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People reports

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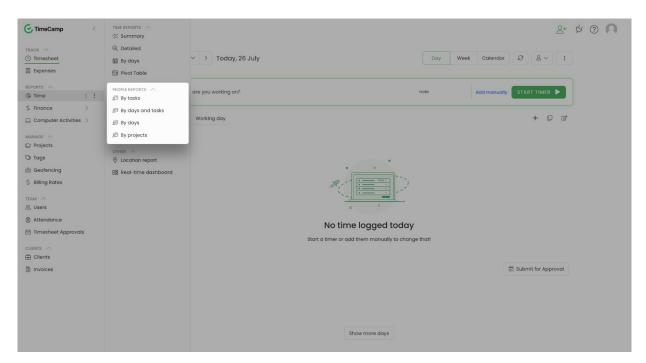
- People by tasks
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- People by days
- People by projects

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 people 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:

Date range	People	Projects	Active/archived	Tags: Invoiced	i status
🛗 Sep 12 - Sep 30, 2022	∽ 온 2 People	✓ All my projects	✓ Active tasks ✓	Any tag 🗸 🗸 All	~
Billable status	Notes				
All 🗸	Search				
Name			Iris	Chrystol	Total
Keywords Test			7h 19m	-	7h 19
Monday			-	5h 57m	5h 57
TEST 1				5h 57m	5h 57
GROUP 1				3h 37m	3h 37
Integration				3h 37m	3h 37
GROUP 2				2h 20m	2h 20
Marketing			5h 13m	-	5h 13
Development			4h 22m	-	4h 22
Trainings			-	58m	58
Setup & Configuration				58m	58
Finanses			355		35
Insightly			285	-	28
(time without task assigned)			35	-	3
Total			16h 56m	6h 55m	23h 51

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:

Date range	People				Projects			Act	tive/archived		Tags:				Invoiced statu	s	
🗎 Sep 12 - Sep 30, 2022 🗸 🗸 🗸	양 2	People		~)	All my pro	ojects		· •][/	Active tasks	~	Any to	g		~)	All		~)
Billable status Notes																	
All V Searc	h																
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 Se
O Iris																	
Keywords Test	-	-	-		2h 04m	-	-	5h 14	n -	-	-		-		-		
Marketing	-	-	-	-	2h 16m	-	-		- 2h 06m	-	50m	-	-		-		
Development	-	16s	-		-	-	-		- 3h 28m	54m		-	-		-		
Finanses	-	35s	-		-	-	-			-	-		-		-		
Insightly	-	28s	-	-	-	-	-			-	-	-	-		-		
(time without task assigned)	-	3s	-	-	-	-	-			-	-	-	-		-		
Total	-	01m	-	-	4h 21m	-	-	5h 14	m 5h 34m	54m	50m	-	-		-		
Chrystal																	
Integration (Monday / TEST 1 / GROUP		-			-	-			- 3h 37m				-		-		
GROUP 2 (Monday / TEST 1)		-	-	-	-	-			- 2h 20m	-	-	-	-		-		
Setup & Configuration (Trainings)	-	-			-	-	-		- 58m	-			-		-		
Total									- 6h 55m								

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:

🗎 Sep 12 - Sep 30, 2022					Active/archived	Tags:		Invoiced status	
	✓ 浴 2 People	~	All my projects		Active tasks	~ Any tag	~		~
3illable status	Notes								
All	Search								
eople	12 Sep 13 Sep	14 Sep 15 Sep	16 Sep 17 Sep	18 Sep 1	9 Sep 20 Sep	21 Sep 22 Sep 23 Sep	24 Sep 25 Sep	p 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:

Date range	People	Projects	Active/archived	Tags: Invoiced sto	atus
🗎 Sep 12 - Sep 30, 2022 🗸 🗸 🗸	²왐 2 People	✓ All my projects	✓ Active tasks ✓	Any tag ~ All	~
Billable status Notes					
All v Search	1				
Name			Iris	Chrystal	Total
Development			4h 22m	-	4h 22m
Finanses			355		355
Insightly			285	-	28s
Keywords Test			7h 19m	-	7h 19m
Marketing			5h 13m	-	5h 13m
Monday				5h 57m	5h 57m
Trainings				58m	58m
Total			16h 56m	6h 55m	23h 51m