

# Welcome to TimeCamp Help!

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## Reports Basics

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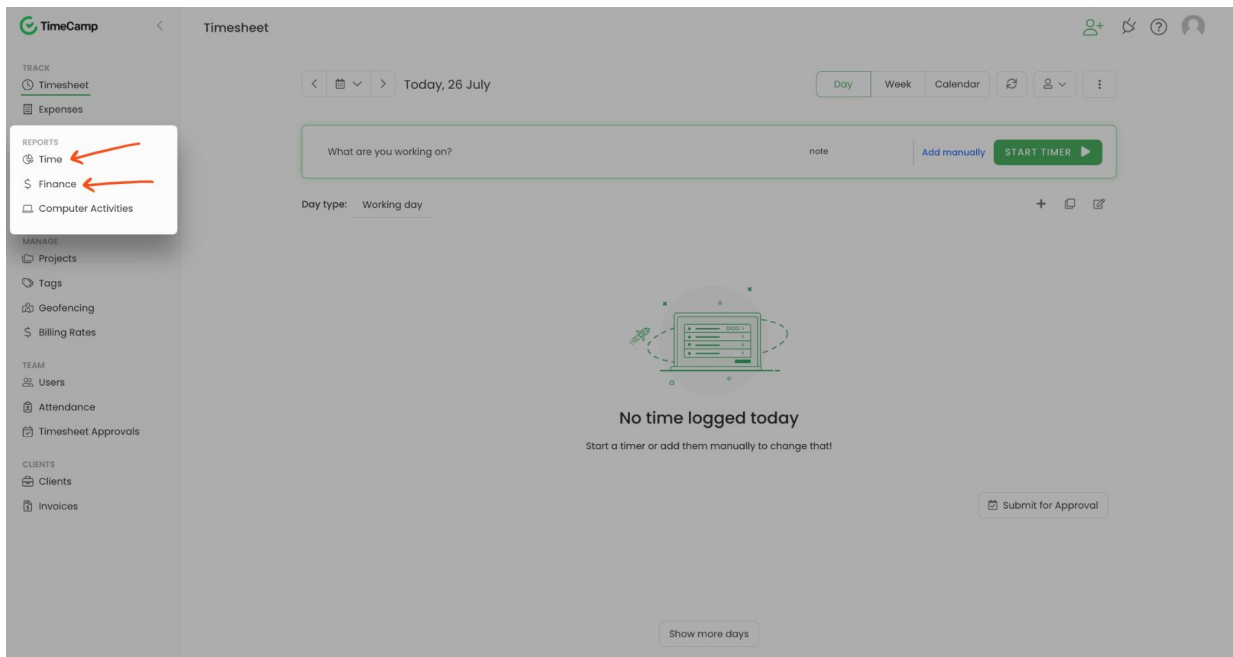
The TimeCamp Reporting module allows you to generate summaries from data gathered in our system. We prepared multiple types of reports and filters which should help to get all the information you need.

Reports are available in all subscription plans and for all account roles.

**Every user is able to create a report based on their own tracked time. Project Managers and Time Tracking Administrators can also generate reports for the people they manage.**

In TimeCamp there are four options, that allow you to share/save reports. After generating a report (choosing either from already existing templates or creating your own custom one) you can send it or export it in a chosen file format.

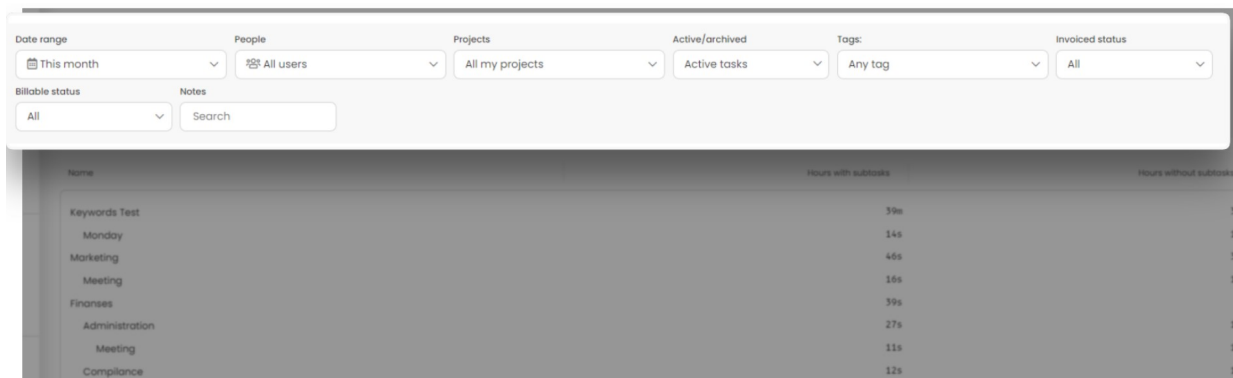
To create a report navigate the **Time** or **Finance module** on the left side menu, select one of the available reports types and adjust filters to your needs.



Reports show only time tracked on projects and tasks. The computer time and activities reports you can find in the [Computer Activities module](#).

## Reports filters

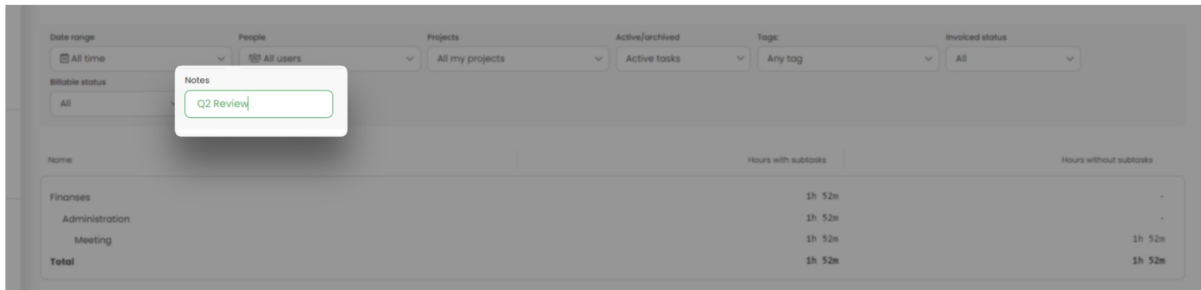
Every report contains a list of filters that you can use to categorize your tracked time:



Here you can **define a date range**, e.g today, this week, this month, custom range, etc. Next, **select the projects** you would like to generate data for and confirm it with the Apply button. You can also filter active and archived tasks and decide if the report will show time with tags or notes. The additional functionality is to filter time with invoiced, billable, and unbillable status.

Project Managers and Time Tracking Administrators can also use the People filter to select users from groups they manage to create reports for the entire Team.

If you add notes to your time entries you can also use a Note filter. **Notes should be input manually.**

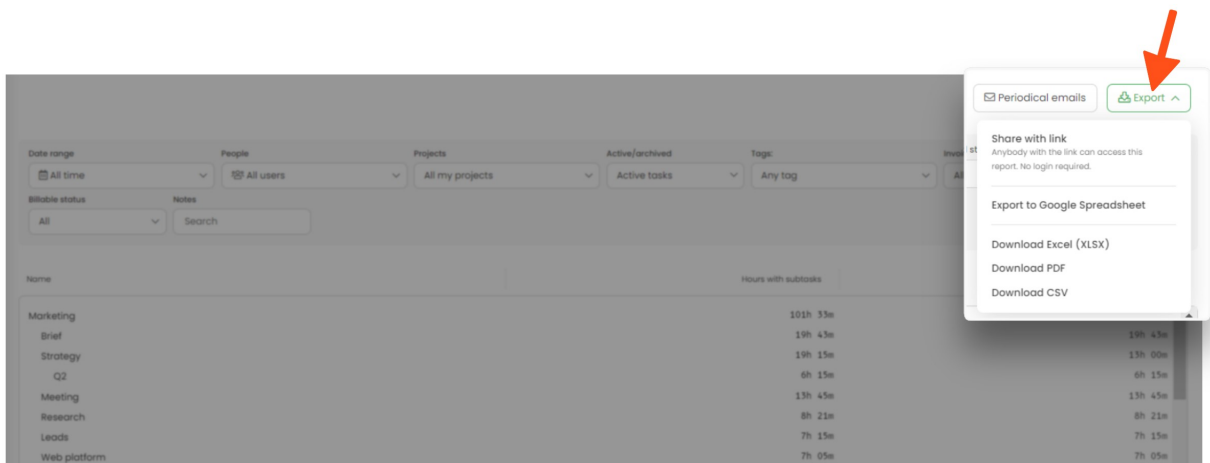


## Exporting the report

TimeCamp allows to export the report using 3 different options:

- Share with a link
- Export to Google Spreadsheet
- Download as an Excel, PDF, or CSV file

Simply click on the **Export** button and select one of the available options:



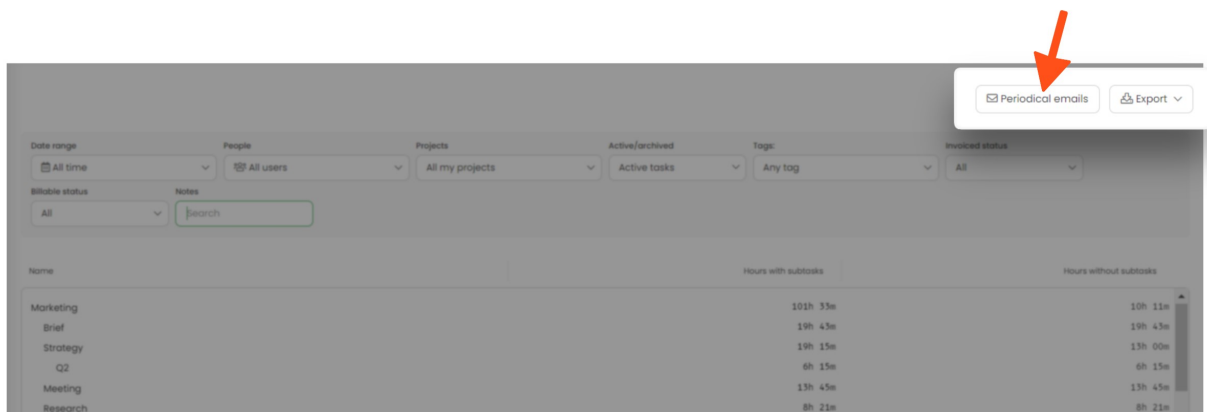
Please be noted that in a Free plan, the only available export format is PDF.

If you would like to use the option **Export to Google Spreadsheet**, please make sure your **browser doesn't block such notifications** or create an exception for TimeCamp before you proceed with exporting.

Your browser does not support HTML5 video.

## Periodical emails

Periodical emails are available only in Premium and Ultimate plans.



The additional functionality is to set periodical emails. This option allows you to determine recipients, set the frequency of receiving your emails, and designate the date from which reports will be activated. **It's also crucial to use predefined time periods like "This Week, Last Week", and not manually choose a date in the calendar.** Otherwise, this report will be sent in a fixed timeframe.

Email this report periodically

Email to

You can separate email addresses by commas.

Frequency  Daily  Weekly  Monthly

Start date

Notice: please don't select Timeframe using Calendar unless you want to get email reports with fixed timeframe. Instead use buttons with This month, Last week, etc.

To view and edit the list of already enabled periodical emails, click on the **See all periodical emails** option and delete emails that you don't need anymore.

Email this report periodically

Email to

You can separate email addresses by commas.

Frequency  Daily  Weekly  Monthly

Start date

Notice: please don't select Timeframe using Calendar unless you want to get email reports with fixed timeframe. Instead use buttons with This month, Last week, etc.

[See all periodical emails](#)

## Time without task assigned

If you have an empty entry without a selected task on your Timesheet, this time will appear as “time without task assigned” in the Reports:

Name	Hours with subtasks	Hours without subtasks
Monday	8h 39m	10s
TEST 1	8h 59m	51m
GROUP 1	5h 27m	-
Integration	5h 27m	5h 27m
GROUP 2	2h 20m	2h 20m
Keywords Test	7h 59m	7h 59m
Monday	14s	14s
Tuesday	5s	5s
Insightly	6h 12m	56s
Tasks	6h 11m	-
TEST TASK	6h 11m	6h 11m
Development	5h 43m	5h 43m
(time without task assigned)	1h 25m	1h 25m
Development	11s	11s
<b>Total</b>	<b>379h 43m</b>	<b>379h 43m</b>

To allocate this time just click on the “time without task assigned” and you’ll be redirected to a time report where you can check all time entries without selected tasks:

(No Task)

Date range: All time | People: 8 people

Options | Move time to

START DATE: 17 Oct 2022 (1 days ago)

TOTAL HOURS: 1h 25m (Bilable: -, Non-bilable: 1h 25m)

TOTAL COSTS: \$24.33 (Bilable revenue: \$0.00, Non-bilable revenue: \$28.63)

People | Activities | Time Entries | Tags

Date	User	Task	Hours	Note	From	To	Income	Cost
2022-07-18	Emily Admin		1h 00m		16:00	17:00	\$20.00	\$17.00
2022-08-09	Emily Admin		25m		17:56	18:22	\$8.61	\$7.32
2022-09-13	Iris		3s		16:48	16:48	\$0.02	\$0.01

To edit a particular entry simply click on the duration time of this entry and you’ll be redirected to your Timesheet where you can assign a task or remove this time entry.

START DATE: 17 Oct 2022 (1 days ago)

TOTAL HOURS: 1h 25m (Bilable: -, Non-bilable: 1h 25m)

TOTAL COSTS: \$24.33 (Bilable revenue: \$0.00, Non-bilable revenue: \$28.63)

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Export