# Welcome to TimeCamp Help!

Search for articles...

88

## **Reports Basics**

#### In this article:

- Reports filters
- Exporting the report
- Periodical emails
- Time without task assigned

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.

Timesheet     Image: Stand of the second of th	
C Time What are you working on?	
Computer Activities Day type: Working day + D	
MANAGE	
O Togs	
Ab Geofencing	
S Billing Rates	
Attendance	
© Timesheet Approvals No time logged today	
Start a timer or add them manually to change that!	
econs ⊜ Clents	
🔁 Invoices	
Show more days	

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:

inge	Peop	ole	Pr	ojects		Active/archived		Tags:		Invoiced status	
nis month	~ 2	R All users	~)(	All my projects	~	Active tasks	~	Any tag	~)	All	~
status	Notes										
~	Search										
Nome							Hours	with subtosks			Hours without s
								39m			
Keywords Test											
Monday								145			
Marketing								465			
Meeting								165			
Finanses								395			
Administration								275			
								115			
Meeting								447			

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.

Date range	People	Projects		Active/archived		Togs:		Invoiced status	
🗎 All time	マ 榕 All users	<ul> <li>All my projects</li> </ul>	~	Active tasks	~	Any tog	~	All	~
Billoble stotus	Notes								
All	Q2 Review								
Nome						iours with subtosks			Hours without subtosk
Finanses						1h 52m			
Administration						1h 52m			
Meeting						1h 52m			1h
Total						1h 52m			1h

#### **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:

						Periodical emails
Date range	People	Projects	Active/archived	Togs:	invoi <sup> </sup> st	Share with link Anybody with the link can access this
🗎 All time	✓ <sup>1</sup> 8 <sup>t</sup> All users	<ul> <li>All my projects</li> </ul>	Active tasks	<ul> <li>Any tog</li> </ul>	~ AI	report. No login required.
All V	Notes Search					Export to Google Spreadsheet
						Download Excel (XLSX)
ame				Hours with subtasks		Download PDF
				Hours with sources		Download CSV
larketing				101h 33m		
Brief				19h 43m		19h 43m
Strategy				19h 15m		13h 00m
Q2				6h 15m		6h 15m
Meeting				13h 45m		13h 45m
Research				8h 21m		8h 21m
Leads				7h 15m		7h 15m
Web platform				7h 05m		7h 05m

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.

					⊠ Perio	rdical emails
Date range	People	Projects	Active/archived	Togs:	invoiced status	
🗎 All time	マ 昭 All users	✓ All my projects	<ul> <li>Active tasks</li> </ul>	<ul> <li>Any tog</li> </ul>	~ All	
Billable status	Notes					
IIA	<ul> <li>✓ [search</li> </ul>					
lame				Hours with subtasks		Hours without subtosks
Marketing				101h 33m		10h 11m
Brief				19h 43m		19h 43m
Strategy				19h 15m		13h 00m
Q2				6h 15m		6h 15m
Meeting				13h 45m		13h 45m
Research				8h 21m		8h 21m

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 perio	odically	×	
Email to	documentation@timecamp.com		
	You can separate email addresses by commas.		Y 1
Frequency			
	Weekly		
	O Monthly		
Start date	2022-07-20 23:00		w
	ct Timeframe using Calendar unless you want to get email reports with use buttons with This month, Last week, etc.		
	Cancel Send		
		_	

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 per	iodically	×
Email to		
	You can separate email addresses by commas.	
Frequency		
	Weekly	
	OMonthly	
Start a lte	2022-07-20 23:00	
	ect Timeframe using Calendar unless you want to get email reports with d use buttons with This month, Last week, etc. ails	1
	Cancel Send	

### 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:

Nome	Hours with subtasks	Hours without subtasks
Monday	8h 39m	105 🔔
TEST I	8h 38m	51m
GROUP 1	5h 27m	
Integration	5h 27m	5h 27m
GROUP 2	2h 20m	2h 20m
Keywords Test	7h 58m	7h 58m
Monday	145	145
Tuesday	55	55
insightly	6h 12m	365
Tasks	6h 11m	
TEST TASK	6h 11m	6h 11m
Development	5h 43m	5h 43m
(time without task assigned)	1h 25m	1h 25m
Evenoue	115	115
Total	379h 43m	379h 43m

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:

Cate range	People → → 18t 6 people: →								
							Options ~	Move time	
start datt 17 Oct 2022 1 doys ago		tota, Houles <b>1h 25m</b> Billioble: - Non-billioble: Ih 25m		total costs \$24.33 Bible revenue 50.00 Non-billable revenue 526.63					
		Non-Dillobe:	in 25m	NOT	UNIQUIE REVENUE, \$20.03				
e Activities Time	e Entries Tags	Non-Dillades	10 20m	PLUT "					
e Activities Time	EntriesTogsUser	Task	Hours	Note	From	То	Income	Cost	
						То	Income	Cost	
						то 17:00	income \$20.00	Cost \$17.00	
	User		Hours		From				

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.

>	17 0	TANT DATE Det 2022 days ago	total Hours <b>1h 25m</b> Billable: - Non-billable: ih 25e	n		total costs \$24.33 icible revenue: \$0.00 sillicible revenue: \$20				
	People Activities T	Time Entries Togs								
I	Date	User	Tosk	Hours	Note	from	To	Income	Cost	
	2022-07-18	Emily Admin				16:00	17:00	\$20.00	\$17.00	
2022-0	08-09	Emily Admin		25m		17:56	18:22	\$8.61	\$7.32	1
1	2022-09-13	74				16-48	16:48	\$0.02	\$0.01	