Welcome to TimeCamp Help!

Search for articles...

Projects basics

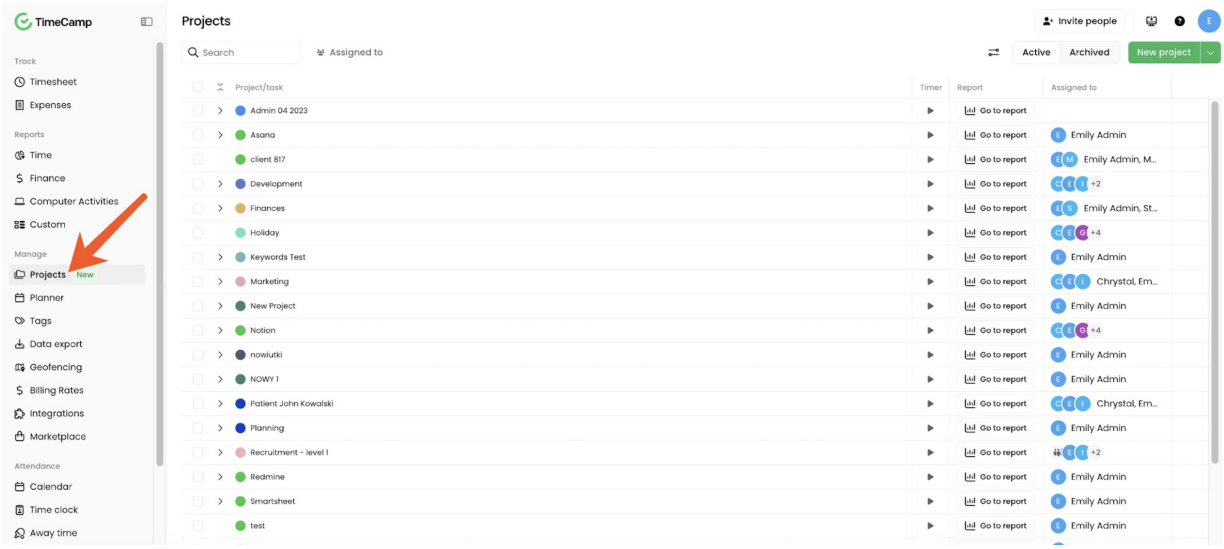
In this article:

In TimeCamp, **projects are groups of tasks**. From a technical point of view, there are not many differences between projects and tasks. For example, you can create a project named after your client, to which you will later add multiple subtasks converting your business relations.

Projects in TimeCamp have a tree structure, they contain lists of tasks. You can use a project for a larger goal and a task for an action someone in your team needs to take in order to achieve that goal. You can create an unlimited tree structure that will contain projects with multiple tasks and subtasks which can have even 3/4/5.. levels of items.

Limits of adding projects is based on your subscription plan. You can check different Plans on our Pricing page.

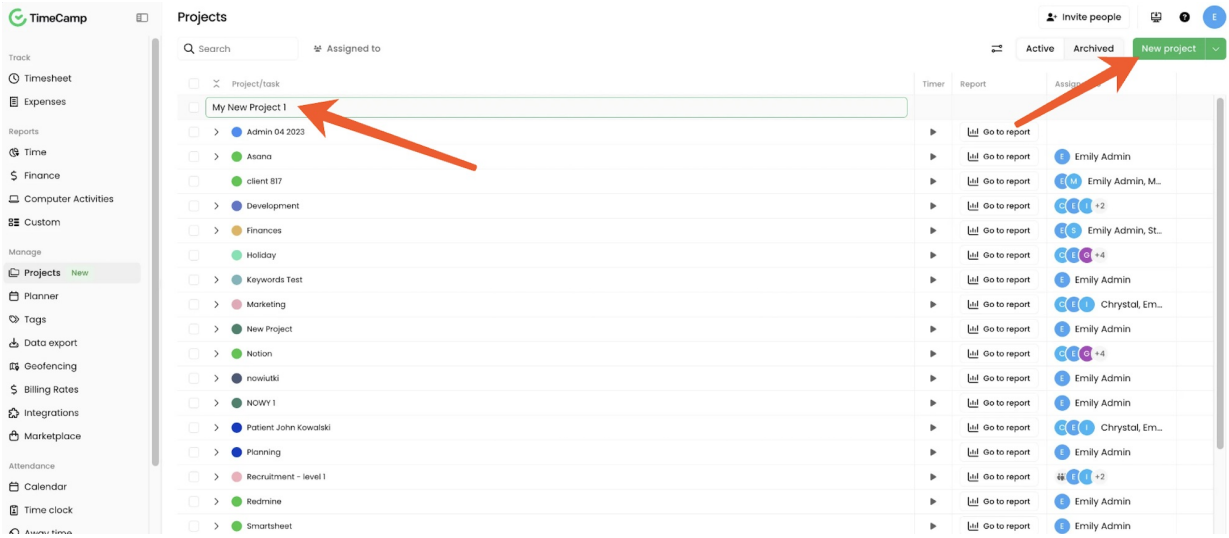
You can find the Projects section on the left side menu. The bar above your projects, where you have added your projects, is also a search box, where you can search for specific projects.



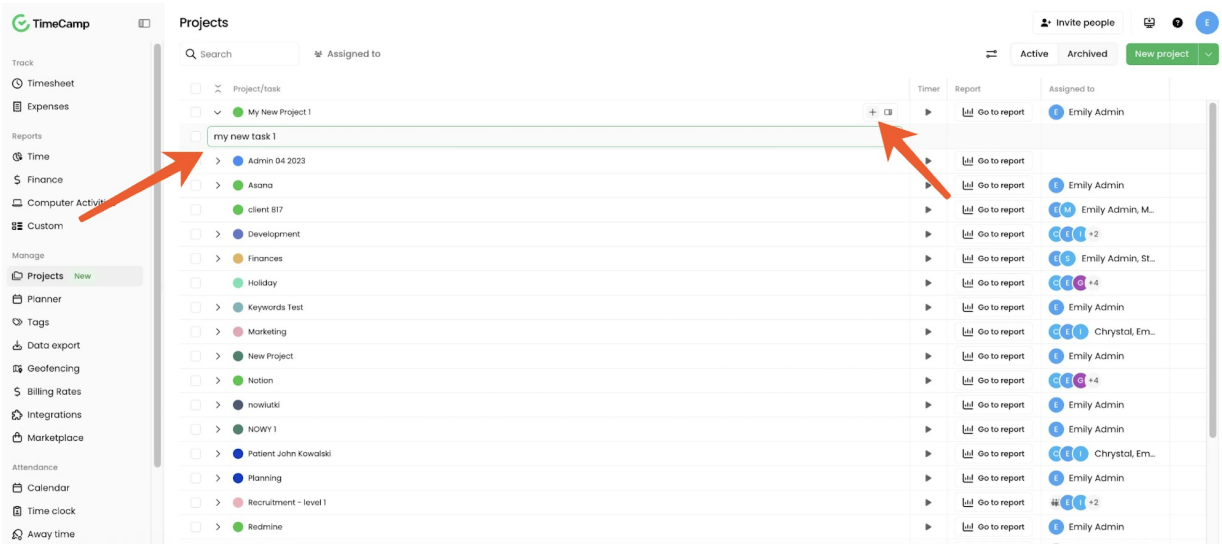
Create projects

You can create projects and tasks from two places on the website:

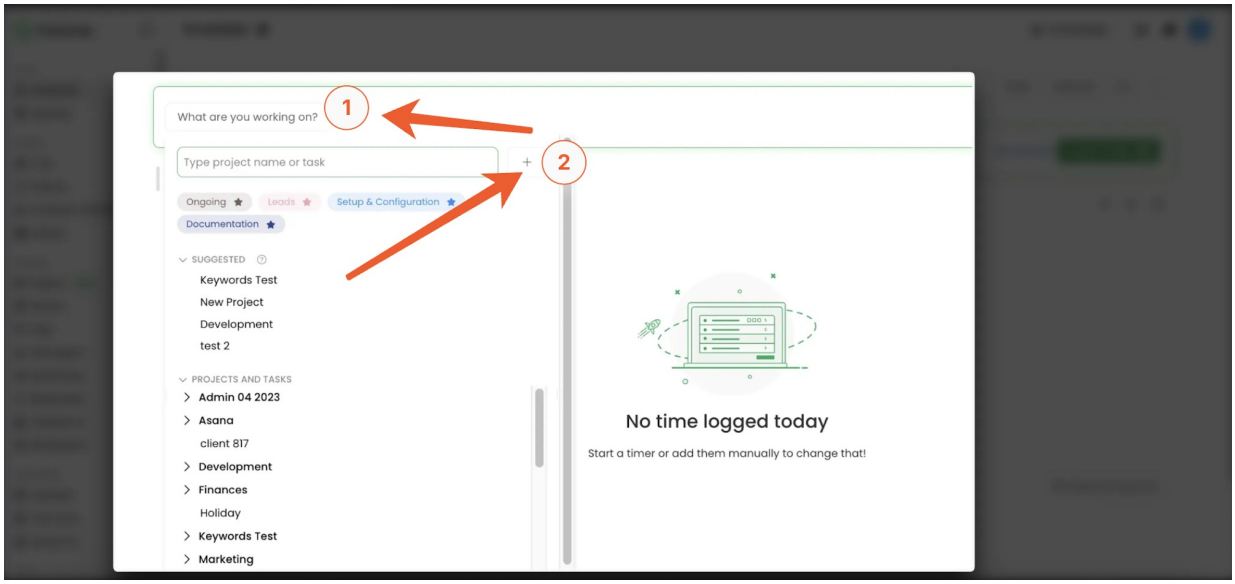
- **Projects** - go to the Projects tab on the left-side menu, then click the **New Project green button** and name your new project.



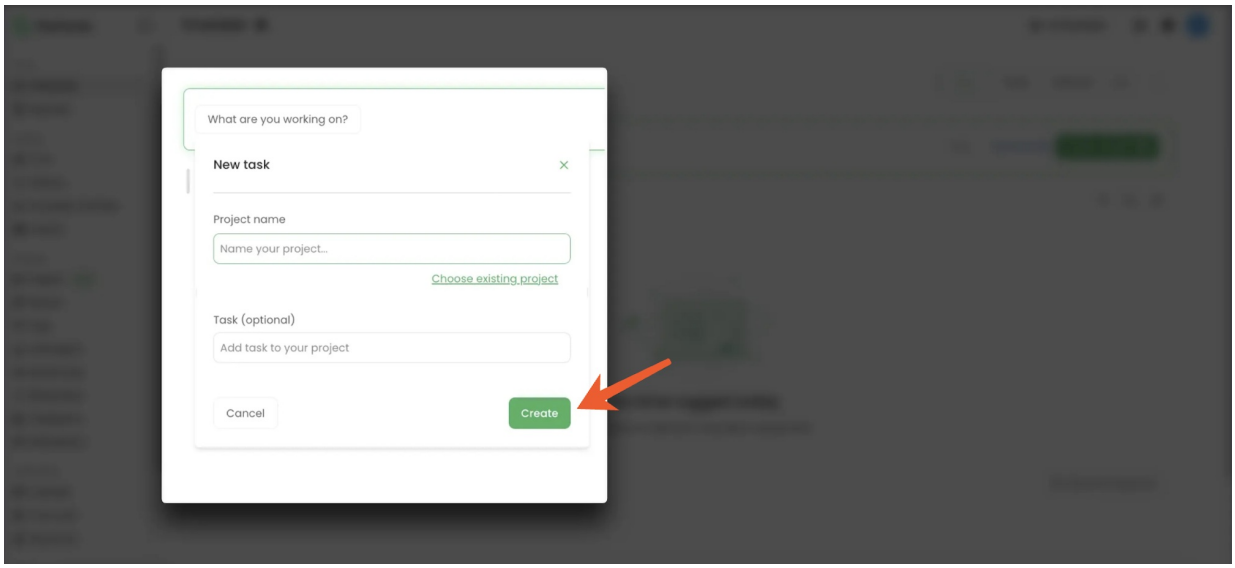
To add a task or subtask hover the mouse cursor over your project and click on the '**plus**" button and name your new task:



- You can also add a new project directly from your **Timesheet** - go to your Timesheet on the left-side menu and click the search box **What are you working on?**. Next, click the **plus** icon:



New window will appear where you can name your new project or you can choose existing project and create a new task assigned to it. To save your changes, click the green **Create button:**



- From Projects tab, you can also Import your tasks from a CSV file or import them by enabling the integration. Click on the little arrow next to **New project** button to open the import options.

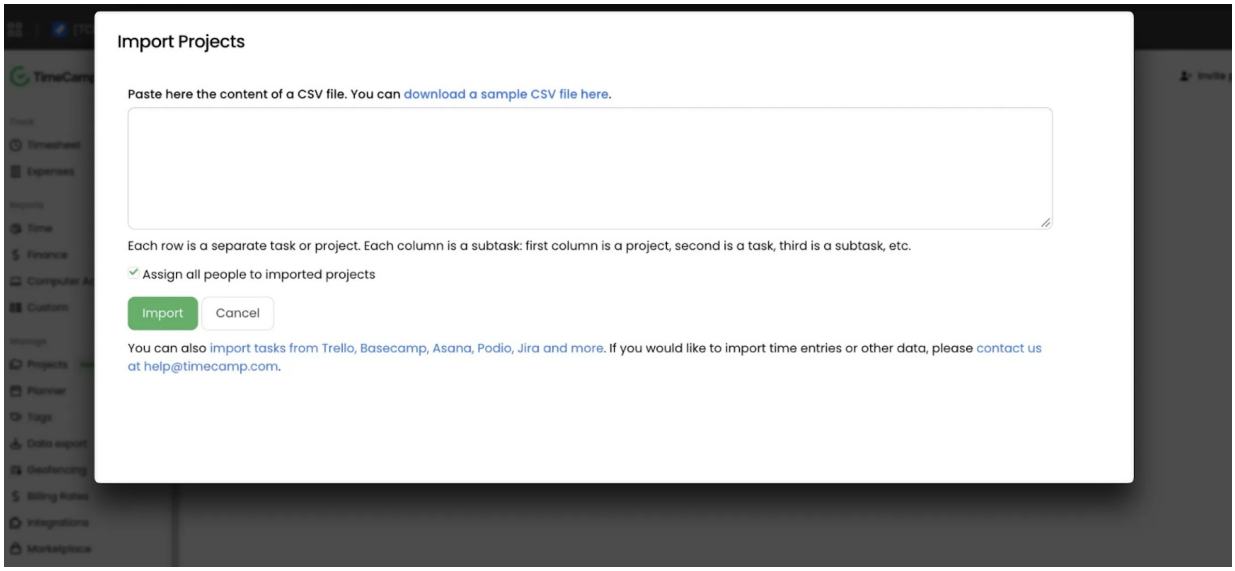


CSV import

To import your projects and tasks from CSV file, first click on the little arrow next to**New Project** button and then select **Import from CSV** option:



You will be redirected to a new tab. There, you can past the content of your CSV file. You can download a sample CSV there too.

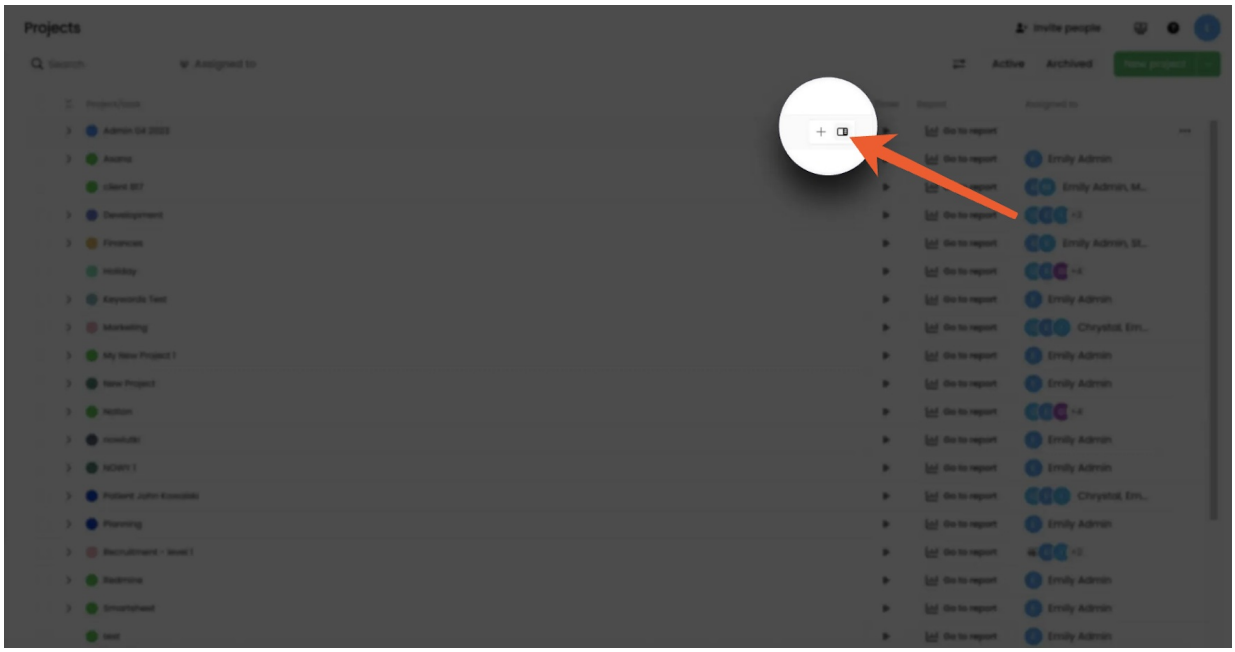


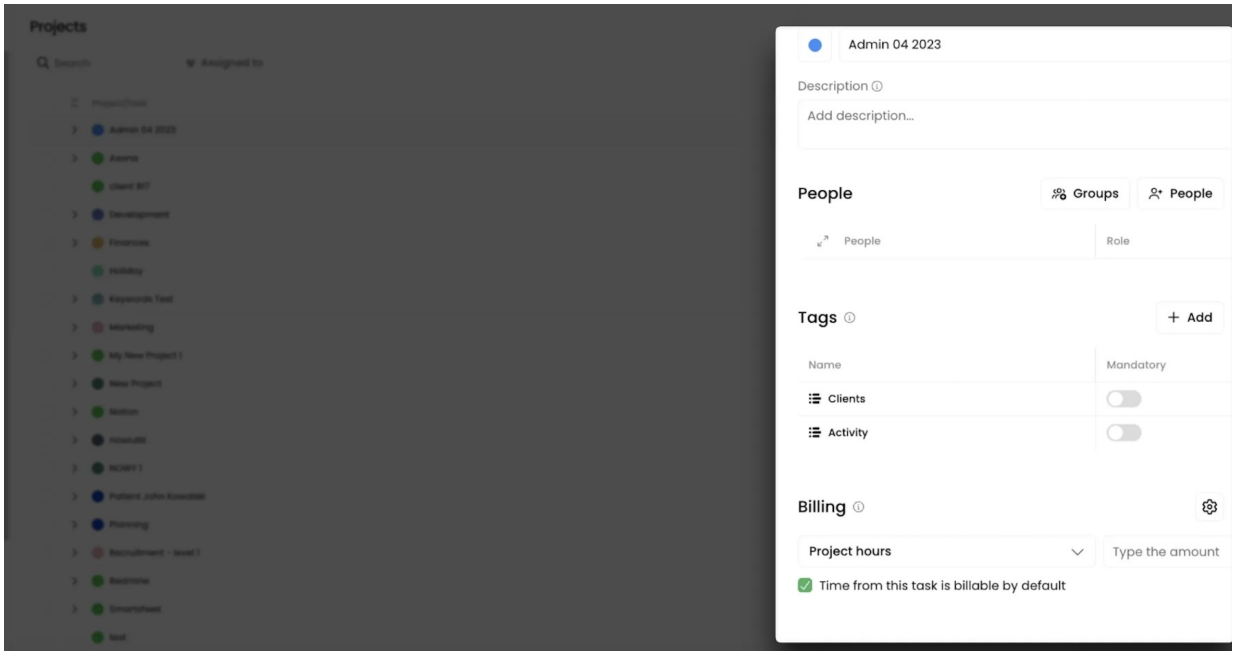
Please note that each row will be a separate task or project. Each column will be a subtask: first column will be a project, second a task, third a subtask, etc.

Edit projects

After the list of projects and tasks is created you can edit its details at any time. To do so**click on the edit icon** of a specific task and the **Edit panel** will be opened on the right-hand side.

The edit panel is available only to Project Managers and users with certain time-tracking permissions. Learn more





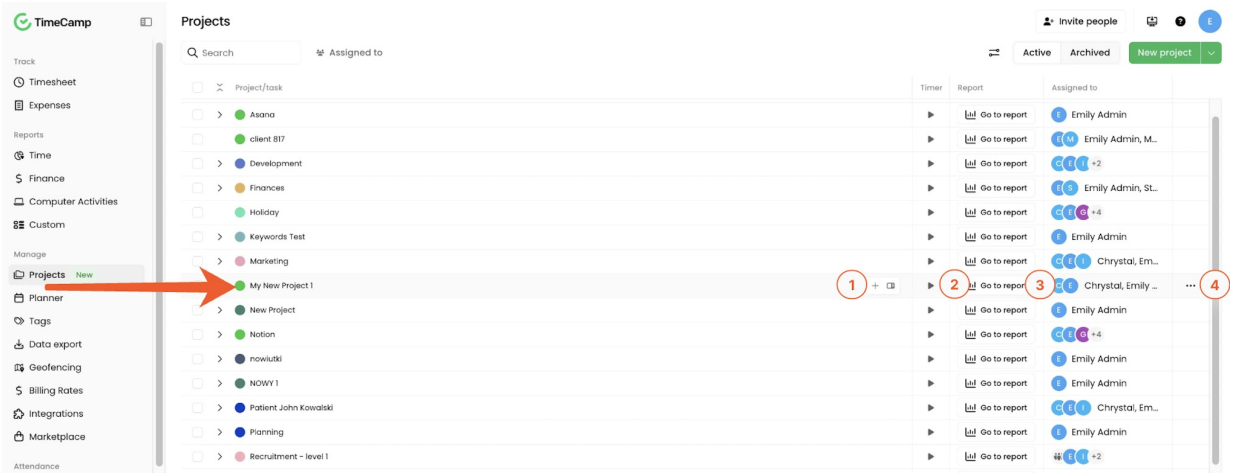
Here you can find the following options:

- **Change name** - click on the field with its current name and input a new one;
- **Change color** – each project and task can have its own color for a more transparent view. Learn more;
- **Assign users or groups** - users will be able to track time on a specific task only if they are assigned to this task. You can assign a particular user or the entire group.
- **Set up a role for each user** - you can choose a role for each assigned user. Learn more;
- **Add description** - optionally you can add a short description to each task; it will be visible in the Projects table, the edit panel, and the project/task details. It can also be used for searching within the task picker.
- **Set budget** - create a budget by assigning an estimated fee or estimated hours. Learn more;
- **Define if time should be billable by default** - if the option "Time from this task is billable by default" is turned on, all time entries assigned to this task will be automatically marked as billable. Learn more;
- **Assign tags** - assign specific tags or the entire list of tags to each task. Optionally you can define selected tags as mandatory. Learn more;
- **Enable keywords** - keywords are specific words that you can assign to tasks. Keywords are required if you decide to switch to an automatic time tracking mode in the TimeCamp desktop app. As soon as the desktop app recognizes a keyword in the title of a document or in the URL address of the website, it will automatically start tracking time on the task. Learn more;
- **Set up your custom fields** - you can include custom fields for additional information in your Projects: Learn more

> Changes will be applied automatically.

Manage projects

Hover your mouse on the name of the target project or task. You will see a bar with the following options:



1. **Add task** - it allows you to add a task to a project or a subtask to a task or open**Edit panel**
2. **Timer** - start or stop tracking time directly from here
3. **Time report** - it shows you the report for the project from the beginning of it. Learn more;
4. **'...' A view more actions icon** - such as:

- Duplicate task,
- Move the task to a different project,
- Delete
- Archive the task

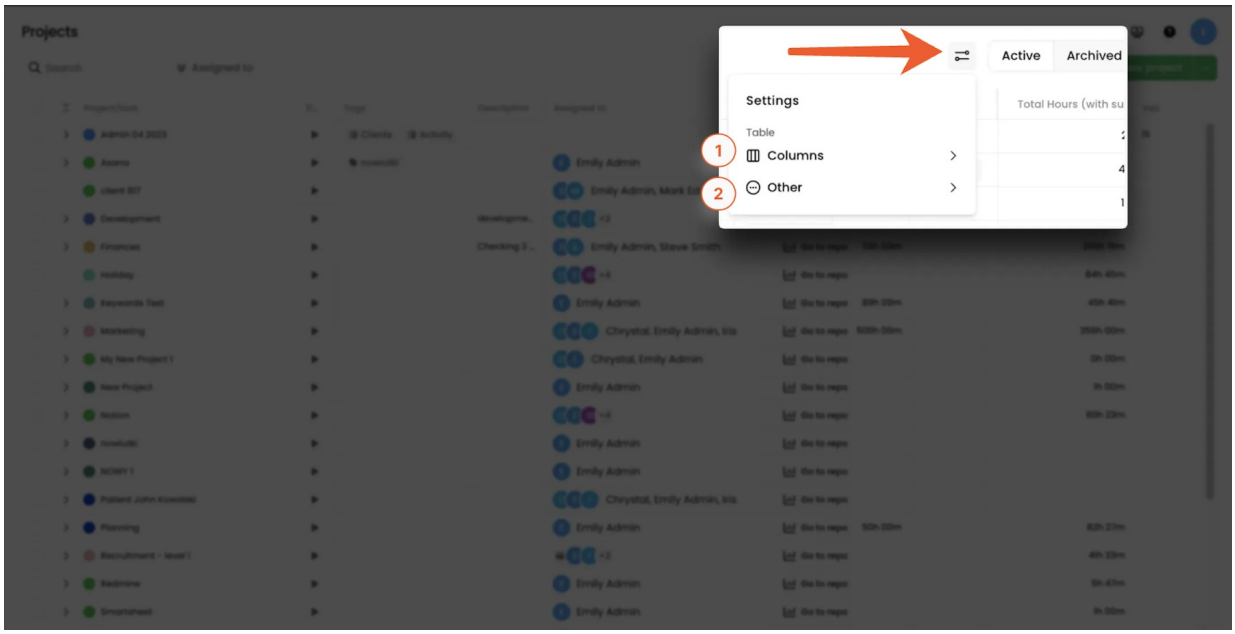


- **Duplicate** – a useful option if you need more projects with the same structure. Remember to change the name of the duplicated project to always track time and view reports correctly;
- **Delete** – select this option if you no longer need a certain project. Remember, that once you delete a project you will lose all tracked time, assigned to this project and it is not possible to restore deleted items;

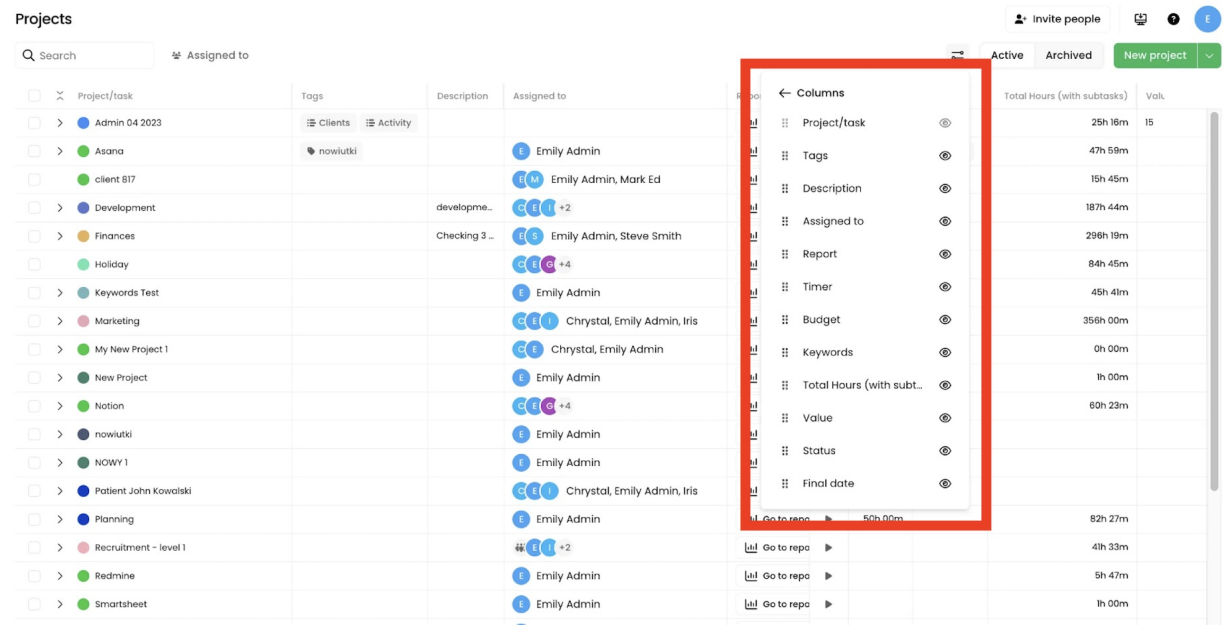
- **Move** – you can move task to a different project (along with its tracked hours) or move time from one project to another one. Learn more;
- **Archive** – select this option to move task to the archived list. It allows to save the already tracked time and to reactivate this task in the future. You still will be able to view time of archived tasks in the reports. Learn more;

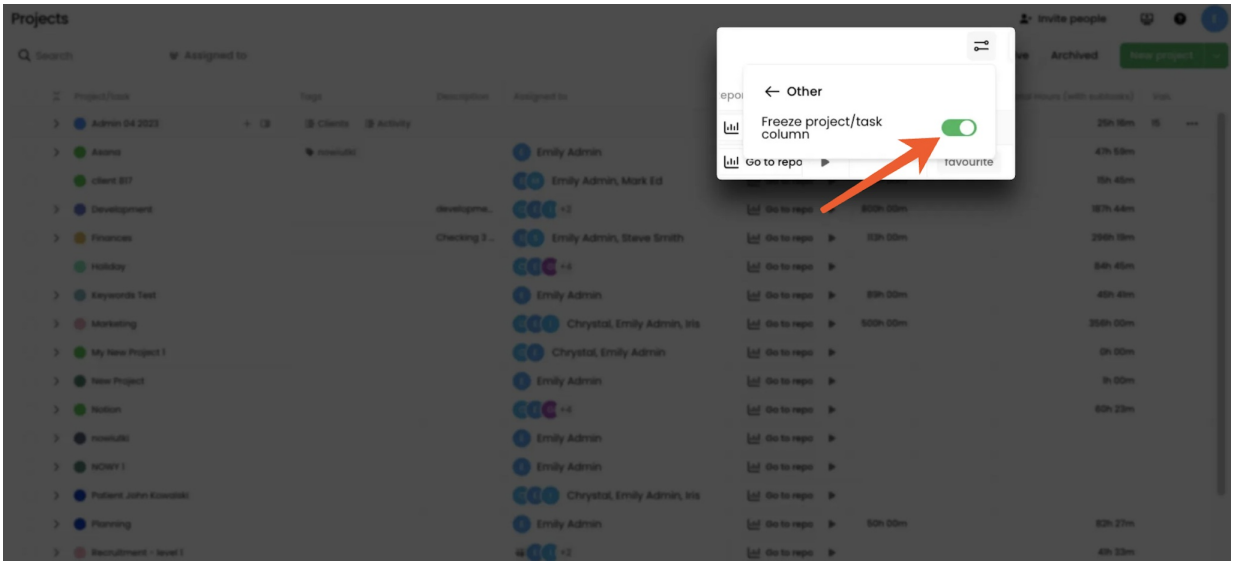
Additional settings

Additionally, you can adjust your Projects view by clicking the **Settings button** next to **Active/Archived button**. There are two options available here:



1. **Columns** - by clicking this option you can decide the order of your columns and which should be visible and which should stay hidden.
2. **Other** - by clicking this option you can freeze project/task column.


Projects
Invite people
Search
Assigned to
Active
Archived
New project
Project/task
Tags
Description
Assigned to
Total Hours (with subtasks)
Columns
Project/task
Tags
Description
Assigned to
Report
Timer
Budget
Keywords
Total Hours (with subt...
Value
Status
Final date
Admin 04 2023
Asana
client 817
Development
Finances
Holiday
Keywords Test
Marketing
My New Project 1
New Project
Notion
nowiutki
NOWY 1
Patient John Kowalski
Planning
Recruitment - level 1
Redmine
Smartsheet
Emily Admin
Emily Admin, Mark Ed
Emily Admin, Steve Smith
Chrystal, Emily Admin, Iris
Chrystal, Emily Admin
Go to repo


Projects
Other
Freeze project/task column
Go to repo
favourite