Welcome to TimeCamp Help!

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Projects

Projects basics

Projects in TimeCamp have a tree structure, they contain lists of tasks. You can use a project for a larger goal and a task for an action someone in your team needs to take in order to achieve that goal.

Roles in projects

Apart from roles on the account, you can give different roles to your coworkers in each project. This allows you to give extra permission to each person in each project.

Budget

The budgeting feature will help you to monitor your team's performance and properly analyze the task's profitability on an ongoing basis.

Archived tasks

You can delete or archive tasks at any time. Archiving tasks allows you to keep the history of tracked time and you can still generate reports regarding archived tasks.

Moving time between projects and tasks

There are a few ways that allow moving tracked time to another task or even to move the entire task with its time between projects.

Task's time report

The time report of a specific task shows not only its total time but also presents budget, cost, and income statistics. Here you can find the list of all time entries assigned to a specific task and check what activities were registered.

Project colors

You can set up colors for every project and task for a more transparent view. This will allow you to visualize your time, especially on the Calendar Timesheet view.

Custom fields

Custom fields go beyond default options, helping you add more context to your projects and tasks

Planner New

TimeCamp Planner helps you organize and manage work schedules, assign projects/tasks, and plan workloads using a visual timeline.