

# Welcome to TimeCamp Help!

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## Tags

### Tags - basics

Tags are very helpful for organizing and classifying tracked time in TimeCamp. You can create your own lists with an unlimited number of tags inside. Tags can be added to projects, tasks, or even single-time entries.

### Assign tags

Users can tag their time entries based on the type of work they are doing. Assigning tags to groups of users or to specific projects will help to predefine which tags should be used or even limit access to unassigned tags and lists.

### Mandatory tags

Mandatory tags are automatically assigned to a task on the timesheet when the timing for that task begins and they cannot be removed by users.

### Archive tags

In case you do not need a specific Tag List or Tag, you can archive it at any time. Archiving tags will not affect the already tracked time and will not remove tags assigned to your time entries.