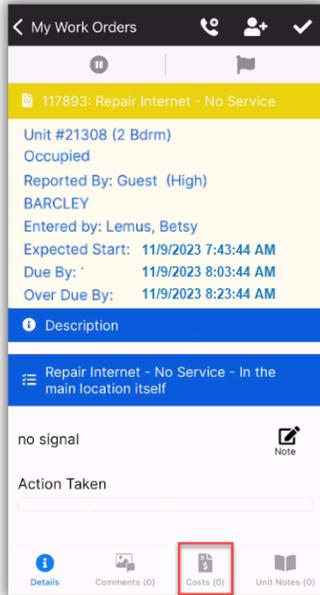## Step 1: Tap on **Costs.**

Step 2: Select **New Labor.**
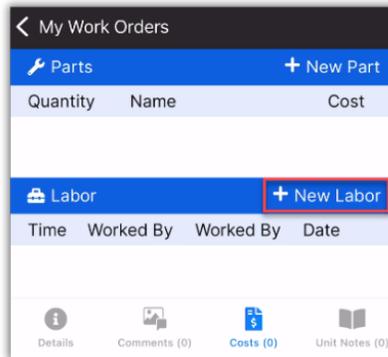
Step 3: Click on **Category.**

Select **a Labor Category** from the list.

Tap **Done.**
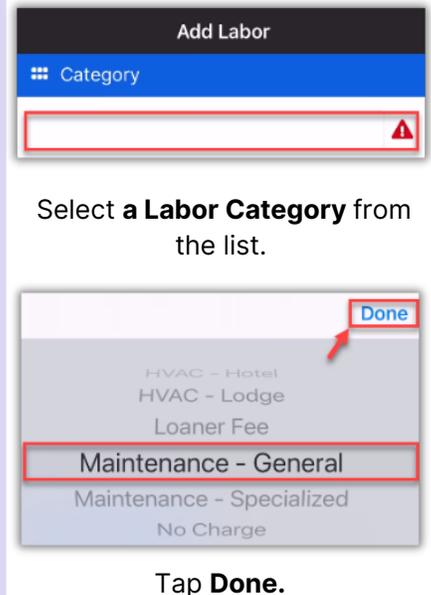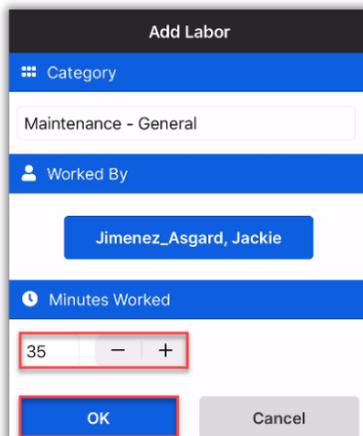
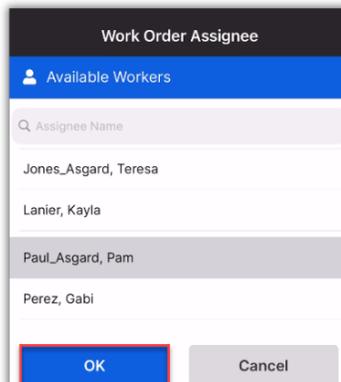## Step 4: **Worked By** defaults to your name.

Minutes Worked will auto populate based on the start time. To make adjustments **use -/+ or Enter Manually.**

Tap **OK.**

TIP! If a team member assisted and you need to record their work time.
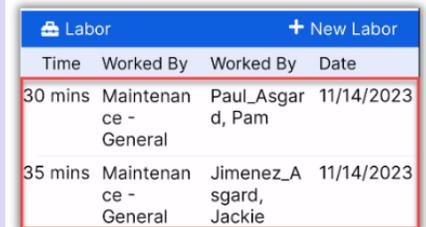
- Tap on **+New Labor**
- Select appropriate **Category**
- Tap on your name, choose the correct name from the list of **Available Workers**
- Tap **OK**

Add **Minutes Worked.**

Tap **OK.**

Step 5: Labor is Date Stamped.

Swipe to the left to **Edit or Remove** Labor Entry.