Clockify Documentation
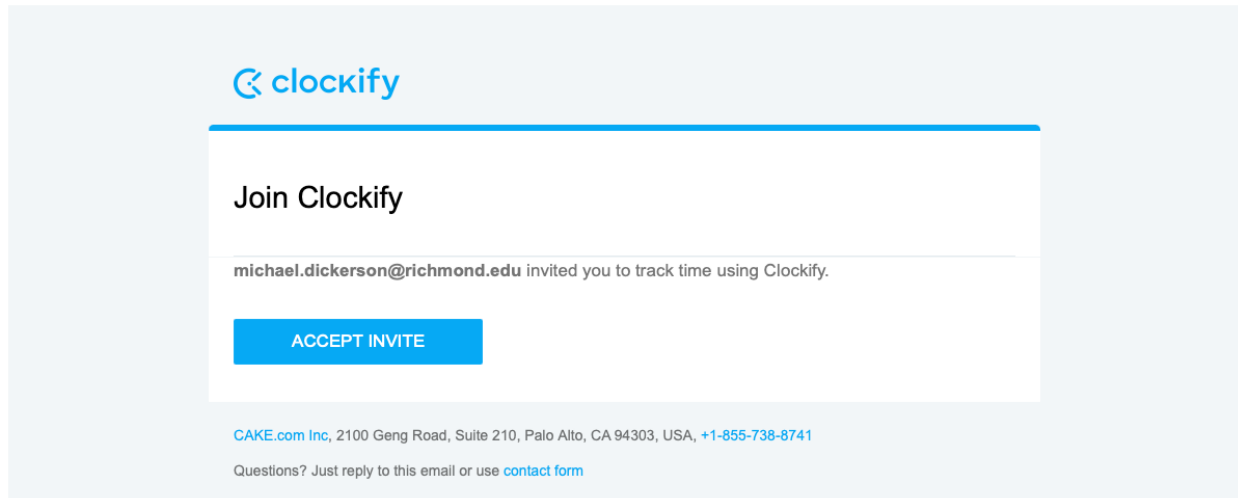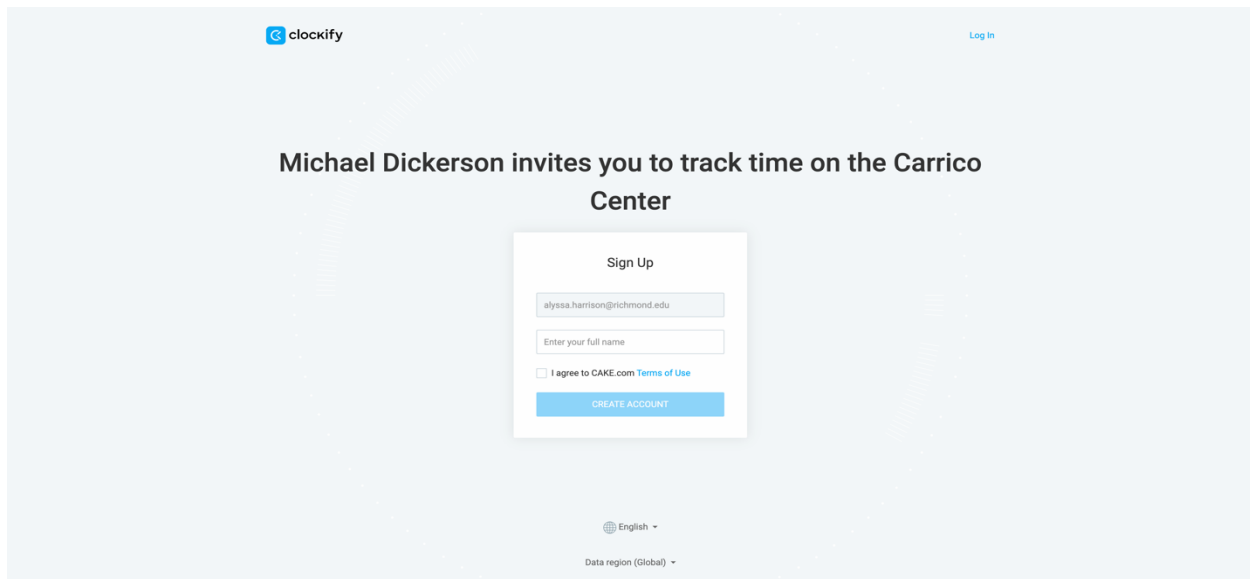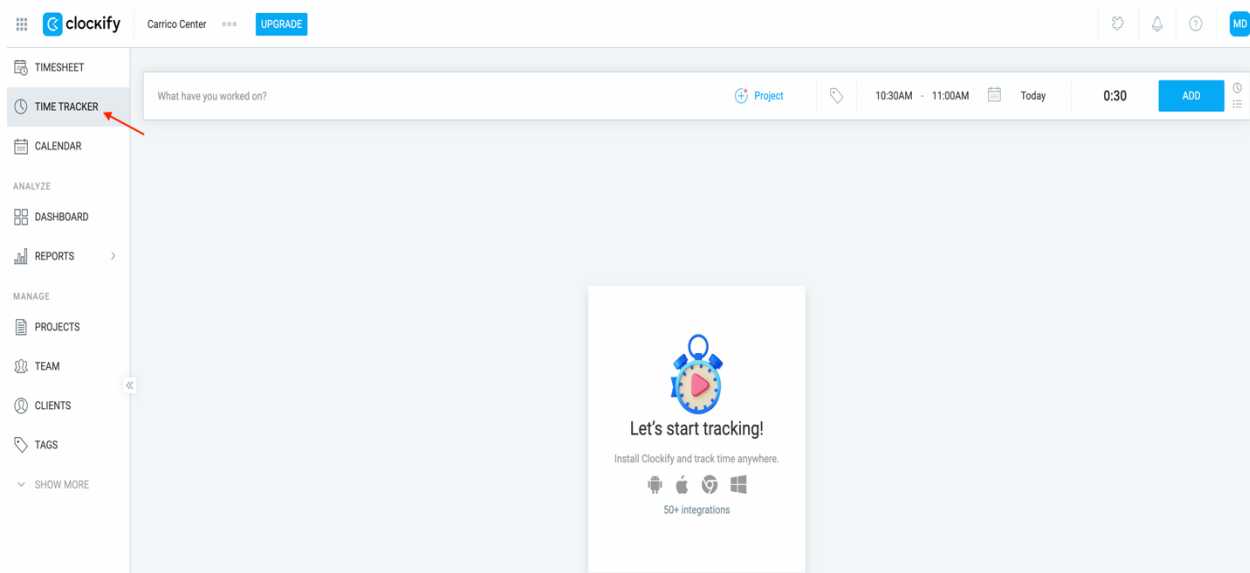
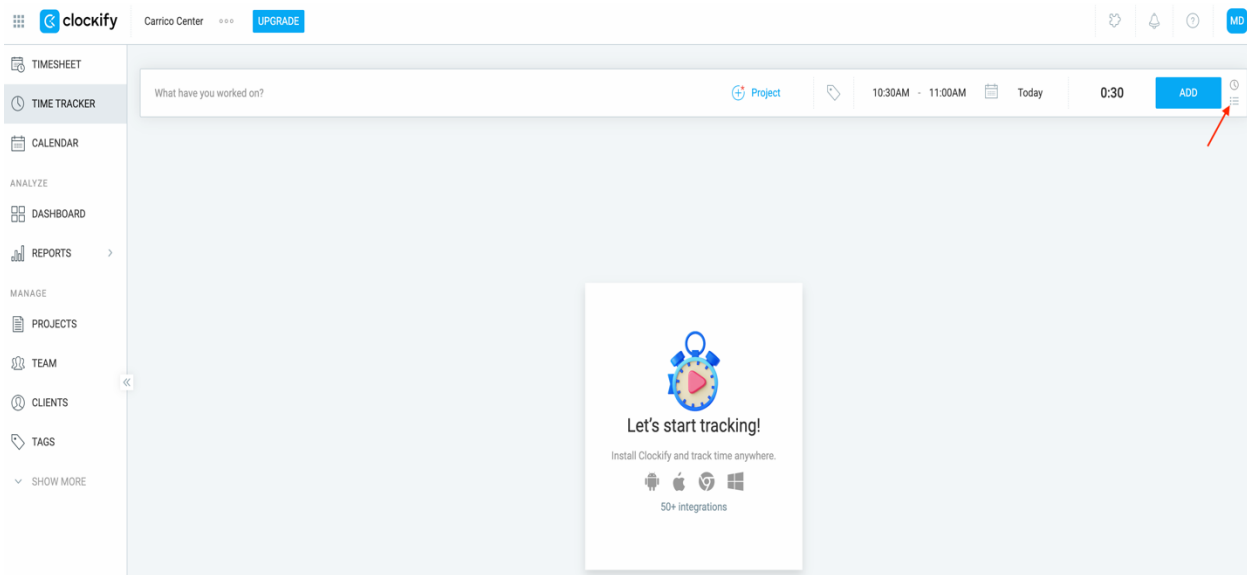1. You will receive an invite via your UR email.

2. After you "Accept Invite" you'll be redirected to a webpage to create your account.
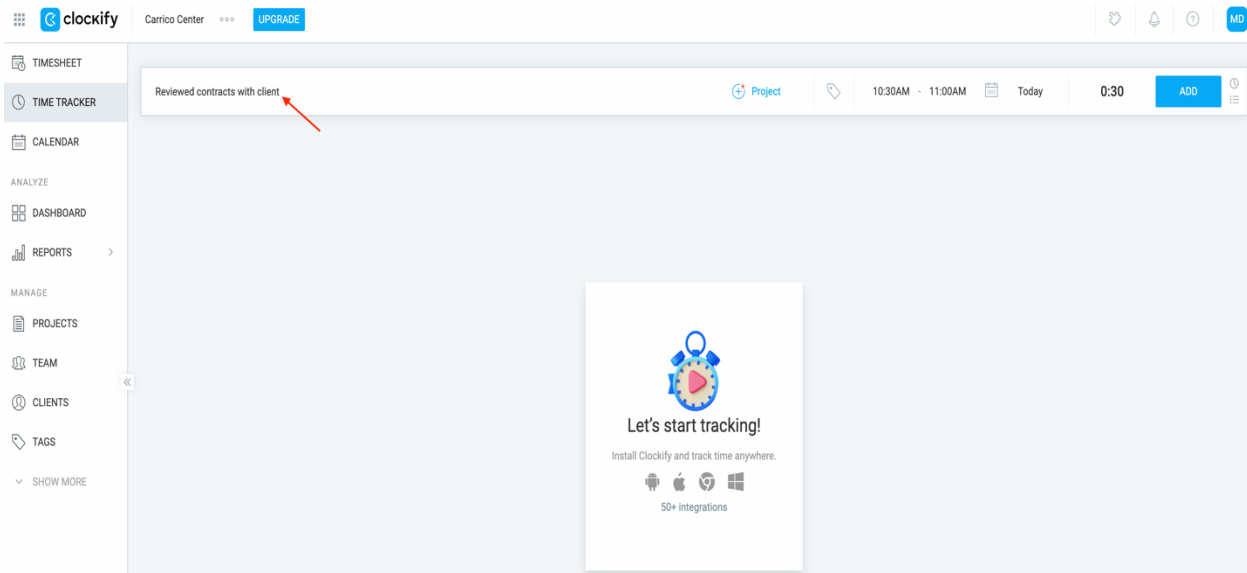

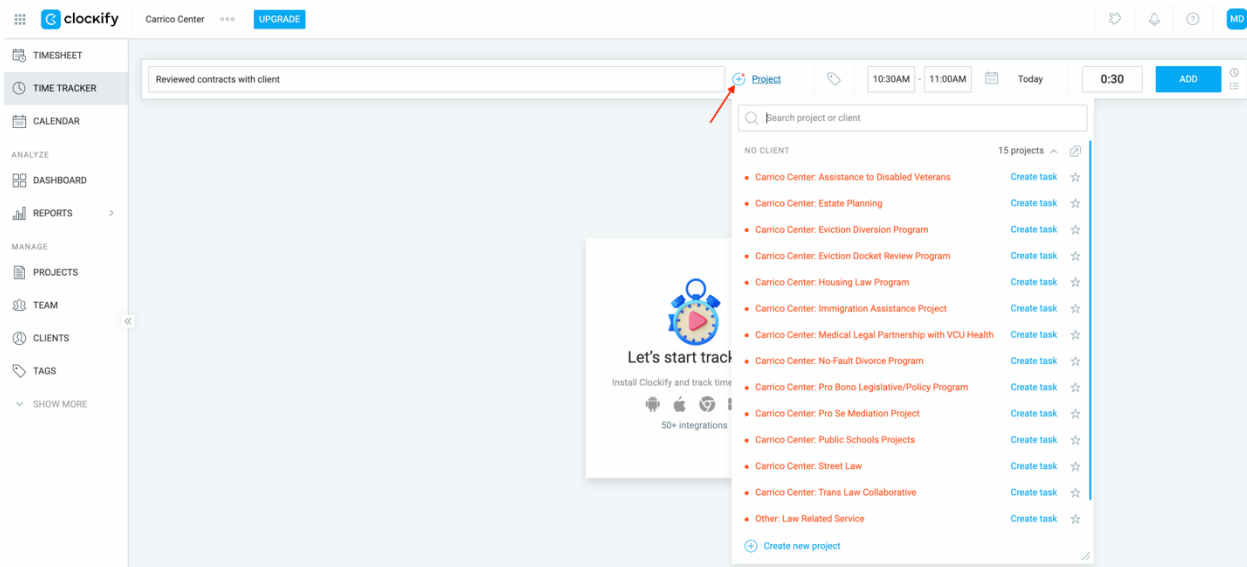3. After your initial login, you'll be on the "Time Tracker" page.

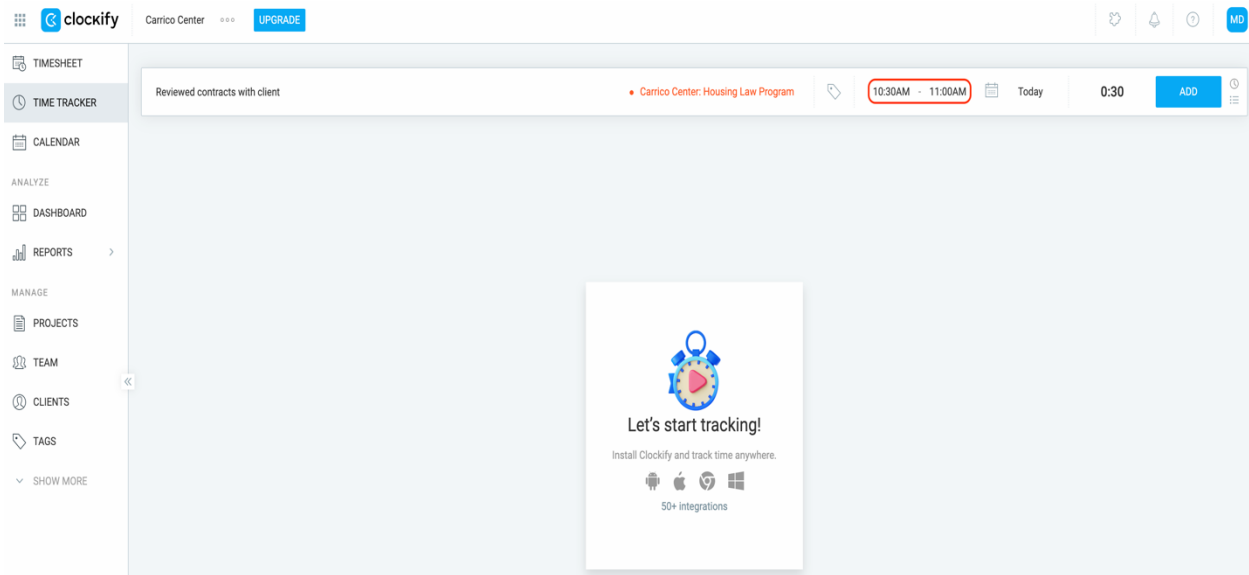4. Change the input type to "Manual" entry.
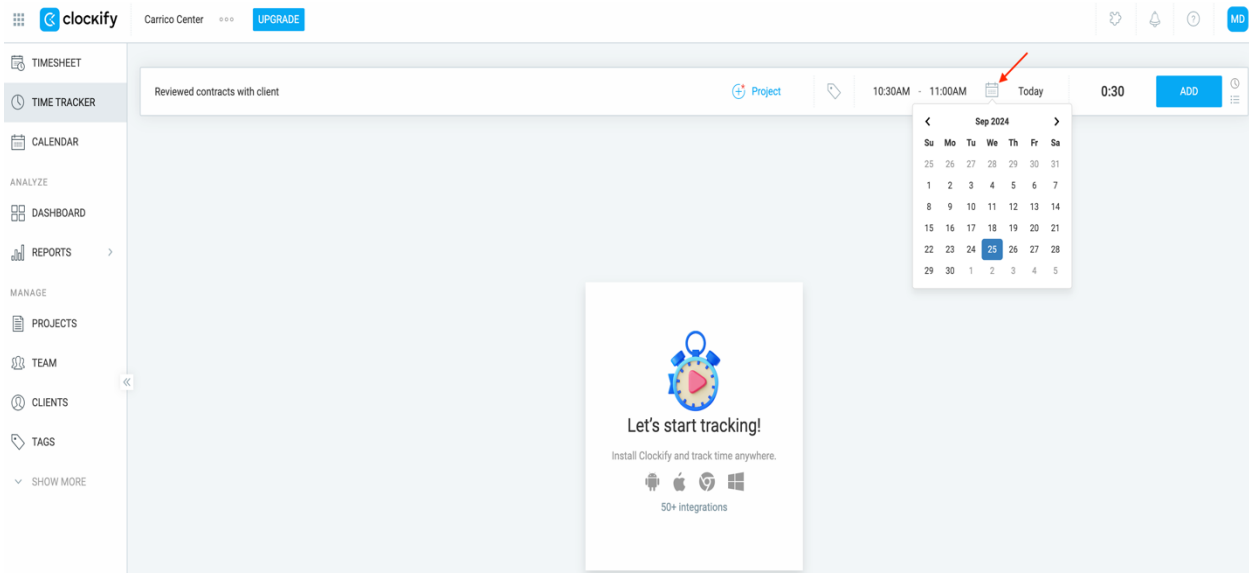

5. Enter the task you worked on.
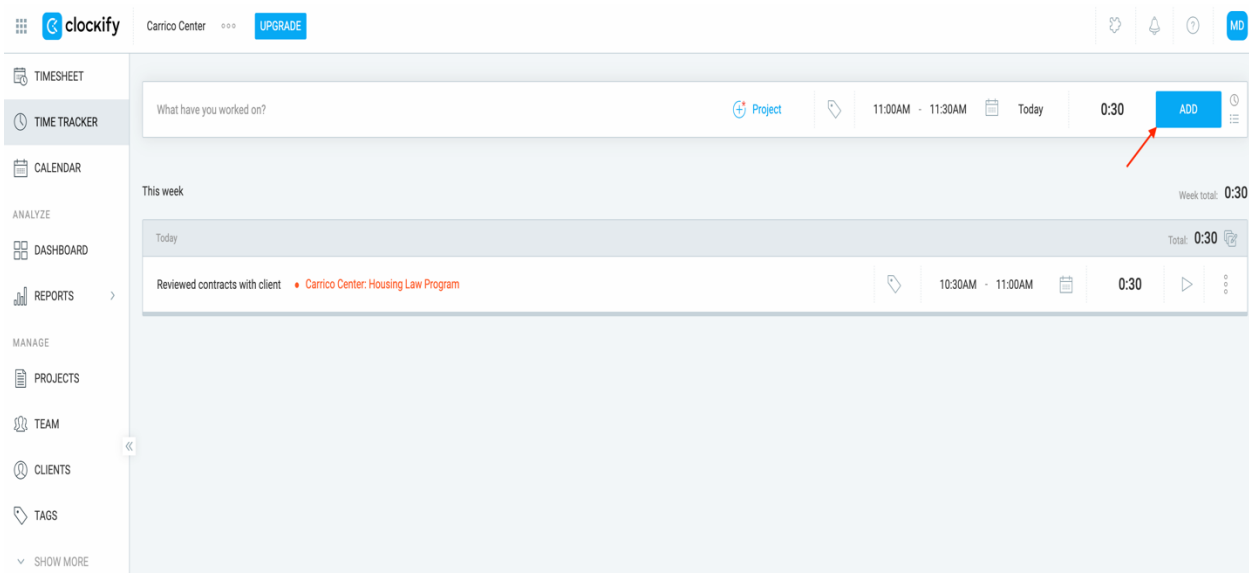

6. Select the corresponding project.

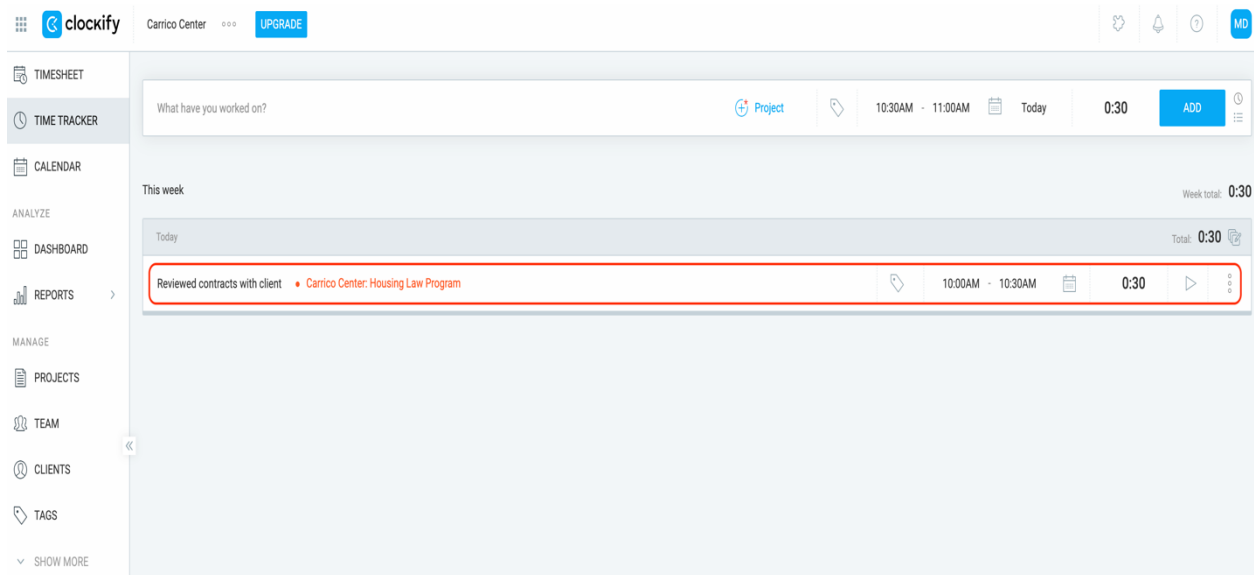7. Enter the time you worked on the task.

8. Select the appropriate date.

9. After entering all pertinent details, click the "Add" button to record the entry.
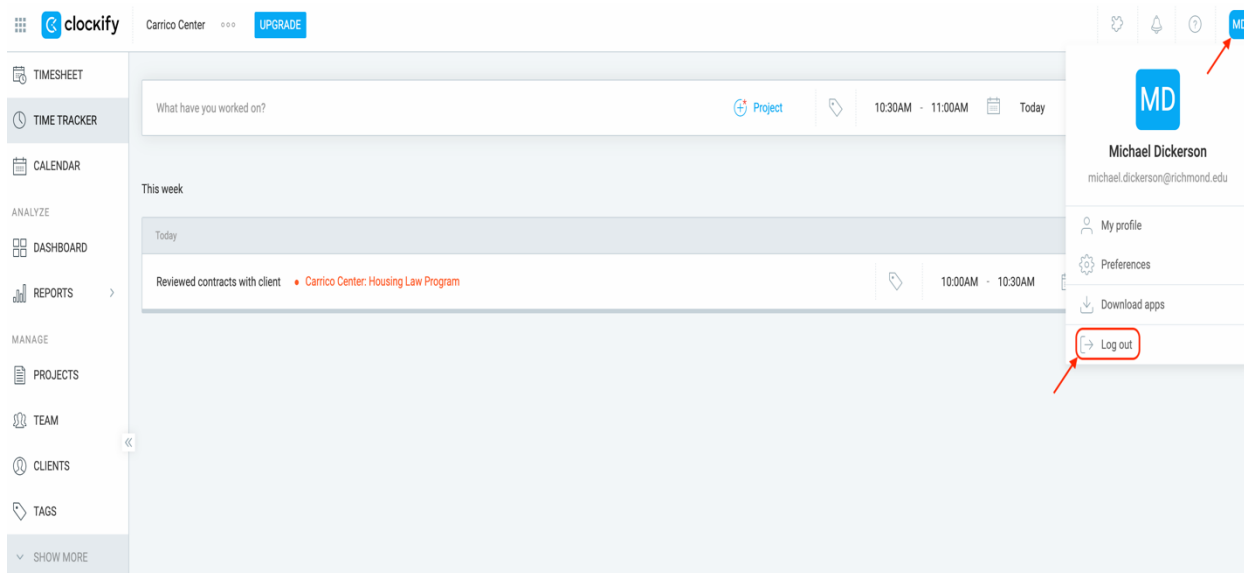
10. After a successful addition, your entry will be displayed with the details you provided.

11. To record other tasks, repeat steps 1-10 above.

12. To logout, click the icon with your initial shown at the top right of the page then click "Logout"

13. Please to email Michael Dickerson if you have any questions.

14. In addition to website time tracking, Clockify offers a variety of apps to use across your devices.
    - Android
    - iPhone | iPad
    - Mac

15. Tutorial Videos:
    - How to track time in Clockify
    - Tracking with browser extensions
    - Tracking time on iOS
    - Tracking time on Android
    - Tracking time on the Mac desktop app