

Add Tempo Time Reporting Shortcut to Desktop

Add Tempo shortcut to your desktop using Mozilla Firefox

1. Resize the Firefox window so you can see both your computer's desktop and the Firefox window on the same screen.
2. Click the icon on the left of the address bar (where the URL is shown).
3. While still holding the mouse button down, move the pointer to the desktop, then release the mouse button. The shortcut will be created.

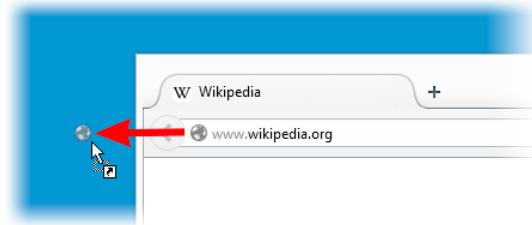
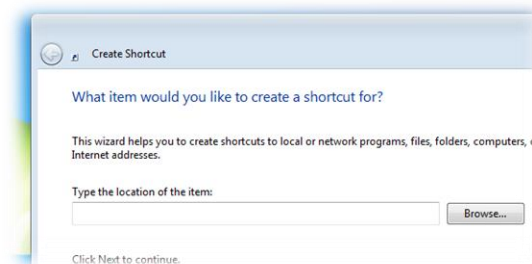


Figure 1 Taken from Mozilla Firefox website

Add Tempo shortcut to your desktop using Internet Explorer 11

1. Press and hold or right-click the desktop, tap or click **New**, and then tap or click **Shortcut**.
2. Type the website's address in the location of the item entry field.
3. Click **Next**.
4. Type a name for the shortcut, e.g., "Tempo Time Reporting."
5. Click **Finish**.



Add Tempo shortcut to your desktop using Google Chrome

1. Resize the Chrome browser window so you can see the desktop and the browser window at the same time
2. Click the icon on the far left of the address bar and drag onto your desktop. An icon will appear.

