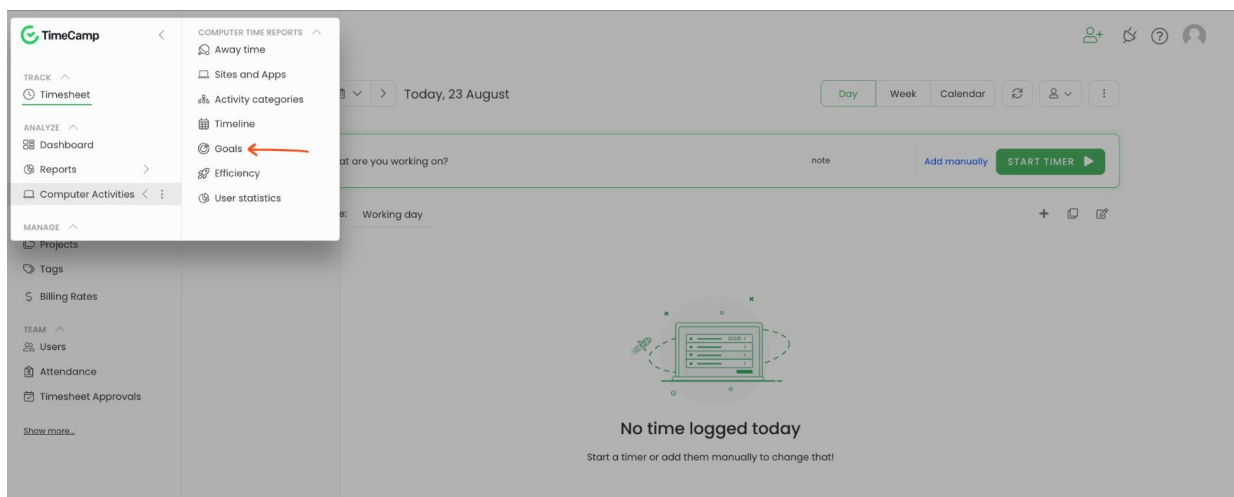# Welcome to TimeCamp Help!

Goals

In this article:

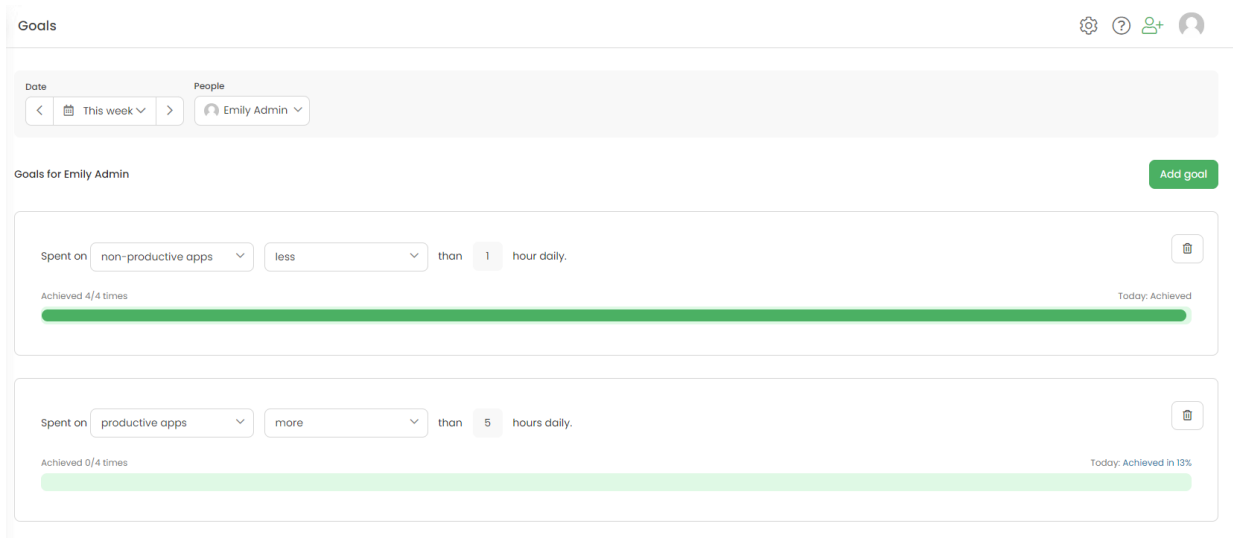- How to use the Goals report?

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.
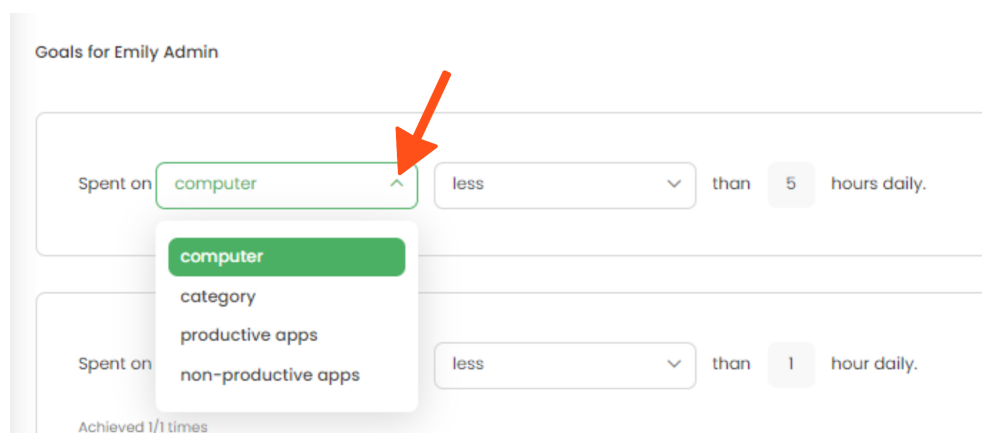
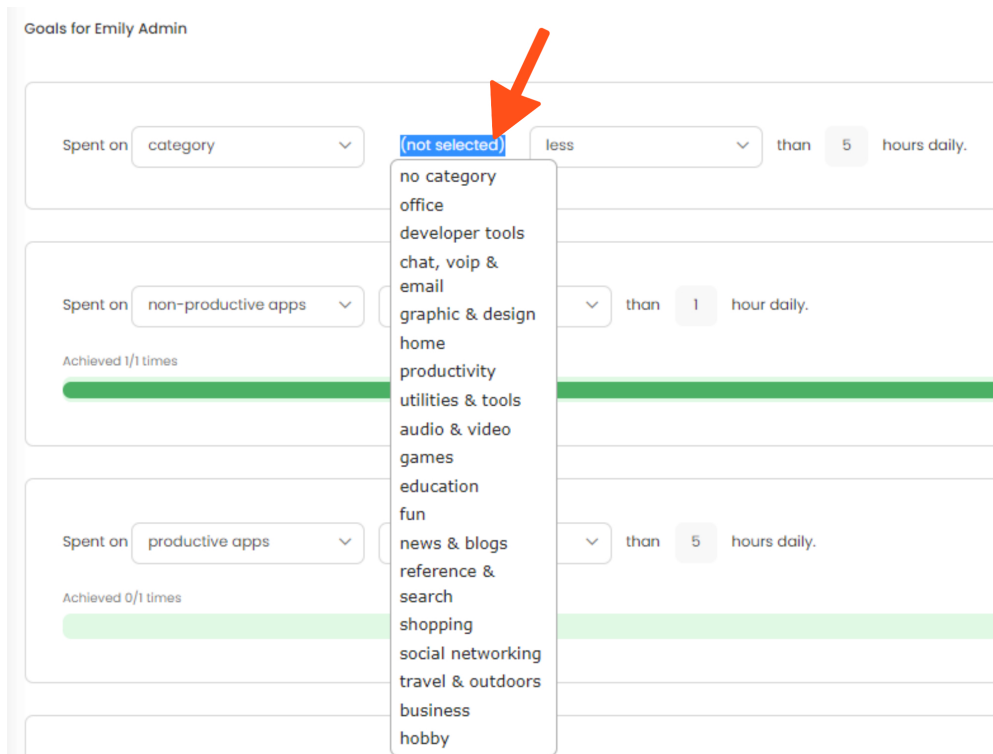All users are allowed to create their goals.

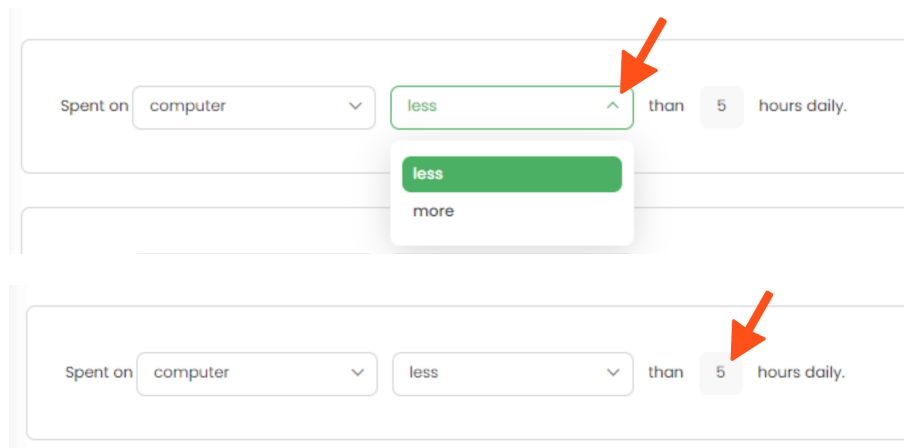To create a new goal click on the green button **Add goal**.

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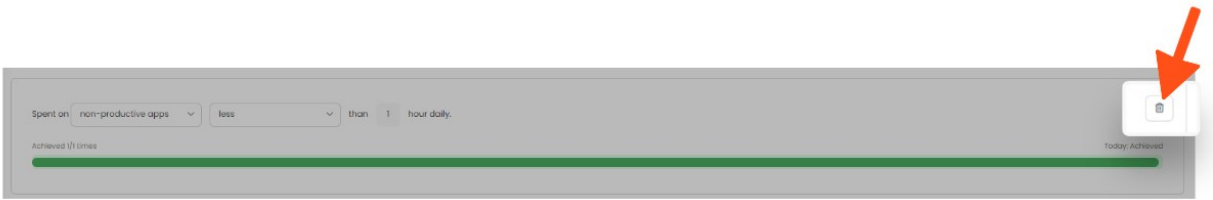
Next, decide if it should be **less or more and input an hour's daily value**.

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If some of the goals are out of date or you don't need them anymore simply **delete them with a trash icon**.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

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