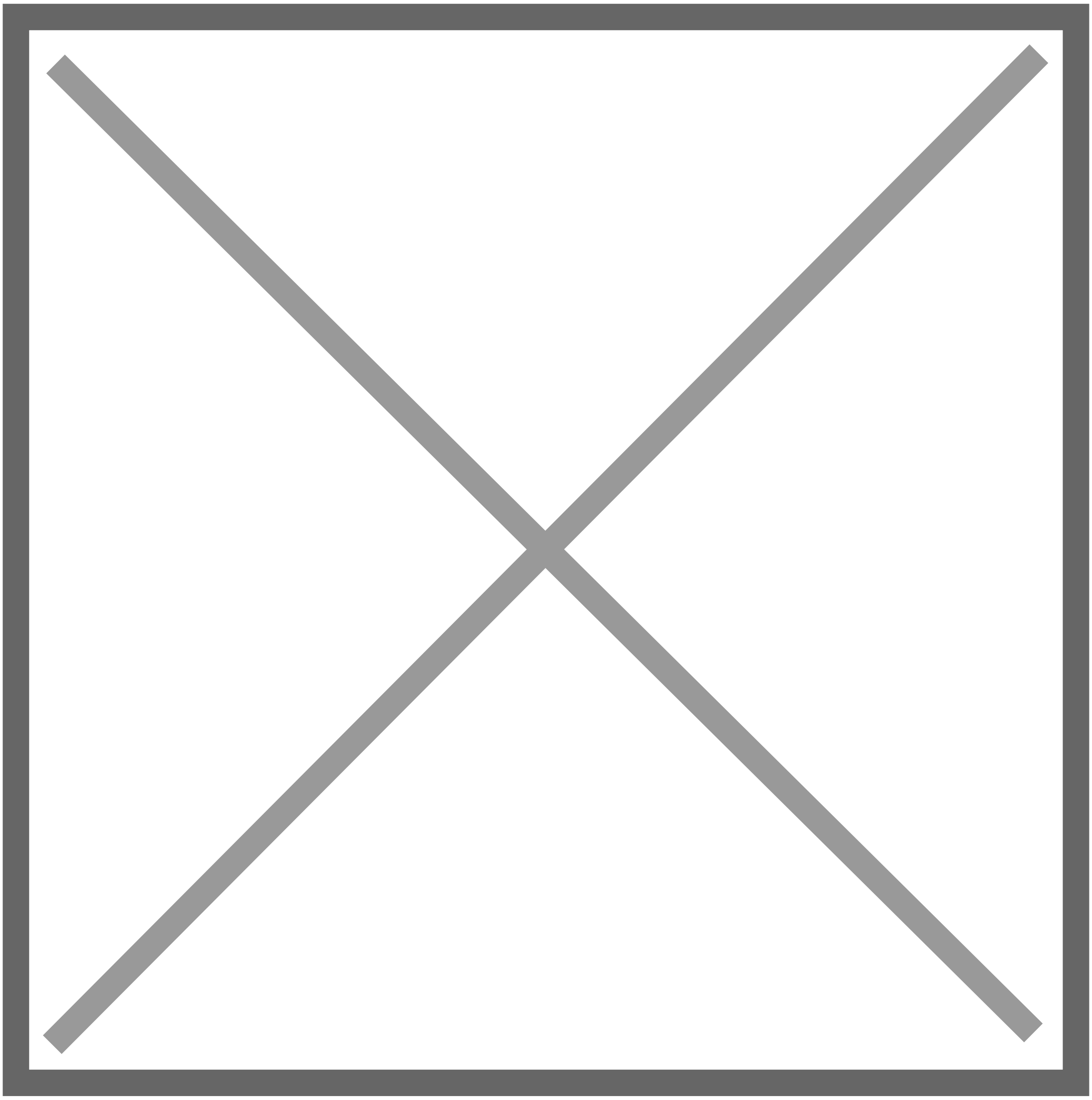
Start time (when first adding the time log the log will assume the current time)

Change the time

Clicking on the Start Time button will set the time now

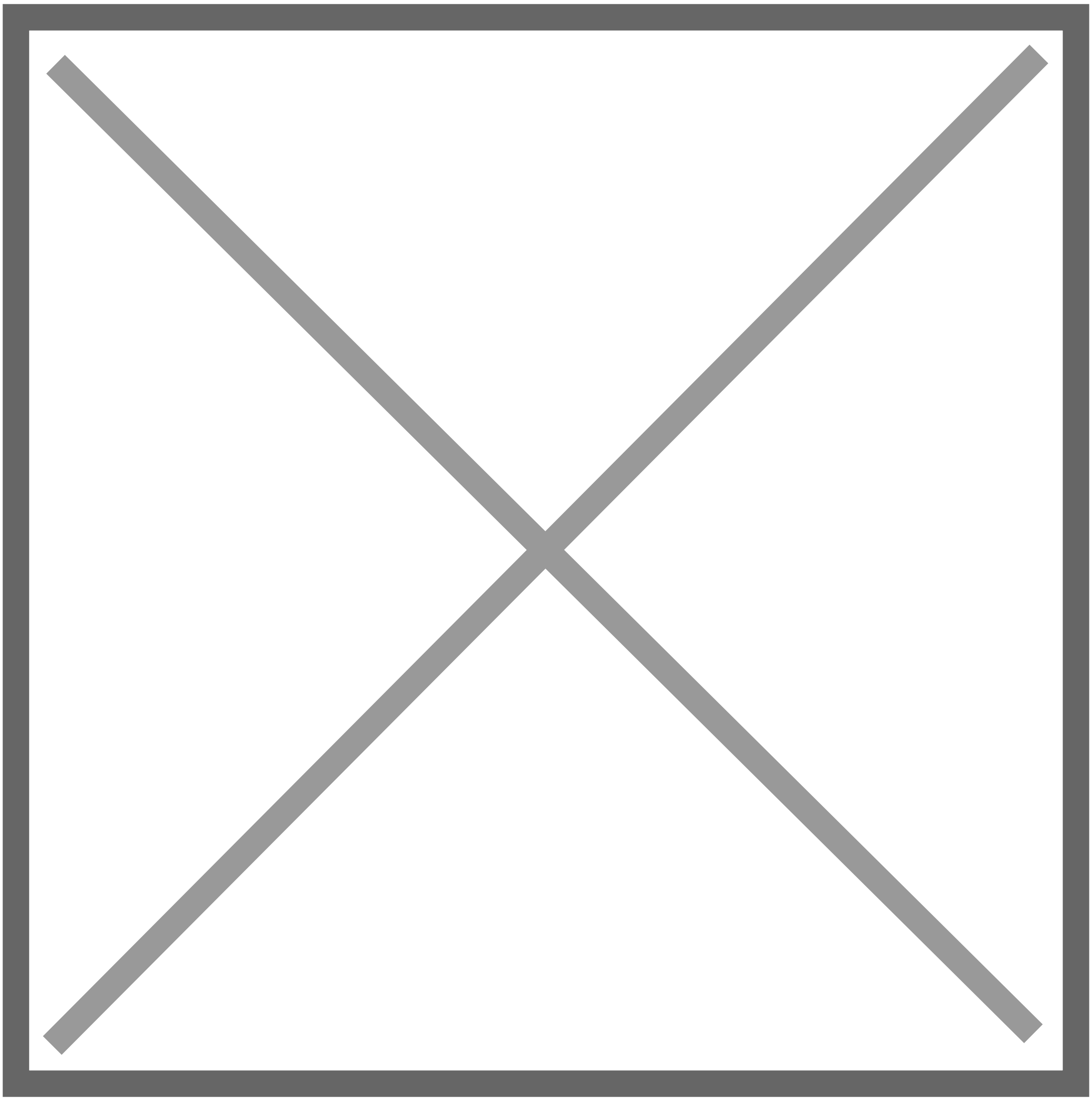
End time (the system will automatically enter one hour later)

Bill quantity - this will be based on the start and end time



Information on general details when scrolling down

Not billable	activate if this time log is not billable
Status	select a status for this time log (default is set in the main system)
Notes	enter detailed notes for the time log
Copy to memo	use this button to add the notes to a memo note
Copy to support log note	if this time log is linked to a support log, you can copy notes to the support log problem section



> NOTE: Click on the tick to save changes before moving on to the next sub menus

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