

# Welcome to TimeCamp Help!

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## People reports

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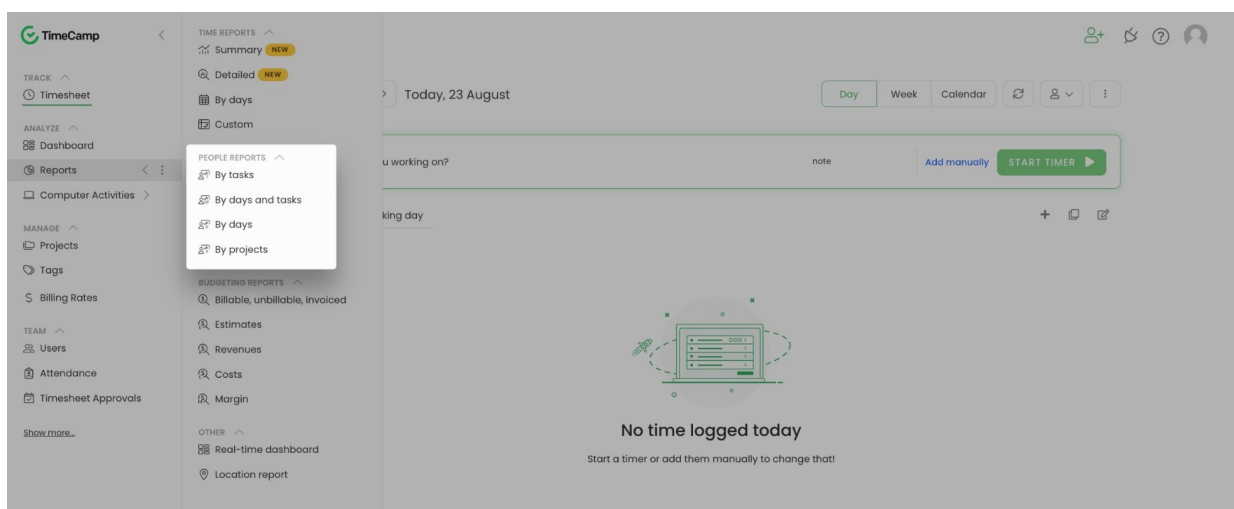
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People reports are all about your coworkers. They allow you to see the reflection of their work depending on the type of chosen report and applied filters.

There are 4 types of time reports:

- **People by tasks**
- **People by days and tasks**
- **People by days**
- **People by projects**

Each report can be exported or added to the Periodical emails if your subscription plan contains these features.



## People by tasks

In this report, you can see **how much time your coworkers spend on each task**. It also shows **the total number of hours spend on work** during the selected time range. It will help you to balance the management of individual tasks and find that some users may be spending too much time on one task and may need to diversify their work more or might need to slow down and rest a little.

**Example of People by tasks report:**

The screenshot shows a report interface with the following filters: Date range (Sep 12 - Sep 30, 2022), People (2 People), Projects (All my projects), Active/archived (Active tasks), Tags (Any tag), and Invoiced status (All). Below the filters is a search bar and a table with the following data:

Name	Iris	Chrystal	Total
Keywords Test	7h 19m	-	7h 19m
Monday	-	5h 57m	5h 57m
TEST 1	-	5h 57m	5h 57m
GROUP 1	-	3h 37m	3h 37m
Integration	-	3h 37m	3h 37m
GROUP 2	-	2h 20m	2h 20m
Marketing	5h 13m	-	5h 13m
Development	4h 22m	-	4h 22m
Trainings	-	58m	58m
Setup & Configuration	-	58m	58m
Finances	35s	-	35s
Insightly	28s	-	28s
(time without task assigned)	3s	-	3s
<b>Total</b>	<b>16h 56m</b>	<b>6h 55m</b>	<b>23h 51m</b>

## People by days and tasks

This report, just like People by tasks, shows the **time spent by each user on individual tasks** but in a more detailed form that **shows also each day** of the date range selected by you. It also shows the total number of hours spend on work during the selected time range.

**Example of People by days and tasks report:**

The screenshot shows a report interface with the same filters as the first image. Below the filters is a search bar and a detailed grid showing time spent by each user across days from Sep 12 to Sep 28. The data is as follows:

People	12 Sep	13 Sep	14 Sep	15 Sep	16 Sep	17 Sep	18 Sep	19 Sep	20 Sep	21 Sep	22 Sep	23 Sep	24 Sep	25 Sep	26 Sep	27 Sep	28 Sep
<b>Iris</b>	-	-	-	-	2h 04m	-	-	5h 14m	-	-	-	-	-	-	-	-	-
Keywords Test	-	-	-	-	2h 04m	-	-	5h 14m	-	-	-	-	-	-	-	-	-
Marketing	-	-	-	-	2h 16m	-	-	2h 06m	-	50m	-	-	-	-	-	-	-
Development	-	16s	-	-	-	-	-	3h 28m	54m	-	-	-	-	-	-	-	-
Finances	-	35s	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Insightly	-	28s	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
(time without task assigned)	-	3s	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	-	<b>01m</b>	-	-	<b>4h 21m</b>	-	-	<b>5h 14m</b>	<b>5h 34m</b>	<b>54m</b>	<b>50m</b>	-	-	-	-	-	-
<b>Chrystal</b>	-	-	-	-	-	-	-	-	3h 37m	-	-	-	-	-	-	-	-
Integration (Monday / TEST 1 / GROUP	-	-	-	-	-	-	-	-	3h 37m	-	-	-	-	-	-	-	-
GROUP 2 (Monday / TEST 1)	-	-	-	-	-	-	-	-	2h 20m	-	-	-	-	-	-	-	-
Setup & Configuration (Trainings)	-	-	-	-	-	-	-	-	58m	-	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-	-	<b>6h 55m</b>	-	-	-	-	-	-	-	-

## People by days

This report shows only **users and days columns** within the selected date range. Of course, you can apply desired

filters and see how much in total your coworkers spent on work each day.

**Example of People by days report:**

People	12 Sep	13 Sep	14 Sep	15 Sep	16 Sep	17 Sep	18 Sep	19 Sep	20 Sep	21 Sep	22 Sep	23 Sep	24 Sep	25 Sep	26 Sep	27 Sep	28 Sep
Chrystal	-	-	-	-	-	-	-	-	6h 55m	-	-	-	-	-	-	-	-
Iris	-	01m	-	-	4h 21m	-	-	5h 14m	5h 34m	54m	50m	-	-	-	-	-	-

## People by projects

This type of report shows you how much time was spent on the selected projects by each user. Unlike the people by tasks report, here you won't find the list of all tasks and subtasks, **you'll get only the summary of the main Project (level 1).**

**Example of People by projects report:**

Name	Iris	Chrystal	Total
Development	4h 22m	-	4h 22m
Finances	35s	-	35s
Insightly	28s	-	28s
Keywords Test	7h 19m	-	7h 19m
Marketing	5h 13m	-	5h 13m
Monday	-	5h 57m	5h 57m
Trainings	-	58m	58m
<b>Total</b>	<b>16h 56m</b>	<b>6h 55m</b>	<b>23h 51m</b>