

# Welcome to TimeCamp Help!

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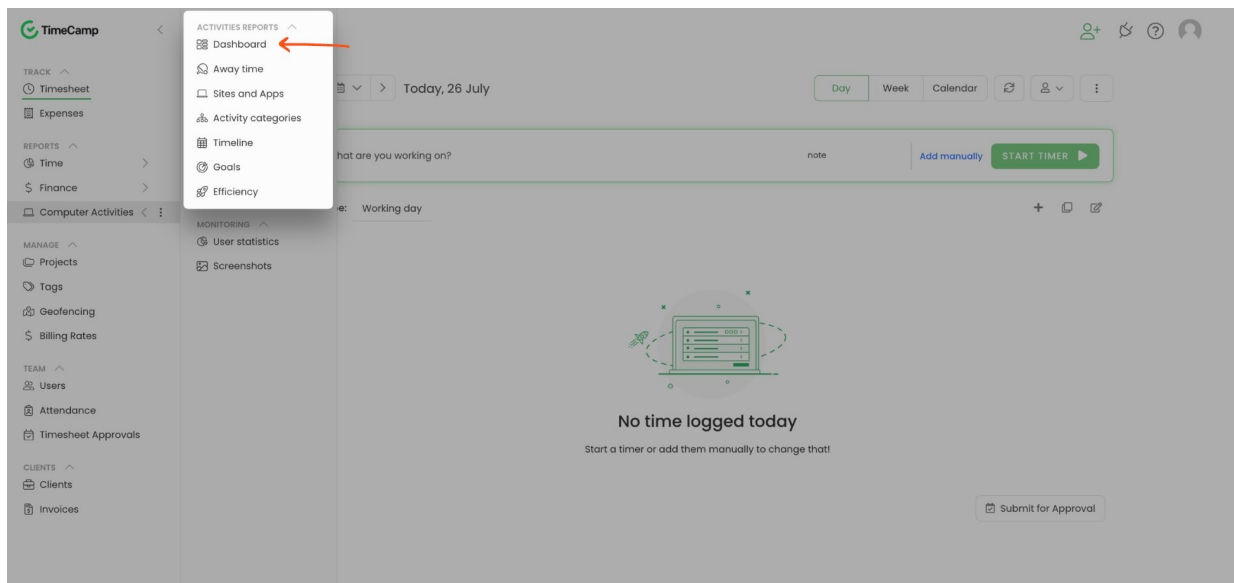
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## Dashboard

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- [Information available on a Dashboard](#)

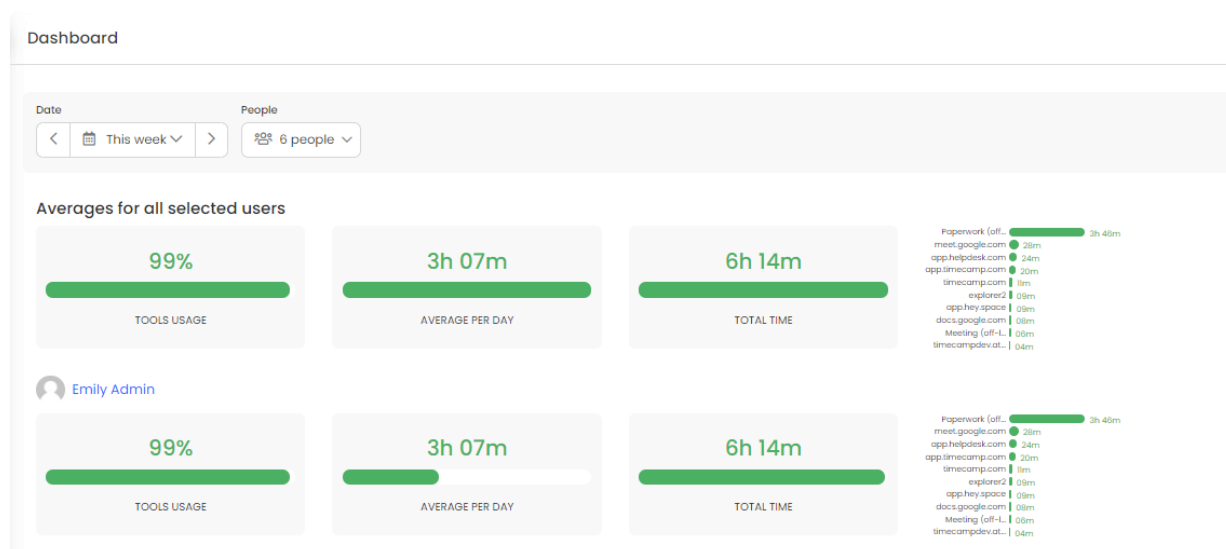
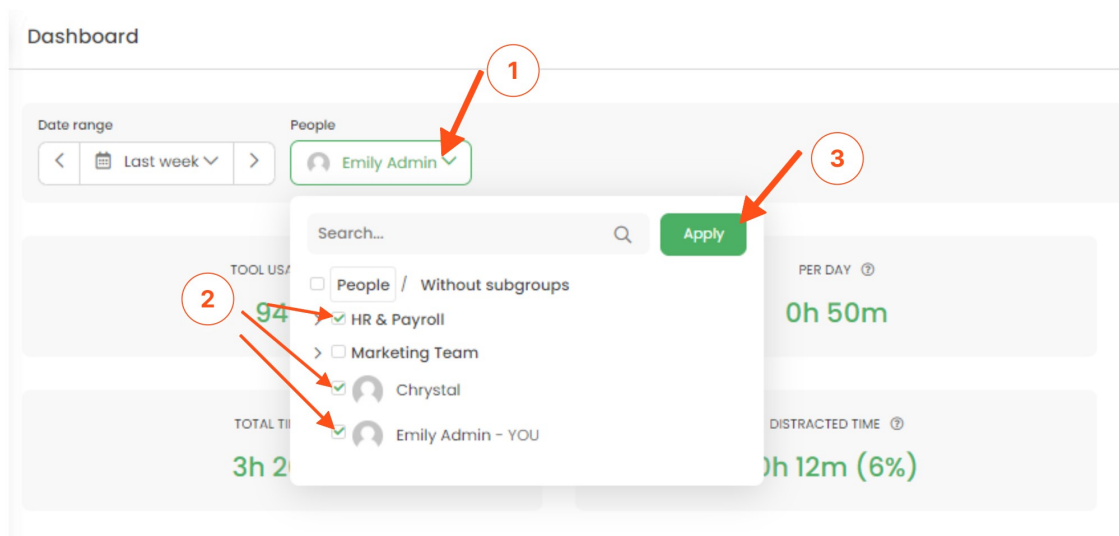
The Dashboard tab is located under the **Computer Activities** reports on the left side menu:



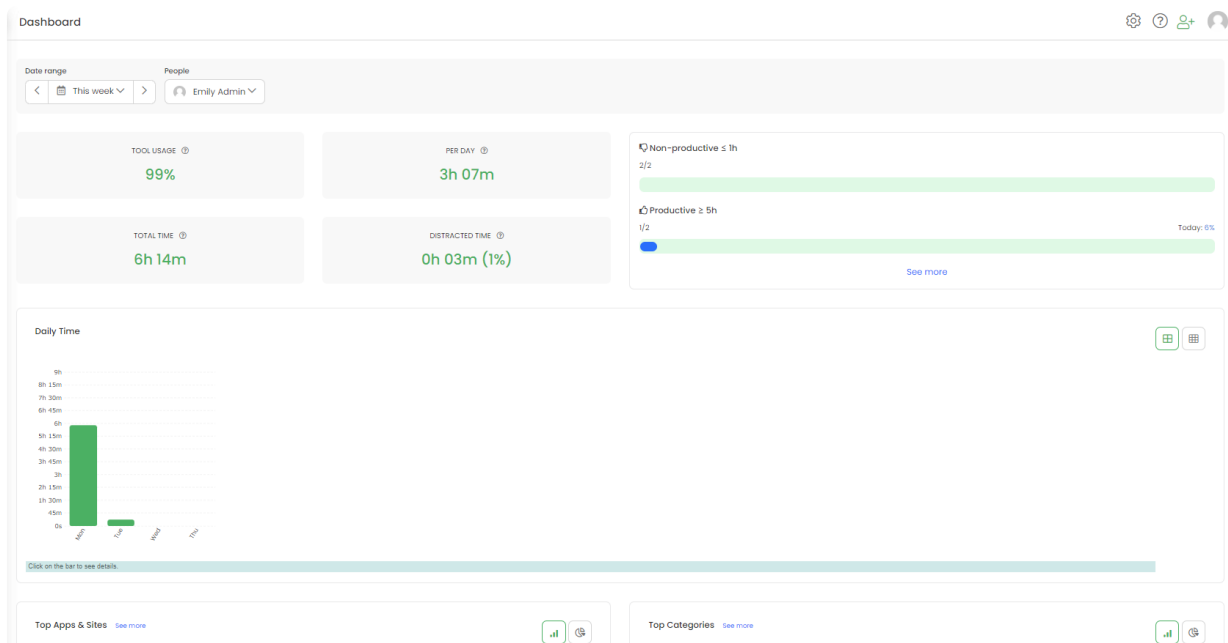
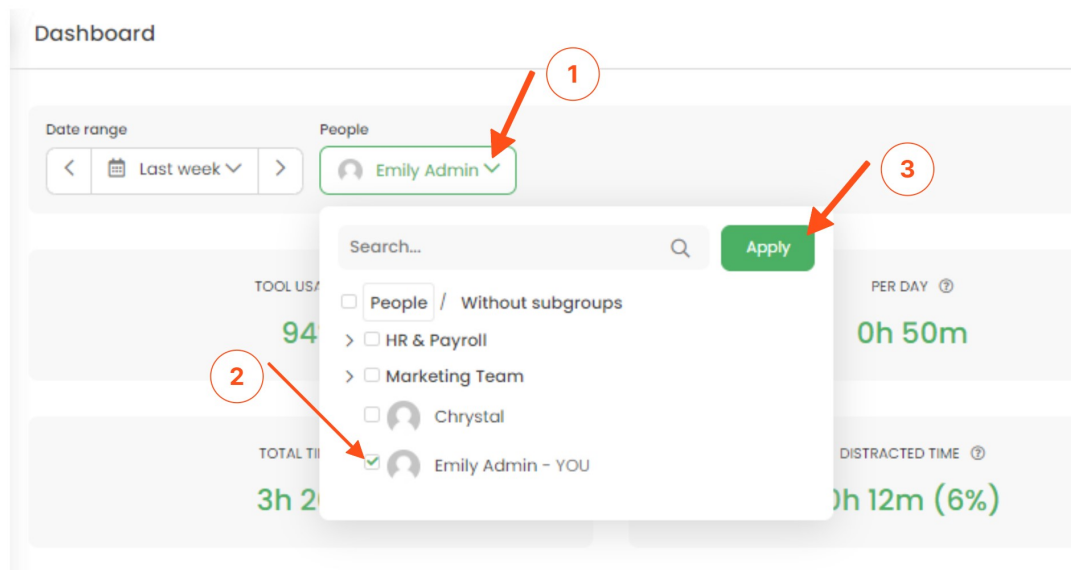
## Overview

The basic view of the dashboard presents a summary of time spent by the user in the selected time period. A more in-depth analysis can be performed by selecting a predefined period or by setting up your own using the calendar to designate the time period being appraised.

*An example of a group report after choosing a few users from the People picker:*



An example of a personal report after choosing only one user from the People picker:

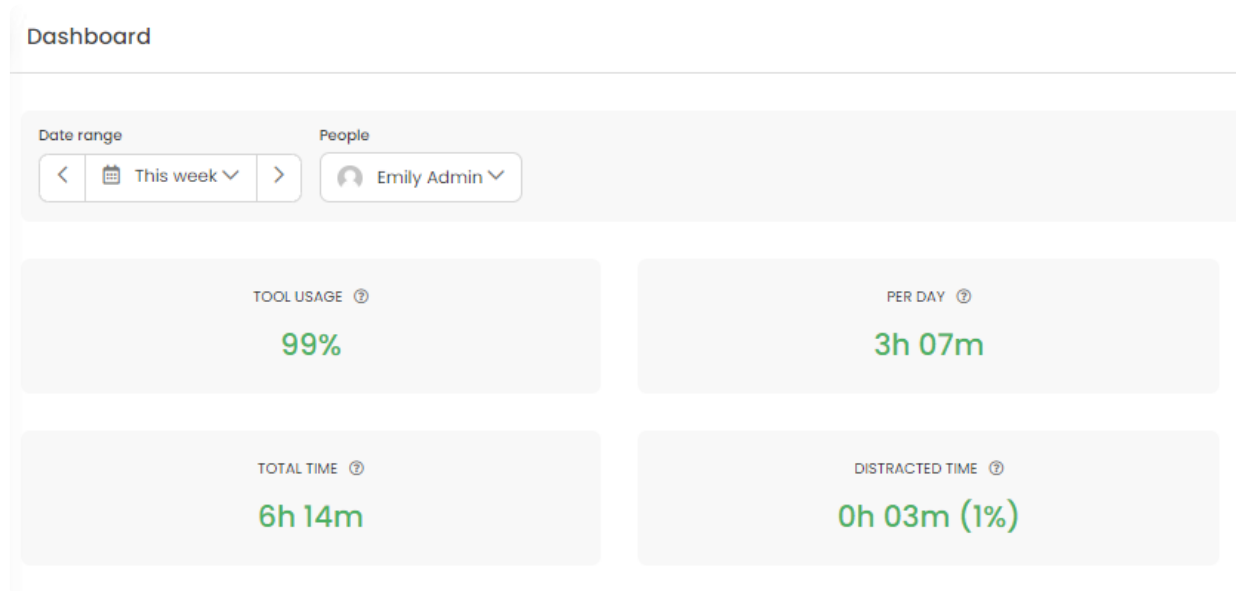


The desktop application must be installed to track computer time and activities

## Information available on a Dashboard

All users can view their own time. Administrators and Supervisors are able to view registered activities for users who they manage.

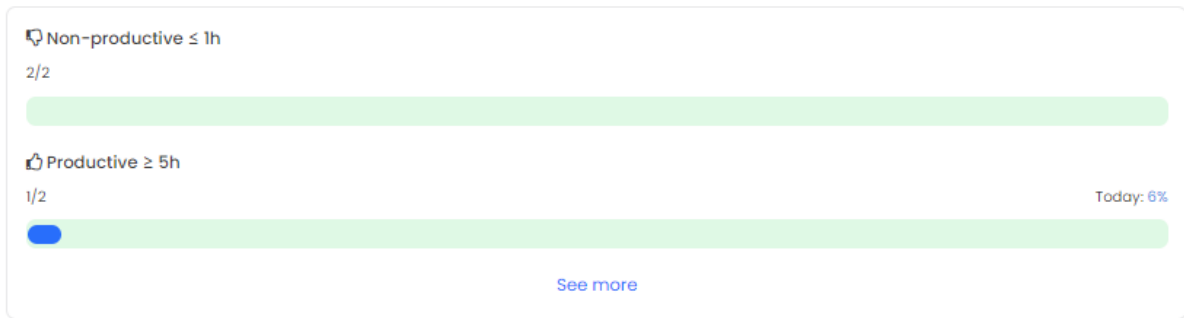
On the left-hand side, you can find basic indicators that show a **brief summary of the time recorded by the desktop application**.



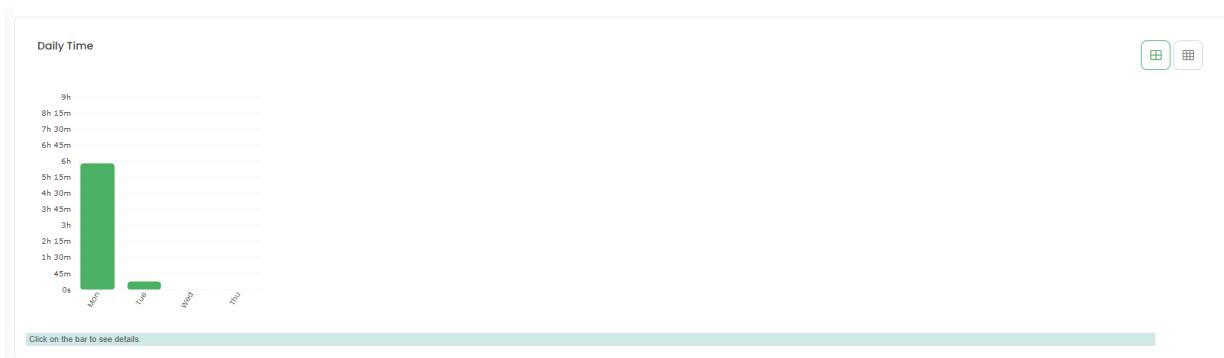
- **The Tool Usage indicator** shows the percentage of time spent on applications qualified as productive or neutral. Of course, you can adjust your own parameters to determine the productivity of the application or website.
- **The Per Day indicator** calculates the average of daily time spent on active work on a computer in the selected time period.
- **The Total Time indicator** presents the sum of registered time in a given period during active work on the computer.
- **The Distracted Time indicator** shows the total and the percentage of time spent on applications and websites categorized as unproductive.

All indicators are interactive and after clicking on them, will redirect you to more detailed computer time reports.

On the right-hand side, you'll find **information about goals** which can be defined in the Computer time → Goals section. Simply click on the **"See more"** button and you'll be redirected to the Goals settings.



The **Day Time** chart represents the sum of the time collected each day in the selected time period. Please note that the bars in the chart are interactive. If you click on one of them, you will be redirected to a detailed summary of the selected day.



It is possible to change the view from a total time to a time divided into projects. Simply click on the projects icon in the upper-right corner of the graph.





