

Welcome to TimeCamp Help!

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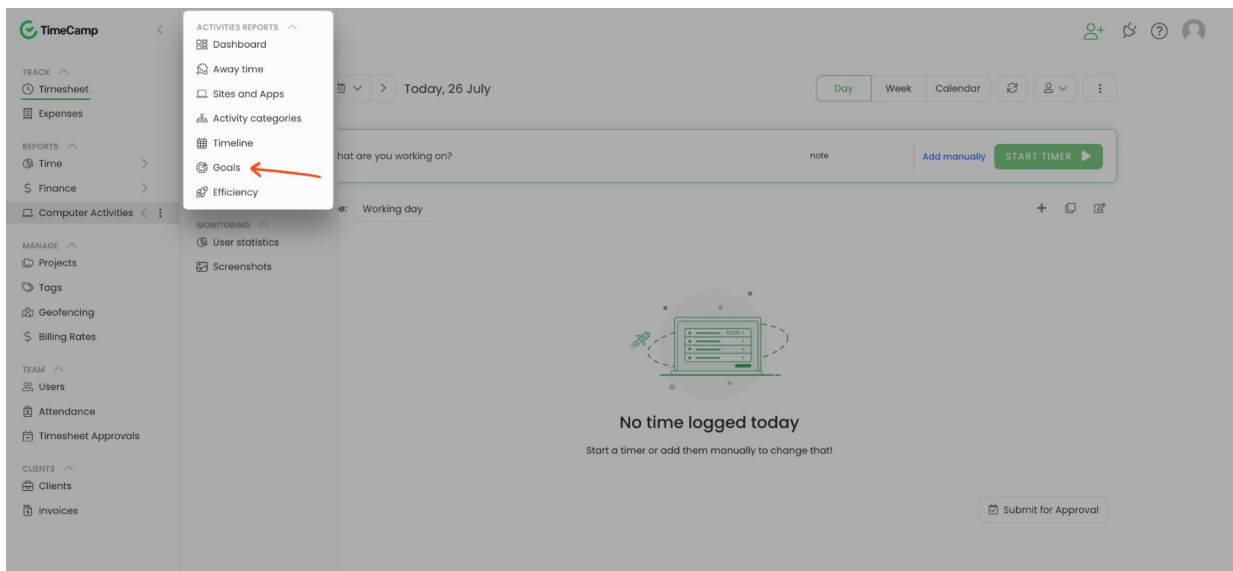
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Goals

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

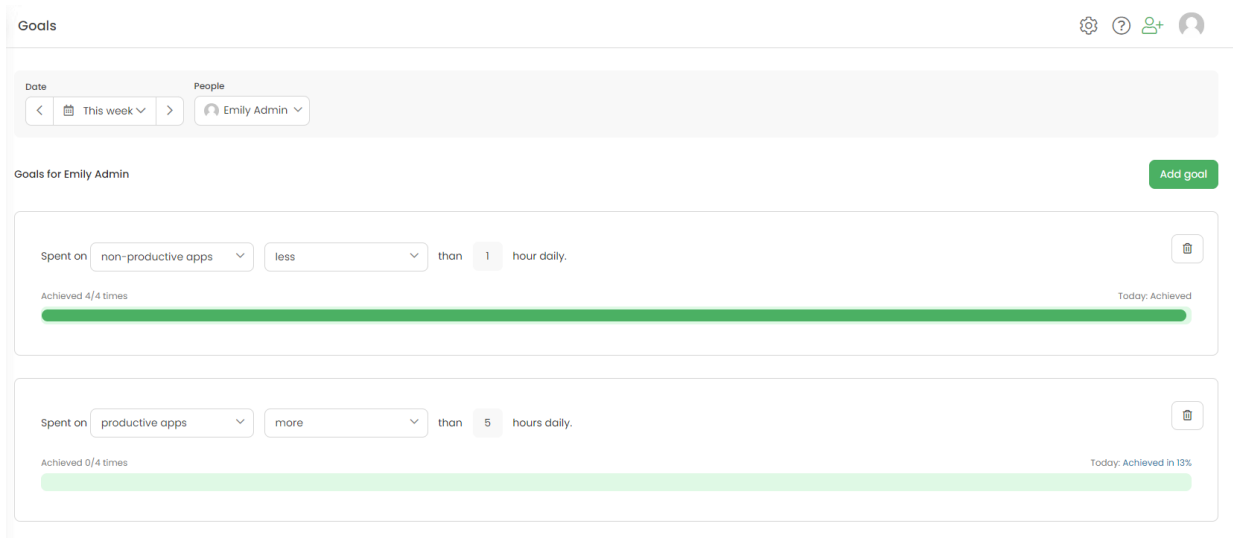
The Goals tab is located under the **Computer Activities** reports on the left side menu:



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.

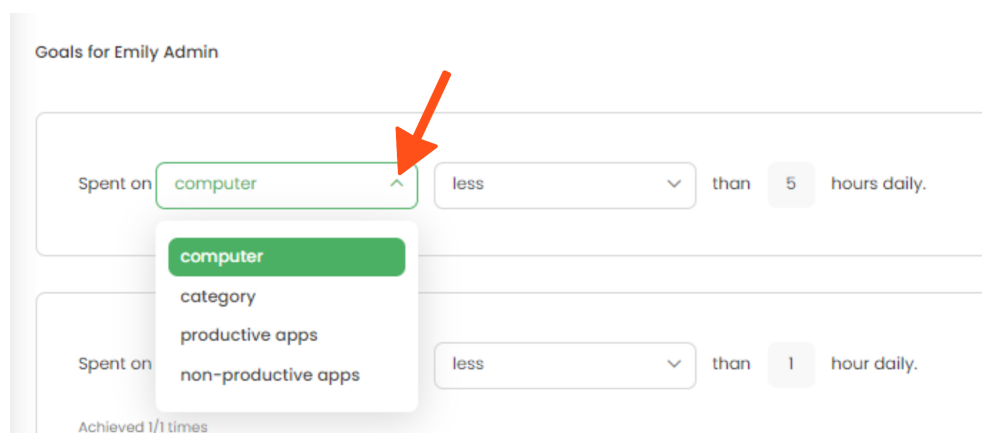
All users are allowed to create their goals.



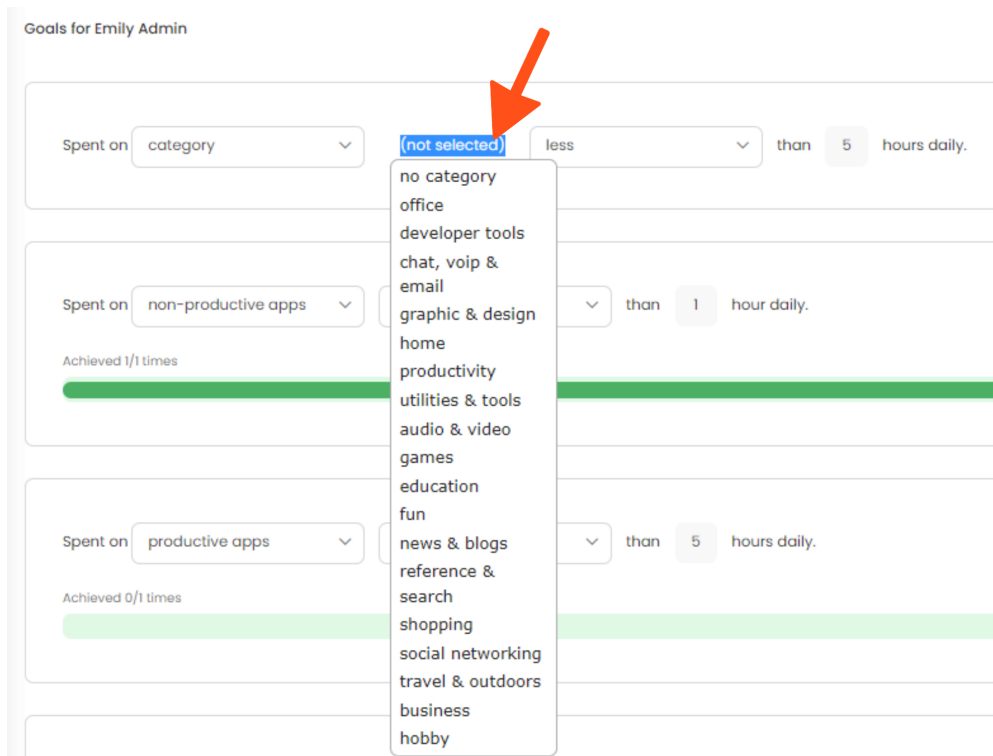
To create a new goal click on the green button **Add goal**.



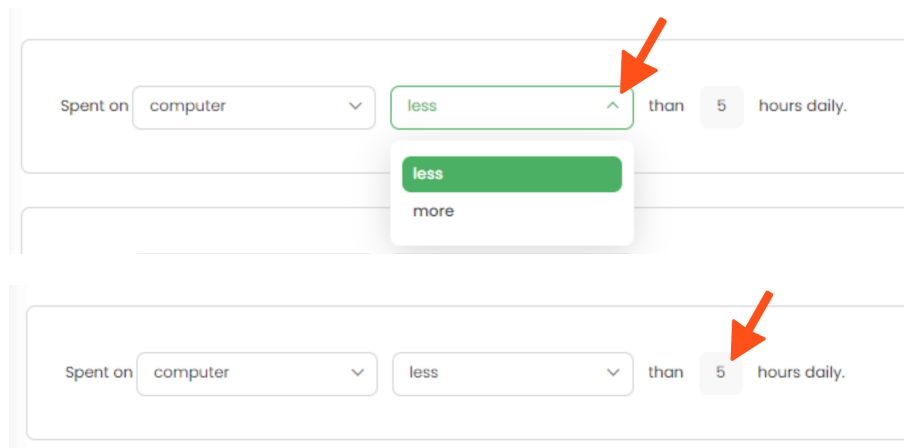
First, select what exactly you would like to measure. There are 4 options for time spent on: **computer**, **category**, **productive** and **non-productive apps**.



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



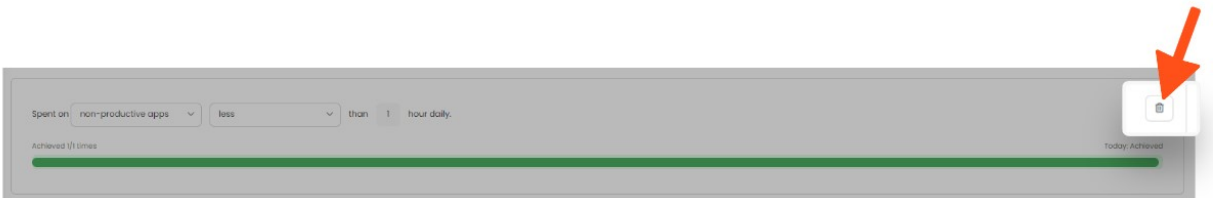
Next, decide if it should be **less or more** and input an hour's daily value.



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



If some of the goals are out of date or you don't need them anymore simply **delete them with a trash icon**.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