

# Welcome to TimeCamp Help!

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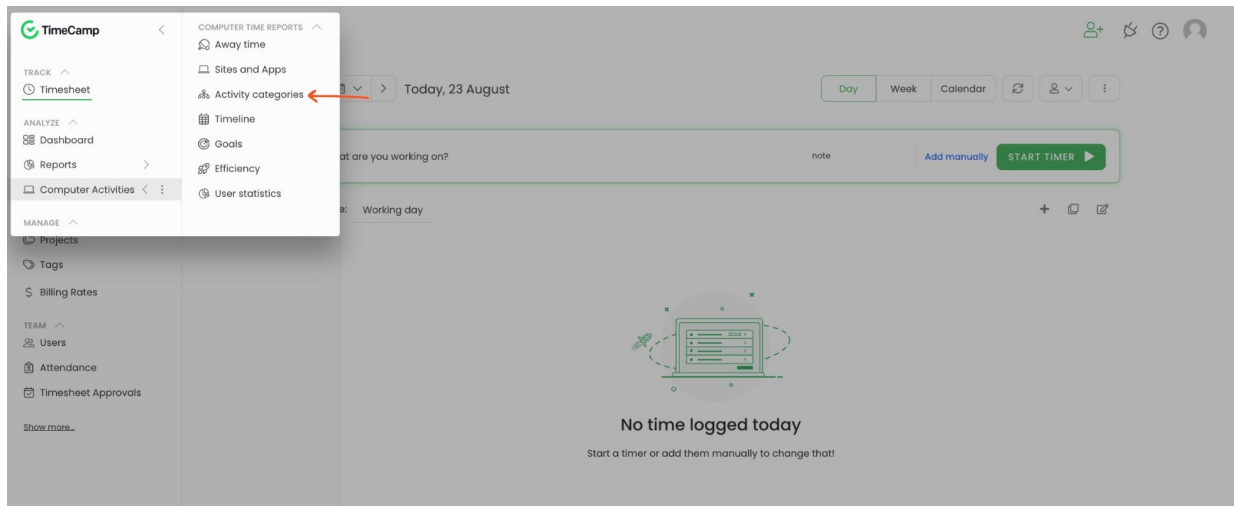
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## Activity categories

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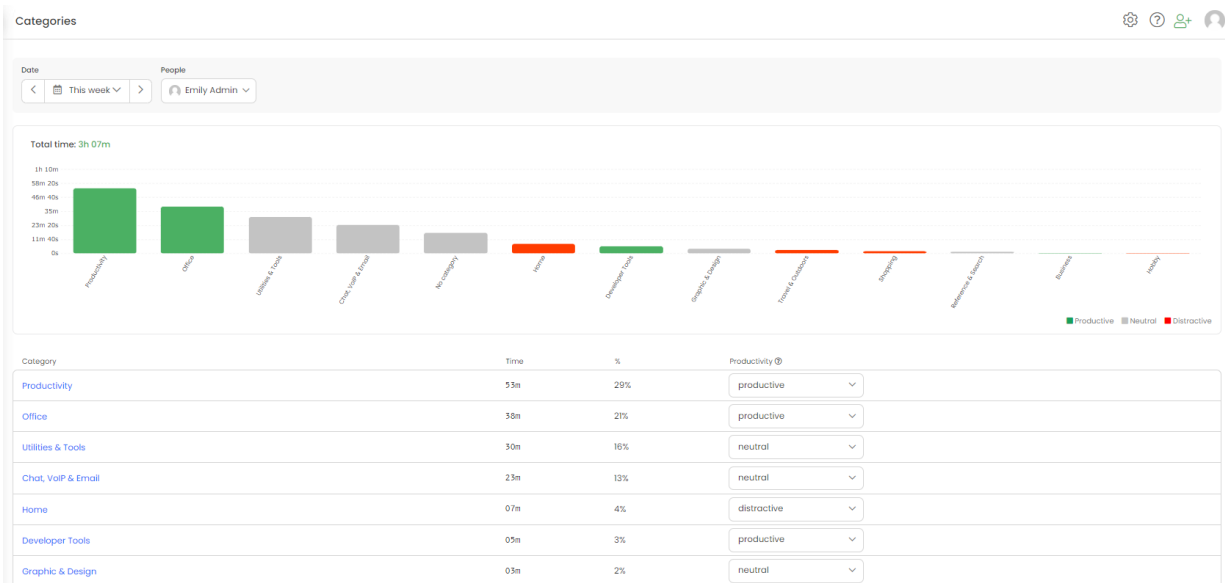
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Activity categories tab is located under the **Computer Activities** reports on the left side menu:



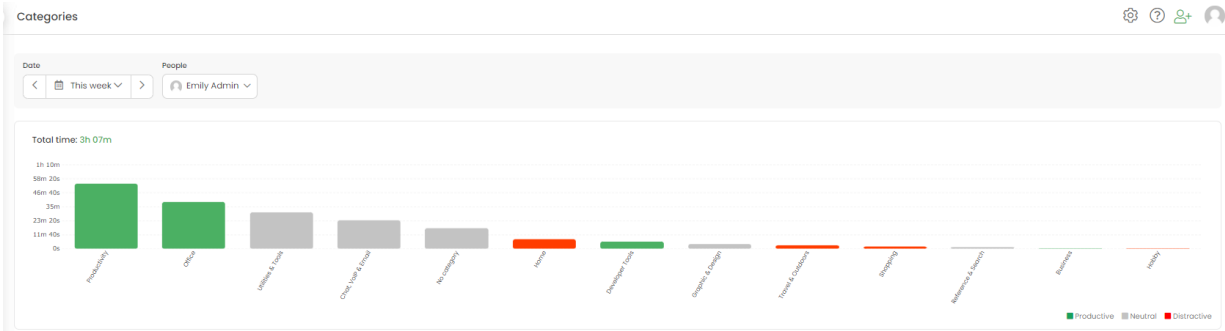
## Overview

The Activity categories section allows you to create a report based on groups of categories your activities are assigned to. **Here you can use the date range filter and check the most tracked categories.**

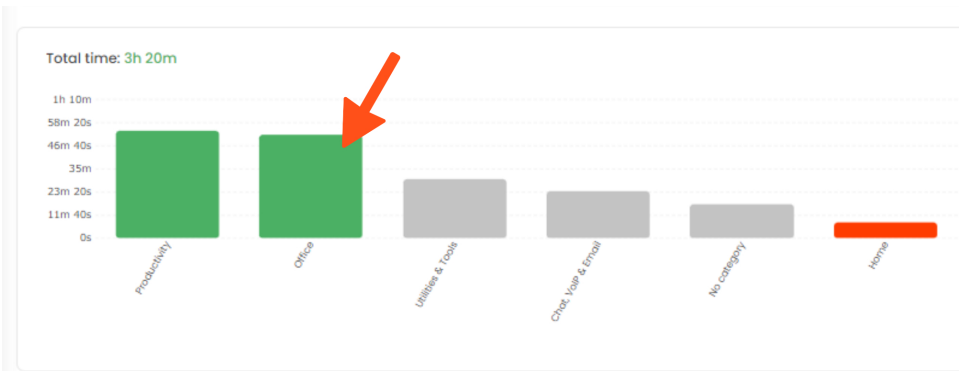


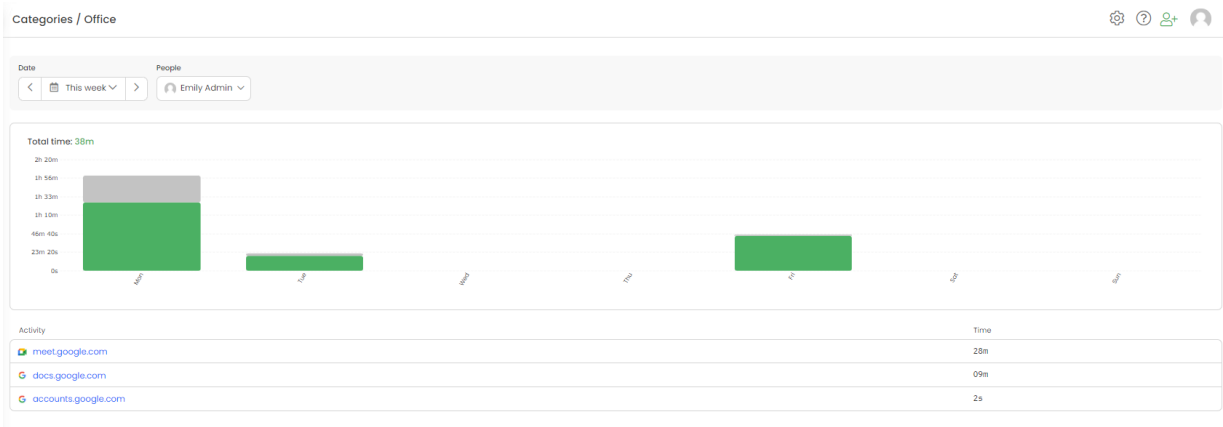
Administrators and Supervisors are able to view registered activities for users who they manage.

In the graph, you can see the time registered during the selected period from the highest to the lowest amount.



After you click on the specific category on the graph you'll be redirected to a more detailed report, where you can view the registered activities under this category and compare it to the total time of other categories.





Below the data is divided into a few columns: name of the category, total time, and percentage for the selected period.

Category	Time	%	Productivity @
Productivity	53m	29%	productive
Office	38m	21%	productive
Utilities & Tools	30m	16%	neutral
Chat, VoIP & Email	23m	13%	neutral
Home	07m	4%	distractive
Developer Tools	05m	3%	productive
Graphic & Design	05m	2%	neutral
Travel & Outdoors	02m	2%	distractive
Shopping	01m		distractive
Reference & Search	01m		neutral
Business	25s		productive
Hobby	-		distractive
No category	16m	9%	

This report is available only in the online version, it can't be exported.

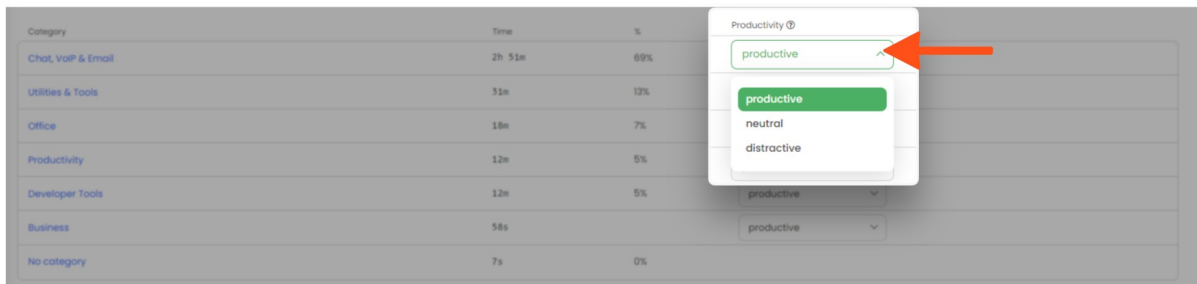
## Set up productivity status of categories

There are 3 types of category status:

- Productive
- Neutral
- Distractive

It is not possible to create your own categories or type of productivity status

Only the Administrator of the account can change the productivity status of the category. Just click on the status next to the category and pick the status from the list.



The screenshot shows a table with three columns: Category, Time, and %. A dropdown menu is open over the 'productive' status of the 'Chat, VoIP & Email' category. An orange arrow points to the dropdown menu.

Category	Time	%	Productivity
Chat, VoIP & Email	2h 51m	89%	productive
Utilities & Tools	51m	13%	productive
Office	18m	7%	productive
Productivity	12m	5%	productive
Developer Tools	12m	5%	productive
Business	58s	0%	productive
No category	7s	0%	productive