

# Welcome to TimeCamp Help!

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## Reports Basics

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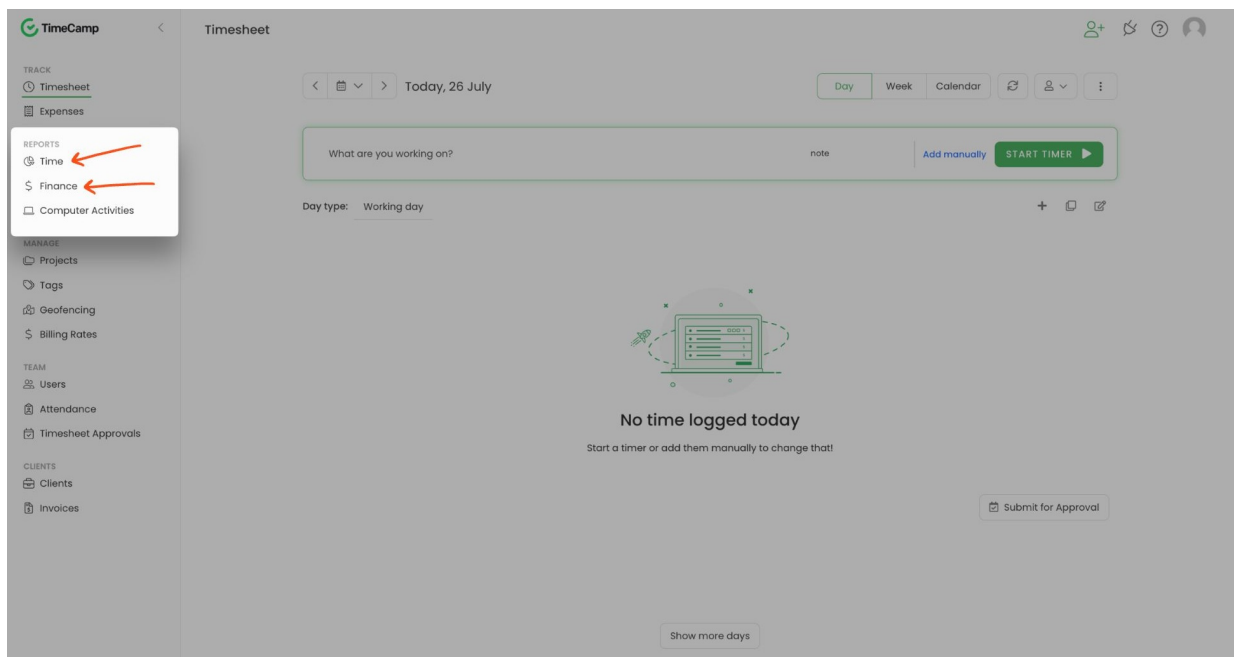
The [TimeCamp Reporting module](#) allows you to generate summaries from data gathered in our system. We prepared multiple types of reports and filters which should help to get all the information you need.

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.

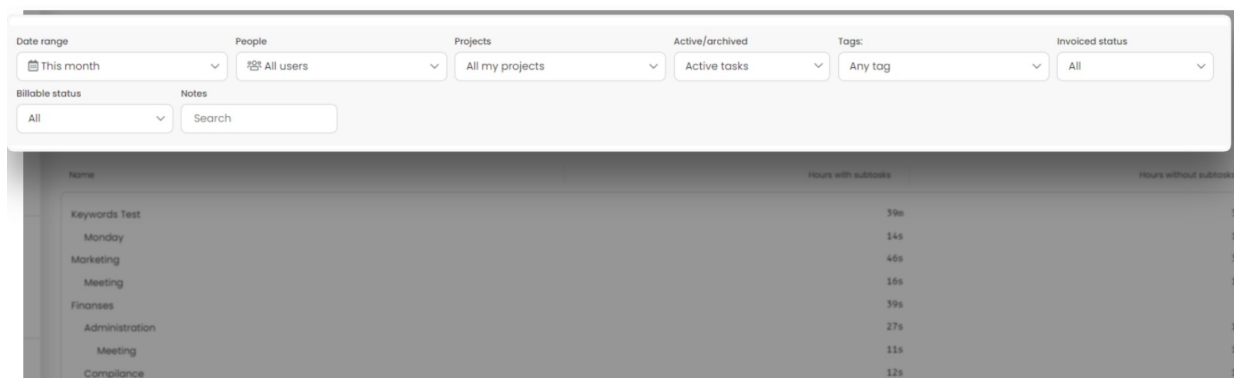
To create a report navigate the **Time** or **Finance module** on the left side menu, select one of the available reports types and adjust filters to your needs.



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

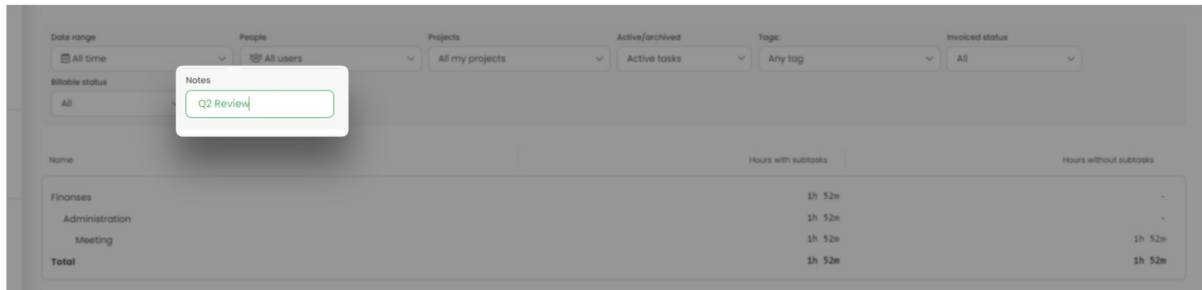
Every report contains a list of filters that you can use to categorize your tracked time:



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 unbilable 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.**

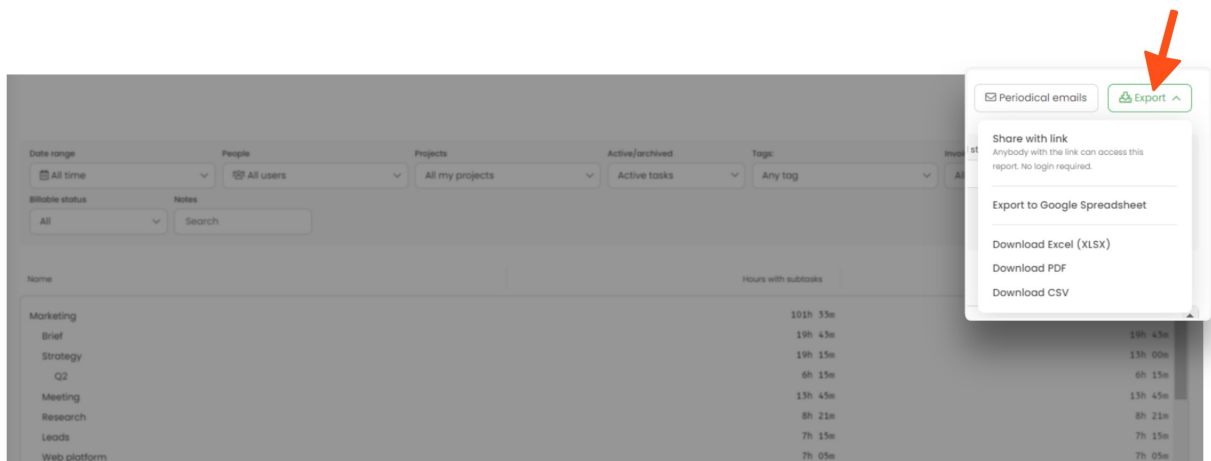


## Exporting the report

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:



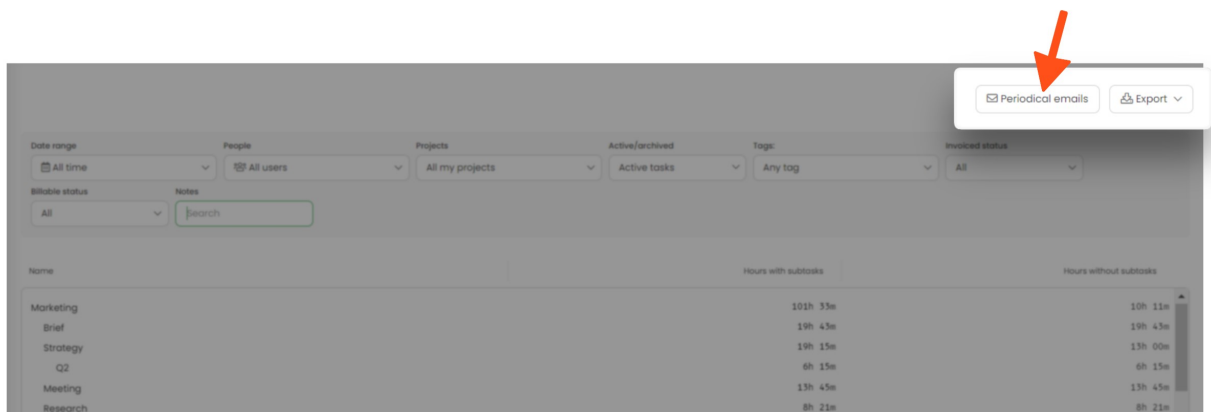
Please be noted that in a Free plan, the only available export format is PDF.

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.

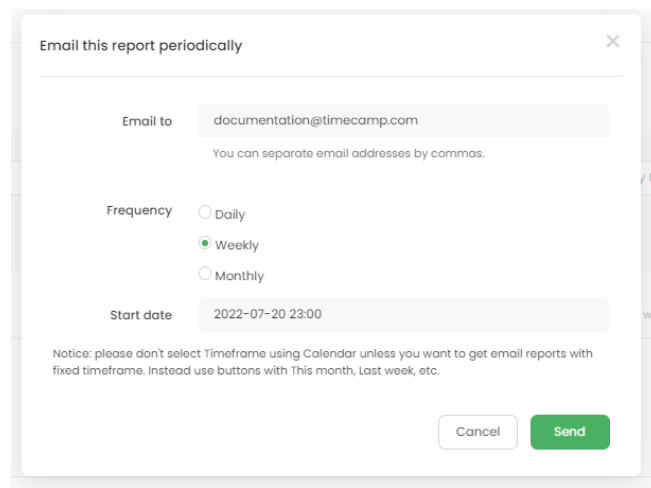
Your browser does not support HTML5 video.

## Periodical emails

Periodical emails are available only in Premium and Ultimate plans.



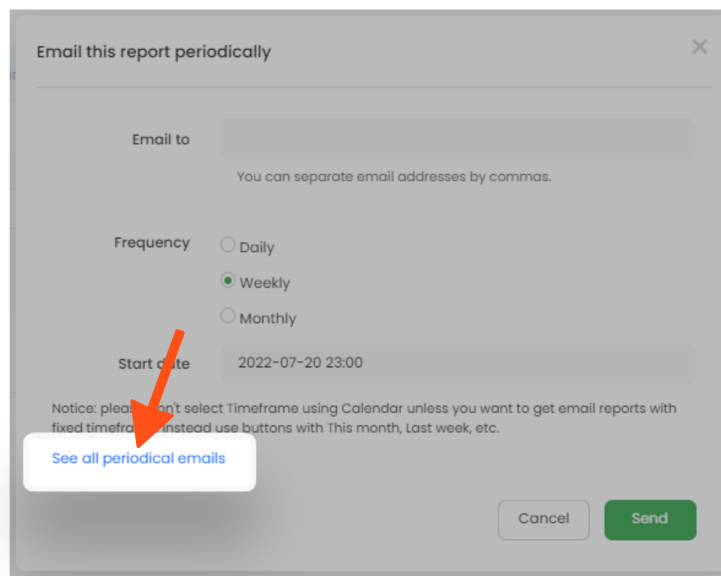
The additional functionality is to set periodical emails. This option allows you to determine recipients, set the frequency of receiving your emails, and designate the date from which reports will be activated. **It's also crucial to use predefined time periods like "This Week, Last Week", and not manually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



The dialog box is titled "Email this report periodically" and has a close button (X) in the top right corner. It contains the following fields and options:

- Email to:** A text input field containing "documentation@timecamp.com". Below it, a note says "You can separate email addresses by commas."
- Frequency:** Three radio button options: "Daily", "Weekly" (which is selected), and "Monthly".
- Start date:** A text input field containing "2022-07-20 23:00".
- Notice:** A small text block at the bottom left stating: "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."
- Buttons:** "Cancel" and "Send" buttons at the bottom right.

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.



This is a dimmed version of the same dialog box as above. A red arrow points from the "Start date" field area down to a white callout box that contains the link "See all periodical emails". The callout box is positioned over the "Notice" text.

## 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	10h
TEST 1	8h 58m	51m
GROUP 1	5h 27m	-
Integration	5h 27m	5h 27m
GROUP 2	2h 20m	2h 20m
Keywords Test	7h 58m	7h 58m
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
average	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

6 people

>

Options

Move time to

START DATE

17 Oct 2022

1 days ago

TOTAL HOURS

1h 25m

Billable: -

Non-billable: 1h 25m

TOTAL COSTS

\$24.33

Billable revenue: \$0.00

Non-billable 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

Billable: -

Non-billable: 1h 25m

TOTAL COSTS

\$24.33

Billable revenue: \$0.00

Non-billable revenue: \$28.63

People

Activities

Time Entries

Tags

Date	User	Task	Hours	Note	From	To	Income	Cost
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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

Export