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Time reports

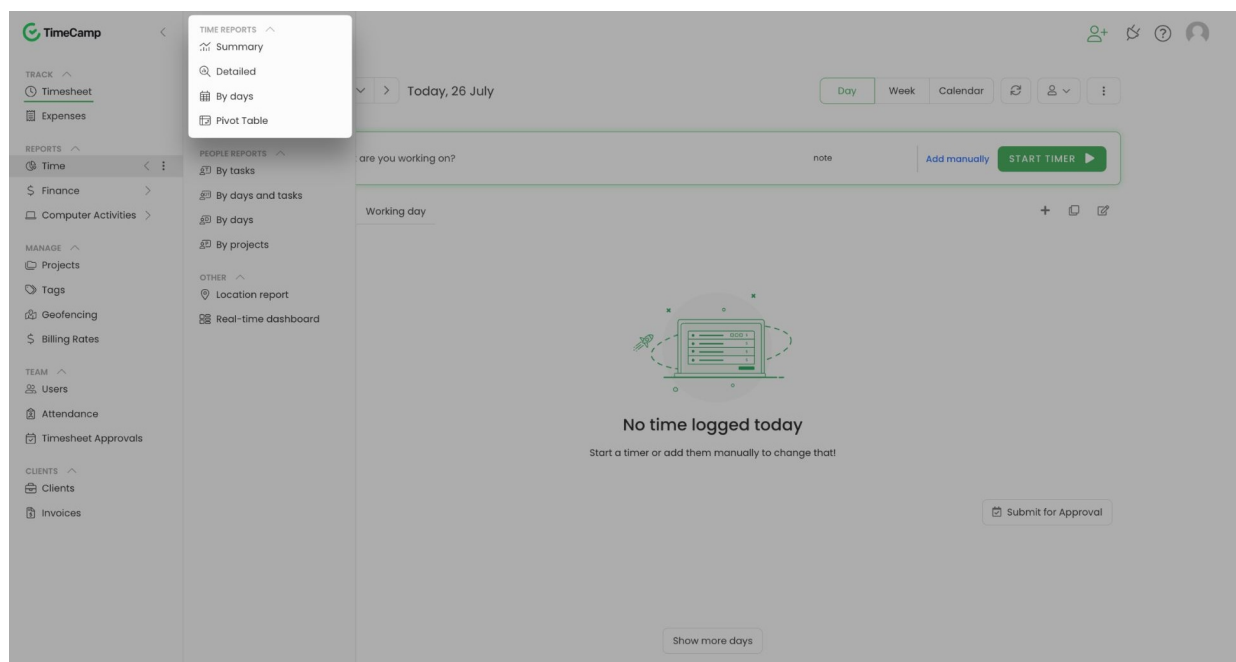
In this article:

- [Summary](#)
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- [By days](#)
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Time reports will help you to get the most accurate, summarized, and detailed information about time tracked on all your projects. There are 4 types of time reports:

- **Summary**
- **Detailed**
- **By days**
- **Pivot Table**

Each report can be exported or added to the Periodical emails if your subscription plan contains these features.





Summary

The summary report will allow checking the total time tracked on tasks without users or dates columns. **You can select a date range and project you would like to create a report for and get the summary of tracked time.**

If you're a Project Manager or Time Tracking Administrator and choose a few users from your Team in a People picker, the report will show the total time tracked by all users for a selected date range and projects.

Here you'll find 3 columns: name of the task, hours with subtasks, and hours without subtasks

Examples of a Summary report:

Date range	People	Projects	Active/archived	Tags:	Invoiced status
 Sep 12 - Sep 30, 2022	 2 People	All my projects	Active tasks	Any tag	All
Billable status	Notes				
All	<input type="text" value="Search"/>				

Name	Hours with subtasks	Hours without subtasks
Keywords Test	7h 19m	7h 19m
Monday	5h 57m	-
TEST 1	5h 57m	-
GROUP 1	3h 37m	-
Integration	3h 37m	3h 37m
GROUP 2	2h 20m	2h 20m
Marketing	5h 13m	5h 13m
Development	4h 22m	4h 22m
Trainings	58m	-
Setup & Configuration	58m	58m
Finances	35s	35s
Insightly	28s	28s
(time without task assigned)	3s	3s
Total	23h 51m	23h 51m

Detailed

The most detailed time report can be created using a Detailed type of report. **Here you'll find separate columns for each date, each user, and each task.** All your time entries will be shown separately with their total time, timestamps, and added notes or tags.

Examples of a Detailed report:

Date range	People	Projects	Active/archived	Tags:	Invoiced status
Sep 12 - Sep 18, 2022	2 People	All my projects	Active tasks	Any tag	All
Billable status	Notes				
All	Search				

Day	User	Task	Tags	Time	Timestamp	Notes
Total				4h 22m		
2022-09-16	Iris	Marketing	Clients: Bio Active; Priority: M	2h 16m	10:23-12:40	testing the app
2022-09-16	Iris	Keywords Test	Clients: Architecture Inc.	2h 04m	12:39-14:45	
2022-09-16	Iris	Marketing	Clients: Bio Active; Priority: M	24s	12:39-12:40	testing the app
2022-09-16	Iris	Keywords Test	Clients: Architecture Inc.	3s	12:39-12:39	
2022-09-16	Iris	Keywords Test	Clients: Architecture Inc.	1s	12:39-12:39	
2022-09-13	Iris	Insightly	Activity: management, desig	28s	16:47-16:47	
2022-09-13	Iris	Finances	Activity: management, desig	26s	16:45-16:45	
2022-09-13	Iris	Development	Clients: Architecture Inc., BRS	16s	16:47-16:48	
2022-09-13	Iris	Finances		9s	16:46-16:47	
2022-09-13	Iris	(time without task assigned)		3s	16:48-16:48	
Total				4h 22m		

By days

This type of report allows getting **the summary of tracked time for each user separately grouped by a day column**. It means that if you selected a week date range, you'll get the total time for each day within this week and each day will contain information about selected users separately.

Examples of reports By days:

Date range	People	Projects	Active/archived	Tags:	Invoiced status
Sep 12 - Sep 18, 2022	2 People	All my projects	Active tasks	Any tag	All
Billable status	Notes				
All	Search				

Day	User	Task	Time
Total			4h 22m
2022-09-16	Iris	Marketing	2h 16m
2022-09-16	Iris	Keywords Test	2h 04m
2022-09-13	Iris	Finances	35s
2022-09-13	Iris	Insightly	28s
2022-09-13	Iris	Development	16s
2022-09-13	Iris	(time without task assigned)	3s
Total			4h 22m

Pivot Table

Pivot Table is available only in Ultimate plan.

A Pivot Table is the most flexible type of report, where **you can adjust multiple available columns and rows**. You can group time by users, tasks and their levels, type of frequency, tags, etc.

Choose:

Sum by duration ▼

☐ Billable
☐ Daily
☐ Department
☐ External User Id
☐ Invoice
☐ Level 1
☐ Level 2
☐ Level 3
☐ Monthly
☐ Tag Lists
☐ Weekly
☐ Yearly

☐ Task
☐ Note
☐ Tags

☐ User

Task	Note	Tags	User		Totals
			Emily Admin	Iris	
Administration			3h 31m		3h 31m
Analysis			22h 59m		22h 59m
Brief			1h 0m		1h 0m
Budget		High	2h 15m		2h 15m
CS Onboarding			17h 41m		17h 41m
		demo	4h 15m		4h 15m
Facebook Ad Forms				2h 45m	2h 45m
Finances				20m	20m
Help Center		review	8h 29m		8h 29m
Implementation Services			5h 16m		5h 16m
Leads			2h 0m	5h 15m	7h 15m
			9s	29m	30m

Time can be summarized by duration, hours, seconds, or count (number of entries assigned to this task on the selected date range).

Date range: Last month ▼ People: All users ▼ Projects: All my projects ▼ Active/archived: Active tasks ▼ Tags: Any tag

Billable status: All ▼ Notes: Search

Choose:

Sum by duration ▼

☐ Billable
☐ Daily

☐ Department
☐ External User Id
☐ Invoice
☐ Level 1

☐ Task
☐ Note
☐ Tags

☐ User

Sum by duration
Sum by seconds
Sum by hours
Count

Task

Tags

User

Crystal

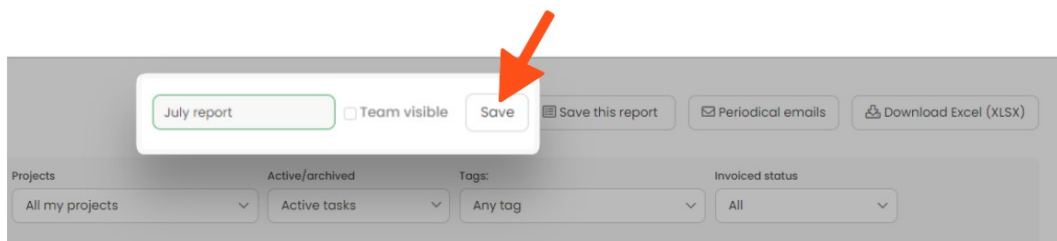
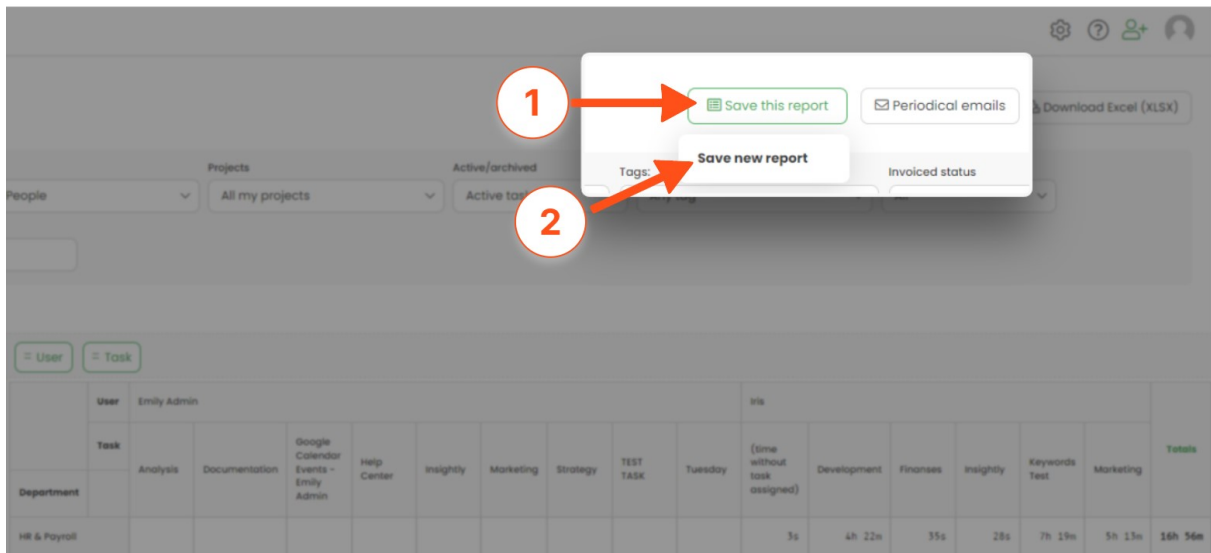
Analysis

Review DESK

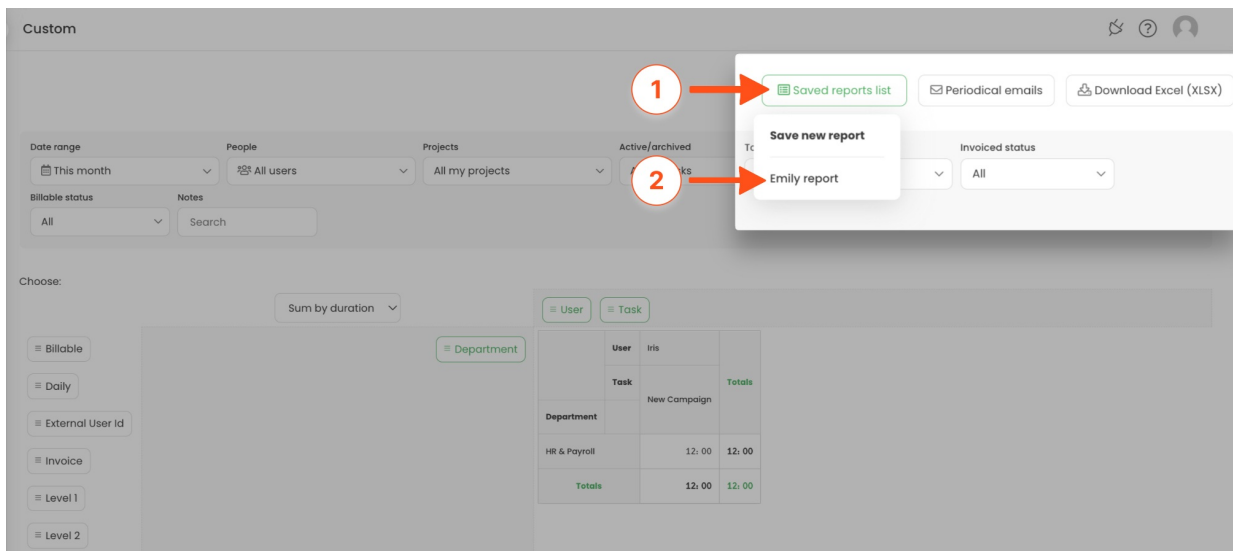
Review: TCD-771

Architecture Inc., BRSC Co, Bio Active

Optionally you can save the template you've created. Click on the **Save this report** button and select the **Save new report** option. Next, **enter a name for your template**, decide if it should be visible to the rest of your Team, and click on the **Save** button.



If you've made a report template **visible to your team**, users will be able to see this report on the list of saved reports. They should click on the **Saved reports list** and select one of the available custom reports.



A saved report table will be opened, but users have to manually adjust their filters (e.g. date range, projects, etc.). Users will see only the time they have access to depending on their tracking permissions. If there is no data to show within the selected filters the report will be empty.

Examples of a Pivot Table:

Date range

This week

People

6 People

Projects

32 tasks selected

Active/archived

Active tasks

Billable status

All

Notes

Search

Choose:

Sum by duration

Billable

Daily

Department

External User Id

Level 1

Level 2

Monthly

Tag Lists

Weekly

Yearly

Task

Note

Invoice

Tags

User

				User		
Task	Note	Invoice	Tags		Emily Admin	Iris
Finances		Yes				20m
Help Center		Yes	review		8h 29m	8h 29m
Marketing		Yes			9s	8m
Research		Yes			4m	4m
Trainings		Yes			4m	4m
Totals					8h 38m	29m 9h 7m