

Welcome to TimeCamp Help!

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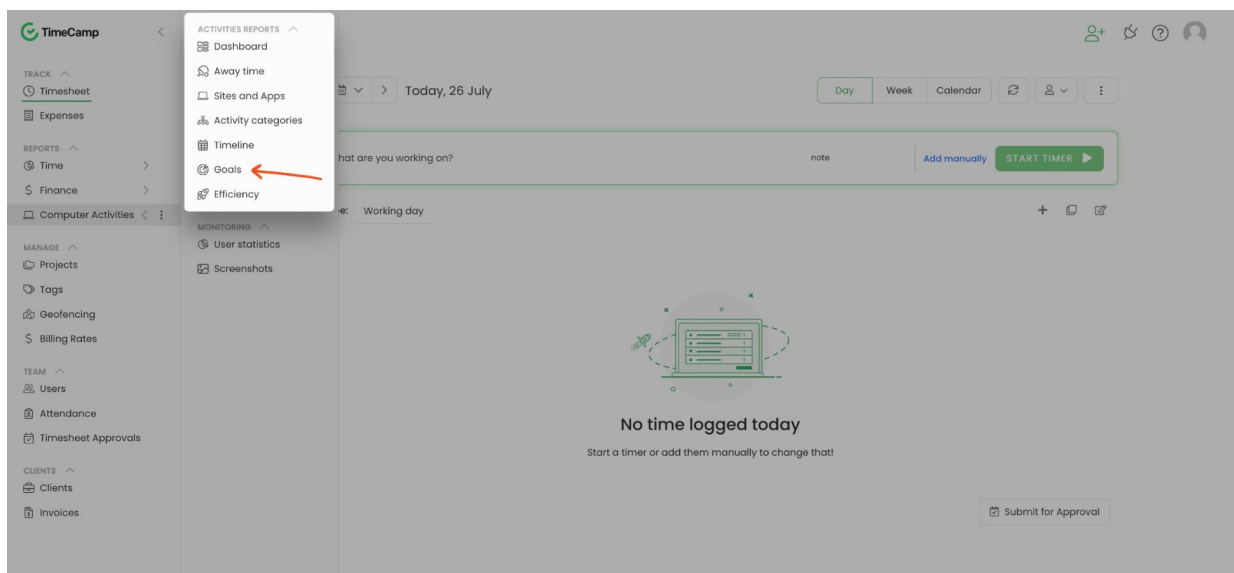
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Goals

In this article:

- [How to use the Goals report?](#)

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



How to use the Goals report?

The goals section allows you to create goals and compare how much time you spent working on a computer and what type of application you were working on.

All users are allowed to create their goals.

Goals

Date: < This week > People: Emily Admin

Goals for Emily Admin

Add goal

Spent on non-productive apps less than 1 hour daily. Achieved 4/4 times Today: Achieved

Spent on productive apps more than 5 hours daily. Achieved 0/4 times Today: Achieved in 13%

To create a new goal click on the green button **Add goal**.

Goals

Date: < This month > People: Emily Admin

Goals for Emily Admin

Add goal

Spent on non-productive apps less than 1 hour daily. No data for selected time.

First, select what exactly you would like to measure. There are 4 options for time spent on: **computer**, **category**, **productive** and **non-productive apps**.

Goals for Emily Admin

Spent on computer less than 5 hours daily.

category

productive apps

non-productive apps

Spent on less than 1 hour daily. Achieved 1/1 times

If you select a category an additional drop-down menu will appear to **choose the category**.

Goals for Emily Admin

Spent on category (not selected) less than 5 hours daily.

Spent on non-productive apps less than 1 hour daily.

Achieved 1/1 times

Spent on productive apps less than 5 hours daily.

Achieved 0/1 times

- no category
- office
- developer tools
- chat, voip & email
- graphic & design
- home
- productivity
- utilities & tools
- audio & video
- games
- education
- fun
- news & blogs
- reference & search
- shopping
- social networking
- travel & outdoors
- business
- hobby

Next, decide if it should be **less or more** and input an hour's daily value.

Spent on computer less than 5 hours daily.

less

more

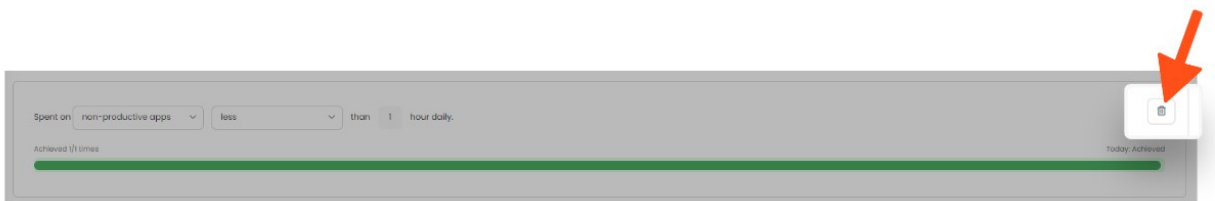
Spent on computer less than 5 hours daily.

When finished click on the green **Add goal** button.

Spent on computer less than 5 hours daily.

Add goal

If some of the goals are out of date or you don't need them anymore simply **delete them with a trash icon**.



To filter the data you can also set a date range and select users from the People picker.

Date < Today > **People** 2 people

Spent on non-productive apps less than 1 hour daily.

Emily Admin Achieved 1/1 times Today: Achieved

Chrystal No data for selected time

Spent on productive apps more than 5 hours daily.

Emily Admin Achieved 0/1 times Today: Achieved in 13%

Chrystal No data for selected time

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