**Toggl Track**

Toggl Track offers free software for individuals to track their time with an easy stopwatch-style interface. This makes tracking time for different functions or clients easy and quick. Toggl greatly simplifies time entry into NetSuite because individual users can run a report on total time spent that week, which generates a list of hours spent by function or clients.

**NOTE:** Businesses can elect a paid tier which provides them with greater functionality and reporting insights for the entire company. However, individual time tracking for end users is completely free of charge and is sufficient in most cases.

**Desktop & Mobile Apps**

You can track time on their website or via a desktop or mobile app.

**Desktop App: Download Toggl**

1. Go to <https://www.toggl.com/track>.
2. Select **Try for free** in the upper right corner.
3. Enter your email address.
4. Create a secure password.
5. Select **Sign up via email**. The main Toggl Track page will display.  
   **NOTE:** If you get a message that your time zone may create inconsistencies, click on the message and select the correct time zone in the Time and Date section.
6. Select **Start the guide** for a quick tour of Toggl functionality.

**Best Practice**

When tracking time, the simpler the better. To track time for individual clients, create one generic project for each client. To track time on individual projects, multiple projects may be added to each client.

**Desktop App: Add New Clients**

1. Open Toggl desktop at <https://www.toggl.com/track>.
2. Select **Clients** in the left menu.
3. Select **+ New client**.
4. Enter the client name and select **Create**. The Clients page displays the new client.

**Desktop App: Add New Projects**

1. Open Toggl desktop at <https://www.toggl.com/track>.
2. Select **Projects** in the left menu.
3. Select **+ New project**.
4. Enter the name of the project or task to track.  
   **NOTE:** Project colors can be customized if desired.
5. Select the client associated with the activity from the drop-down list.  
   Ensure **Private project** is On.
6. Select **Create project**. The Projects page displays the new project.