

Welcome to TimeCamp Help!

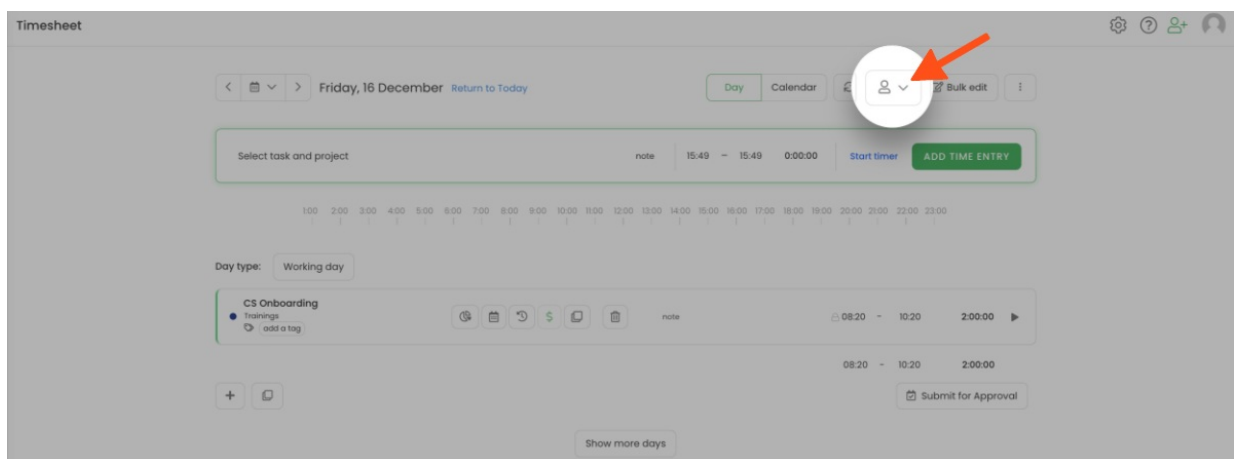
Search for articles...

88

Editing, copying, and moving time entries

We prepared a few options which will help you to edit and make some changes to tracked time. Here you'll find information about editing the timeframes of your entries, moving, merging, and copying them to other days. These instructions are also helpful if you would like to check the correctness of your timesheet at the end of a workday or prepare some plan for the next week using the copying feature.

Administrators and Supervisors are able to view timesheets of users who they manage using the “User picker” option.



Editing time entries

Timesheet allows you to create time entries for the past or future days, edit their timeframes, change the assigned tasks, add or change tags and notes, and delete entries.

To edit time entries for the past days, use the **Date range** filter on your Timesheet and select the day or week from the past.

To change the assigned task, simply click on the current one and then select a new task from the task picker.

To edit the timeframes of entry in a Day view just hover your mouse over the specific entry and decide which value you wish to edit first (from/to/duration).

The lock informs you which value will stay unchanged.

First, click on the value you want to keep and leave it unchanged. Next, click on the value you want to change.

For example: if you wish to keep the duration and change the start time, click on duration (leave it unchanged), then click on the start time and change it. The end time would be adjusted automatically.

Your browser does not support HTML5 video.

For example: if you wish to keep the end time and change the start time, click on the end time (leave it unchanged), then click on the start time and change it. The duration time would be adjusted automatically.

Your browser does not support HTML5 video.

In a Calendar view simply move the borders of the time entry to change the time or click on the specific entry to change the start or end time in the edit panel.

Your browser does not support HTML5 video.

The additional option which can help to edit time entries in a simple and fast way is to turn off the "Synchronise timeframe with duration when editing time entry" setting on your Timesheet.

If you turn off the setting **Synchronise timeframe with duration when editing time entry** while editing time frames, values that are not edited won't change. For example, if you change the start time, then the end and duration time will stay the same, they won't be automatically adjusted.

The screenshot displays the TimeCamp Timesheet interface. On the left is a sidebar with navigation links: TRACK (Timesheet, Expenses), ANALYZE (Dashboard, Reports, Computer Activities), MANAGE (Projects, Tags, Geofencing, Billing Rates), TEAM (Users, Attendance, Timesheet Approvals), CLIENTS (Clients, Invoices), and a 'Show more days' button at the bottom. The main area shows the 'Timesheet' view for 'Today, 18 July'. It includes a 'note' field, a 'Day type' dropdown set to 'Working day', and a message stating 'No time logged today' with the instruction 'Start a timer or add them manually to change that!'. An edit panel is open on the right, showing options to 'Sort time entries by:' (Time added, Ascending, Descending), 'Synchronize timeframe with duration, when editing time' (checked), 'When timer is started for existing time entry:' (Create new time entry and start timer, Modify total time in existing entry), and a 'Why is this disabled?' note. At the bottom of the panel are checkboxes for 'Enable project and task favorites' and 'Show suggested in task picker', and a 'Submit for Approval' button. A red circle with the number '1' and an arrow points to the settings icon in the top right of the edit panel.

To **delete** a specific time entry, hover your mouse over a specific entry, then find some additional options by clicking on 3 vertical dots icon and click **Delete time entry**:

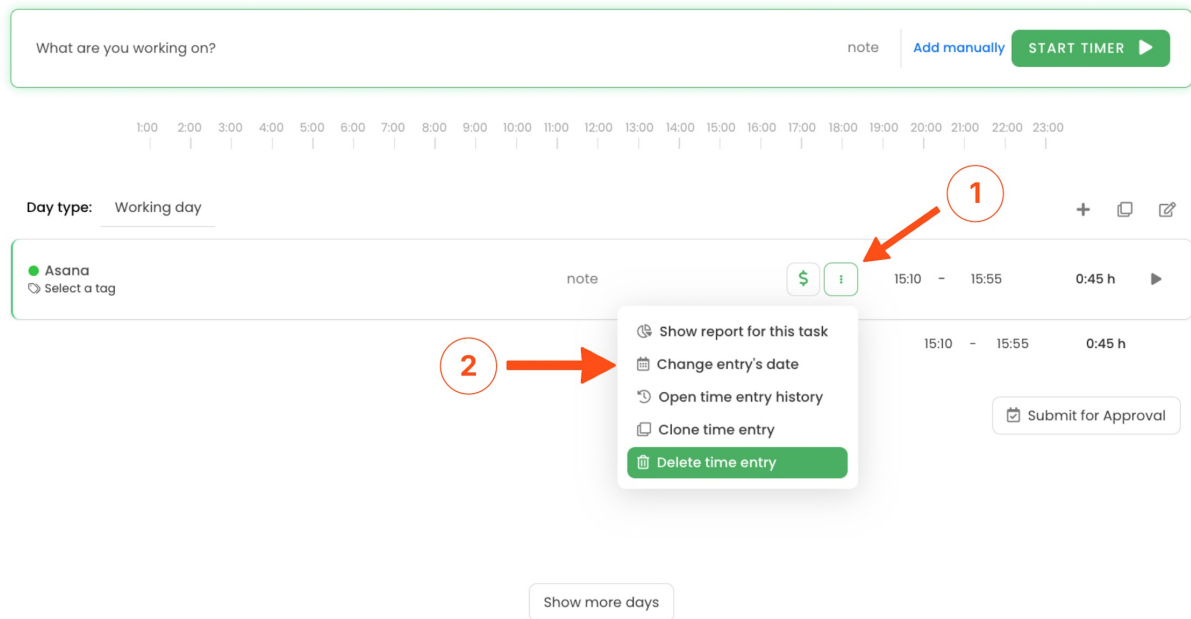
The screenshot shows a time tracking interface. At the top, there's a text input "What are you working on?" with a "note" label, an "Add manually" link, and a "START TIMER" button. Below this is a timeline from 1:00 to 23:00. Under the timeline, the "Day type" is set to "Working day". A time entry for "Asana" is shown, spanning from 15:10 to 15:55 for a duration of 0:45 h. A red circle with the number "1" points to the three vertical dots menu icon on the entry. A dropdown menu is open, showing options: "Show report for this task", "Change entry's date", "Open time entry history", "Clone time entry", and "Delete time entry". A red circle with the number "2" points to the "Delete time entry" option. Other elements include a "Submit for Approval" button and a "Show more days" button at the bottom.

Once an entry is deleted the action can't be undone and data can't be restored.

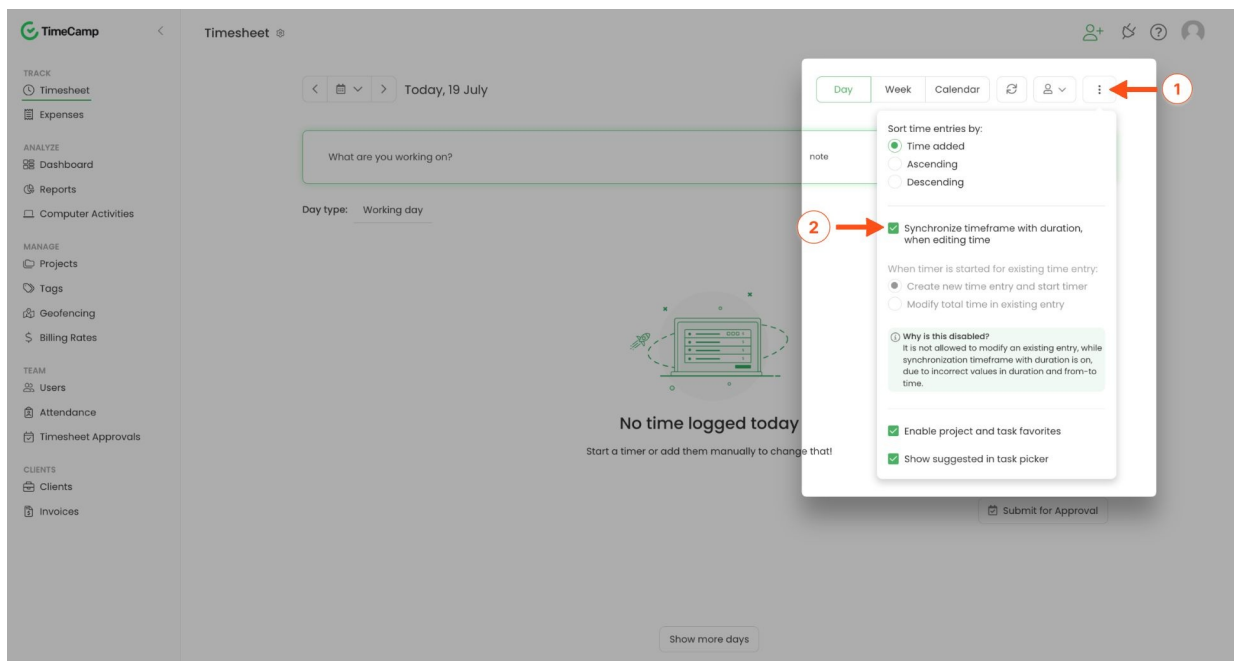
[Here](#) you can learn more about viewing the history of editing Timesheets.

Moving time entries

To move the time entry to another day click on the option **Change entry's date** and click on the day you would like to move this entry.



The drag-and-drop method can also easily merge entries within a specific day. Simply “catch” the desired entry and move it to a different task. Remember to **turn off** the option “Synchronise timeframe with duration when editing time entry” before merging entries.

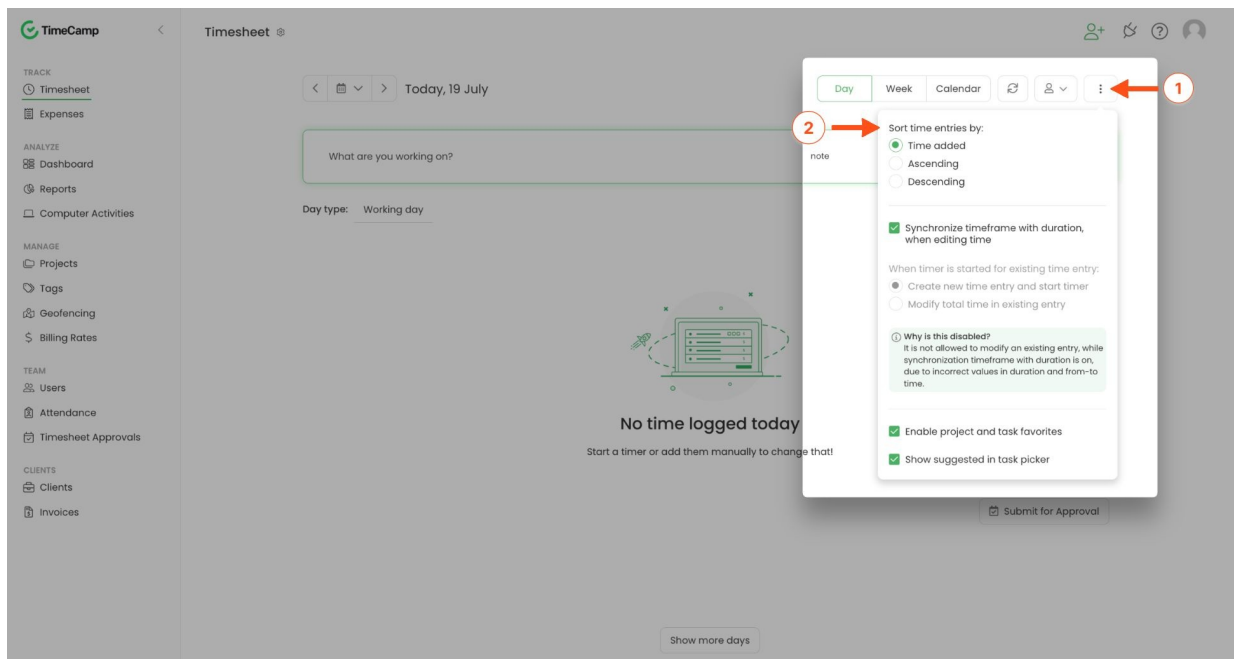


Your browser does not support HTML5 video.

Merging will sum up the duration time of both entries and adjust their timeframes.

Moving and merging time entries is possible only in a Day view.

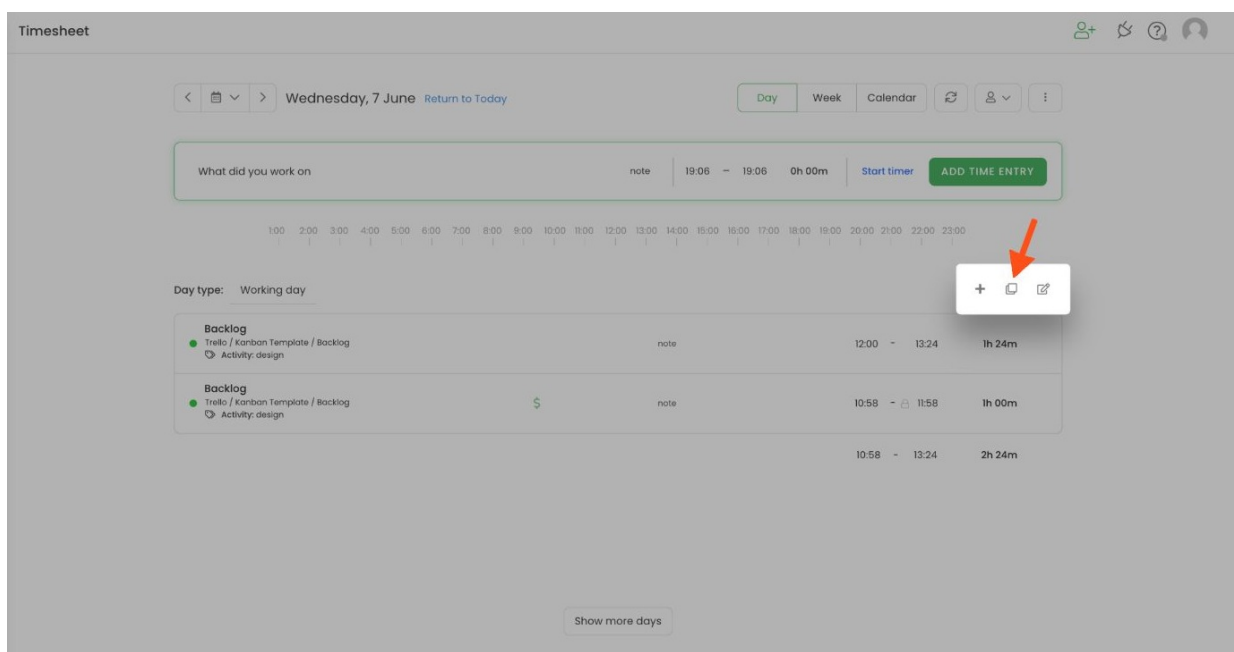
If you would like to sort entries please use one of the available options from the menu: **bytime added**, **ascending**, or **descending**. It is not possible to sort or change the order manually.



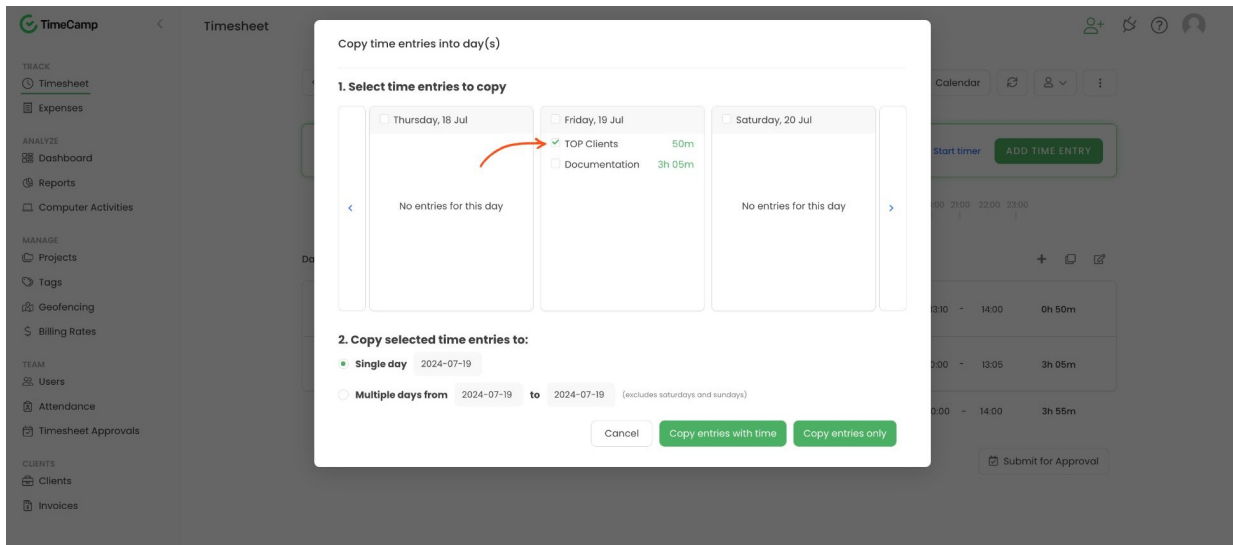
Copying time entries

Copying options are not available in a Calendar view.

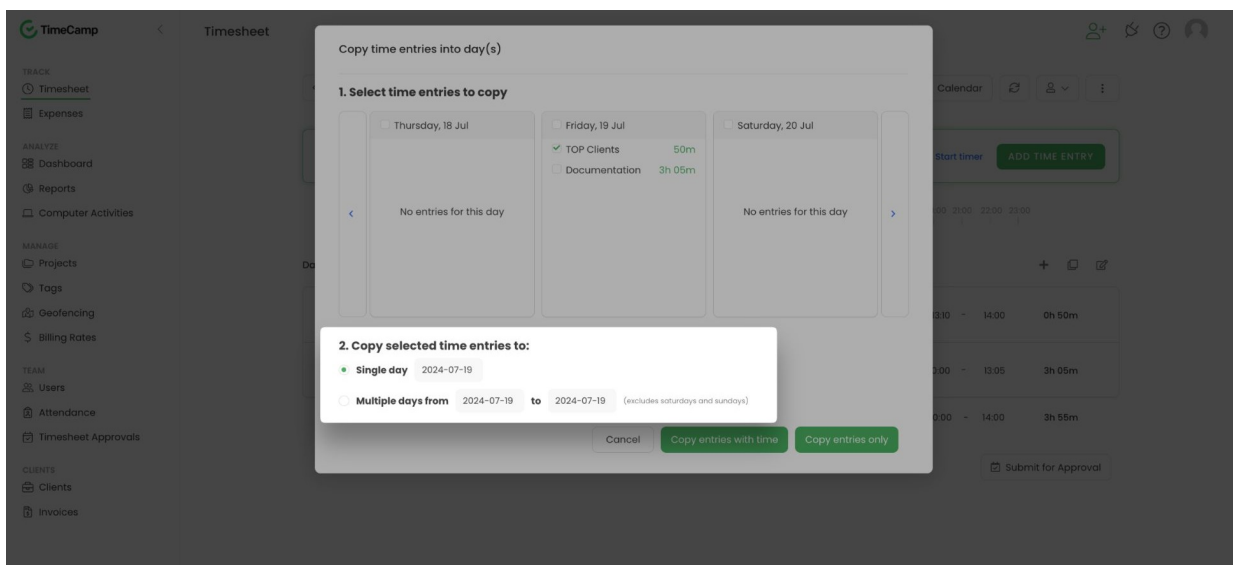
To copy entries or the entire timesheet to any other day simply click on the **Copy time entries from the different days** button, which is located in the right corner of your Day Timesheet.



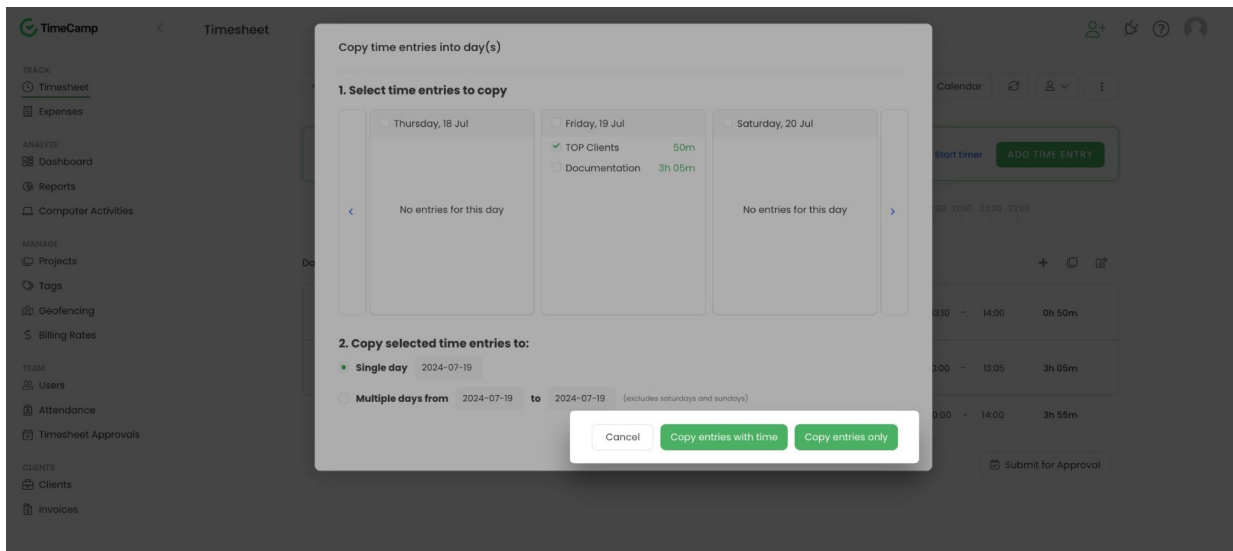
In the **first step**, select which entries you want to copy. You can choose as many of them as you want. Tick the checkboxes next to the entries you want to copy, or (optionally) select an entire day.



In the **second step**, specify the dates, to which data will be copied. Pick a single day or specify the date range whereas weekends won't be included.



The **final step** is to hit the “copy” button. It is possible to copy only the list of entries or also the list of entries with their duration and start/end time.



One more option to copy a time entry is to simply **clone it within a selected day**. A new entry with the same task will be added within that day and you only need to adjust its' timeframes.

