

Toggl

- 1 Create the following Clients: 7(d), 8(a), 8(b), 9(a), 9(b), 10.
- 2 Create tasks/projects as you go; assign to a Client

Timer

- 1 Hit Timer to begin.
- 2 Choose a task/project
- 3 Edit times afterwards when necessary

Reports

Under Reports at the top:

- 1 Select ALL under Clients, Apply
- 2 Select ALL under Projects, Apply
- 3 Upper right, select the dates you want to run the report, Apply
- 4 Then hit the big Apply