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 picker" option.	and Supervisors are able to view timesheets of users who they manage using the	e"User
Timesheet		\$ @ & A
	Calendar 2 Bulk edit 1	
	Select task and project note 15.49 - 15.49 0.00.00 Start timer ADD TIME ENTRY 100 2.00 3.00 4.00 5.00 7.00 8.00 10.0	
	Day type: Working day CS Onboarding Image: CS Onboarding 00820 - 1020 20000 Trainings Image: CS Onboarding Image: CS	
	+ D Show more days	

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).



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.

C TimeCamp	Timesheet ©	2+ \$ @ N
TRACK Timesheet Expenses	< 🖻 🗸 🖒 Today, 18 July	Day Week Calendar & &
ANALYZE BB Dashboard () Reports	What are you working on?	note Time added Ascending Descending
Computer Activities MANAGE Projects Comparison Source Source Source Catendance Comparison Cutents Cutents Comparison Comparis	Day type: Working day	
Clients	Show more days	Submit for Approval

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**:

What are you working on?	not	e Add manually START TIMER ►
1:00 2:00 3:00 4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00 12:0 Day type: Working day	0 13:00 14:00 15:00 16:00 17:00 18:00 1 	9:00 20:00 21:00 22:00 23:00
• Asana Select a tag	 Show report for this task Change entry's date Open time entry history Clone time entry Delete time entry 	15:10 - 15:55 0:45 h ► 15:10 - 15:55 0:45 h ☑ Submit for Approval
Once an entry is deleted the action can't be undone an	d 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.

What are you working on?	note Add	manually START TIMER ►
100 2:00 1	3:00 4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 16:00 19:00 20:00	2::00 22:00 23:00 1 1 1 + □ E
● Asana ♡ Select a tag	note \$ 1 15:10 - (Show report for this task Change entry's date	
	 Open time entry history Clone time entry Delete time entry 	Submit for Approval
	Show more days	

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.

C TimeCamp	Timesheet ®	S+ & O 🖪
TRACK Timesheet Expenses	<	Day Week Calendar 2 & v : - 1
ANALYZE 88 Dashboard () Reports	What are you working on?	note Time and a Ascending Descending
Computer Activities MANAGE	Day type: Working day	2 Synchronize timeframe with duration, when editing time
 Projects Tags 		When timer is started for existing time entry: Create new time entry and start timer
段 Geofencing	x	Modify total time in existing entry
\$ Billing Rates TEAM & Users		Why is this disabled? It is not allowed to modify an existing entry, while and another therefore with duration is on, due to induce the duration and from-to time.
Attendance	No time logged today	
🗑 Timesheet Approvals		
CLIENTS	Start a timer or add them manually to chan	ge that!
🕄 Invoices		Submit for Approval
	Show more days	

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: by**time added**, **ascending**, or **descending**. It is not possible to sort or change the order manually.

C TimeCamp <	Timesheet @	S+ & O 🚺
TRACK Timesheet Expenses	< 🖆 🗸 🖒 Today, 19 July	Day Week Calendar 2 2 . 1
ANALYZE 88 Dashboard © Reports	What are you working on?	2 sort time entries by: © Time added Accending Descending
Computer Activities MANUAGE Projects Stags Selfing Rates FLAM Self Users Attendance Timesheet Approvals CUENTS	Day type: Working day	
Clients		🖄 Submit for Approval
	Show more days	

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.

Timesheet				2+ \$ 2 1
	<	ny	Day Week Calendar 2	I
	What did you work on	note 19:06 -	19:06 Oh 00m Start timer ADD TIME ENTRY	
		9:00 10:00 11:00 12:00 13:00 14:00 15:00 H	800 1700 1800 1800 2000 2100 2200 2300	
	Day type: Working day		+ 0	ď
	Backlog Trislo / Kanban Template / Backlog S Activity: design	note	12:00 - 13:24 lh 24m	
	Backlog Trillo / Kanban Template / Backlog C: Activity: design	\$ note	10:58 - Ə 11:58 Ih 00m	
			10:58 - 13:24 2h 24m	
		Show more days		

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.

C TimeCamp Timesheet	Copy time entries into day(s)	2+ ¢ 0 A
Track ③ Timesheet	1. Select time entries to copy	Calendar
Expenses	Thursday, 18 Jul Friday, 19 Jul Saturday, 20 Jul	
ANALYZE	TOP Clients 50m Documentation 3h 05m	Start timer ADD TIME ENTRY
@ Reports		
Computer Activities	No entries for this day No entries for this day	00 21:00 22:00 23:00
MANAGE Projects Do		+ 0 0
🛇 Tags		
යු Geofencing		13:10 - 14:00 Oh 50m
\$ Billing Rates	2. Copy selected time entries to:	
TEAM	• Single day 2024-07-19	0:00 - 13:05 3h 05m
28 Users	Multiple days from 2024-07-19 to 2024-07-19 (excludes saturdays and sundays)	
良 Attendance		0:00 - 14:00 3h 55m
🖻 Timesheet Approvals	Cancel Copy entries with time Copy entries only	
CUENTS		🖾 Submit for Approval
Clients		
Invoices		

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.

C TimeCamp C Timesheet	Copy time entries into day(s)			2+ Ø	
TRACK () Timesheet	1. Select time entries to copy			Calendar 😂 🐣 🛛 🗄	
Expenses	Thursday, 18 Jul	Friday, 19 Jul	Saturday, 20 Jul		
ANALYZE		TOP Clients 50m		Start timer ADD TIME ENTRY	
() Reports				00 2100 2200 2300	
	No entries for this day		No entries for this day >		
C Projects Do				+ 🛛 🗹	
🛇 Tags 🖉				3:10 - 14:00 0h 50m	
\$ Billing Rates	2. Copy selected time entries to:				
TEAM & Users	• Single day 2024-07-19			0:00 - 13:05 3h 05m	
Attendance	Multiple days from 2024-07-19 t	o 2024-07-19 (excludes saturdays an	d sundays)	0:00 - 14:00 3h 55m	
Timesheet Approvals		Cancel Copy er	tries with time Copy entries only		
CLIENTS				Submit for Approval	
1 Invoices					

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.

C TimeCamp C Timesheet	Copy time entries into day(s)			≗+ ¢ ⑦ ∩
() Timesheet	1. Select time entries to copy			Calendar 🖉 😫 🖌 :
Expenses	Thursday, 18 Jul	🗌 Friday, 19 Jul	Saturday, 20 Jul	
ANALYZE 88 Dashboard		 ✓ TOP Clients 50m □ Documentation 3h 05m 		Start timer ADD TIME ENTRY
G Reports Computer Activities	< No entries for this day		No entries for this day	00 2100 22:00 23:00
MANAGE				+ 0 12
Tags & Geofencing				
\$ Billing Rates	2. Copy selected time entries to:			13:10 - 14:00 0h 50m
TEAM	• Single day 2024-07-19			0.00 - 13.05 3h 05m
梁 Users 闻 Attendance	Multiple days from 2024-07-19 to	2024-07-19 (excludes saturdays an	d sundays)	
a Attendance		Cancel Copy er	ntries with time Copy entries only	0:00 - 14:00 3h 55m
CLIENTS		_		Submit for Approval
Clients				
1 Invoices				

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.

What are ye	ou working on	?															note	e A	dd m	anuall	y st	ART TIM	IER	Þ
Day type:	1:00 2:00	3:00 	4:00 	5:00 	6:00 	7:00	8:00 	9:00	10:00	11:00 	12:00 	13:00 	14:00 1 	5:00 16 	5:00 1 	17:00 	18:00 1! 	9:00 20 	0:00 2	1:00 2	22:00 23 	::00 +	D	Z
● Asana ♡ Select a tag	I									r	note		Show re				1	15:10	- 15:10	15:55	5 15:55	0:49	5 h 45 h	Þ
							(2	_		•	°	Change Open ti Clone ti Delete t	me en me en	try his try						🖾 Su	bmit for	Appr	oval
										Sho	w mor	e days												