


## Activity Chart/Diary

### Viewing the Activity Chart/Activity Diary

- 1) Click on the activity chart icon  on the shortcut bar
- 2) Select the appropriate department, employee and time period (the default time period is the 5 days previous to the current day through the current day).

A sample chart is provided in Figure 1 below:

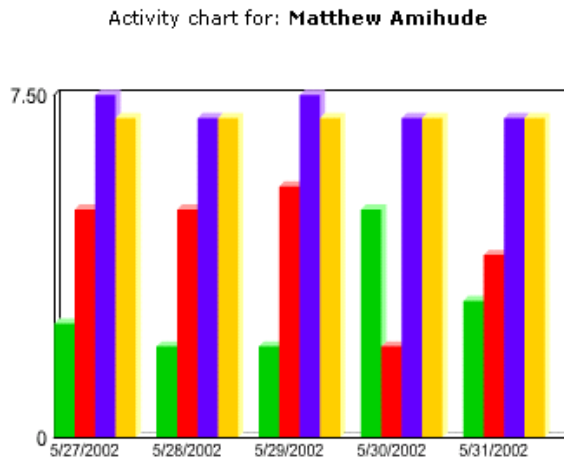


Figure 1 - Activity Chart

The 4 bars per day represent the billable time (green), non-billable time (red), total time (purple), and the required time (yellow).

Clicking on any one of these days will display the activity log for that day which indicates which tasks were completed to make-up the graphical information of the chart (Figure 2).

Dept/Group:	Employee:	From:	To:				
All	Matthew Amihude	5/31/2002	5/31/2002	GO >>			
Date	Start	Stop	Client	Project	Task	Units	Notes
5/31/02	01:00:PM	04:00:PM	Web Wizards Inc.	General Admin	General Admin	3.00	Met with DF, Jamie
5/31/02	10:00:AM	01:00:PM	River City Sports	May Updates	Project Management	3.00	Met with James and Dan, began updates for project pages, got a hold of Beanstream with questions.
5/31/02	04:00:PM	05:00:PM	Web Wizards Inc.	General Admin	General Admin	1.00	Went through accounts payable.

Figure 2 - Activity Diary