Welcome to TimeCamp Help!

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Archived tasks

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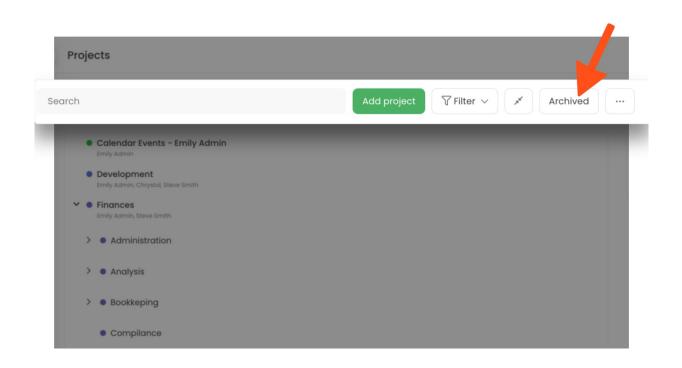
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You can delete or archive tasks at any time. By deleting the task you're completely erasing all the data gathered for the specific assignment. Archiving tasks allows you to keep the history of tracked time and you can still generate reports regarding archived tasks.

While you can reactivate archived tasks at any time, there is no option to retrieve data from deleted tasks.

Archiving projects is available only in Premium and Ultimate plans. Only users with a Project Manager role or with certain tracking permissions can archive tasks.

The list of archived items you can find by clicking on the **Archived** button next to the search box in the Projects module.



How to archive tasks?

To archive a certain task, go to the Projects section and click on the name of the desired task. You will see a bar with the following options:

| Se | earch | Add project 🛛 🖓 Filter 🗸 🖉 Archived 🚥 |
|-------|--|---------------------------------------|
| | Calendar Events - Emily Admin | |
| | velopment | Add task 🕼 … |
| Emily | y Admin, Chrystal, Steve Smith | |
| | Errily Admin, Chrystol, Iris | |
| | | |
| | > First Notebook | |
| > | Finanses Emily Admin, Steve Smith | |
| | Google Calendar Events - Emily Admin Emily Admin | |
| > | Insightly Emily Admin | |
| > | Keywords Test Inity Admin | |
| > | Marketing Jones Blone, Chrystel, Vis | |
| > | Monday Emily Admin, James Stone, Chrystol, Iris, Steve Smith | |
| > | QuickBooks Entity Admin, James Stone, Mark Ed. Chrystol, Iris, Steve Smith | |

Click on the "..." icon and choose the **Archive** option from the drop-down menu. The selected task will be archived together with all its subtasks.

| Projects | © († |
|--|--|
| Search | Add project Filter ~ 1 Archived |
| Calendar Events - Emily Admin | Edit tosk |
| Development Emily Admin, Chrystal, Steve Smith | Add task 🕲 🔤 Developm |
| Evernote Emily Admin, Chrystol, Iris | Change color 🖉 🐔 Assign group Assign people |
| First Notebook | Clone this project with subtosks Delete iily Project Manager V |
| Finanses Emily Admin, Steve Smith | Project Manager V |
| Google Calendar Events - Emily Admin Emily Admin | Archive vy Regular User V |
| Insightly | |
| Emily Admin | |
| Entity Admin | |
| Morketing James Bitre, Chrystol, His | |
| Monday Emily Admin, James Stone, Chrystol, Iris, Steve Smith | Budget © |
| OuickBooks | Estimated hours V 100 |
| Emily Admin, James Bane, Mark Ed, Chrystol, Iris, Bleve Smith | Time from this task is billable by default |
| > Trainings | |
| Emily Admin, Mark Ed, Chrystal | Toos |

If you would like to allow users to track time to archived tasks please adjust time tracking settings.

How to reactivate archived tasks?

You can reactivate archived tasks at any time. Go to the list of Archived items and optionally use a search box at the top of the page to find the desired task. Depending on the amount of archived tasks searching process might take a bit longer than expected.

Next, simply click on the "**reactivation**" icon next to the desired task. The task will be immediately reactivated together with all its subtasks.

| Archived Tasks | | \$\$ (?) A+ |
|---|---------------|-------------|
| finances | | |
| □ Task name - ↑ | Archived date | Time |
| Finances Find, details strain finish | 2022-11-04 | 0:00:00 |
| Administration Emily Admin, Steve Smith | 2022-11-04 | 0:00:00 |
| Meeting Imily Admin. Steve Smith | 2022-11-04 | 0:00:00 |
| Anolysis Emily Admin, Steve Smith | 2022-11-04 | |
| Budget Imity Admin. Steve Smith | 2022-11-04 | |
| Bookkeping Ionly Jamin, Steve Smith | 2022-11-04 | |
| Revenues Environments Environments | 2022-11-04 | |

If you want to reactivate multiple tasks at once simply **mark the checkboxes** next to these tasks and click on the green **Reactivate** button at the bottom of the page. The selected tasks will be immediately reactivated together with all their subtasks unless you unmark the checkboxes next to specific subtasks.

| Task name 1 | Archived date | Time |
|---|---------------|---------|
| Finances Emly Admin, Steve Smith | 2022-11-04 | 0:00:00 |
| Administration Emily Admin, Steve Smith | 2022-11-04 | 0:00:00 |
| Meeting Emly Admin, Steve Smith | 2022-11-04 | 0:00:00 |
| Analysis Emily admin, Steve Smith | 2022-11-04 | 0:00:00 |
| Budget Emly Admin, Steve Smith | 2022-11-04 | 0:00:00 |
| Bookkeping Emily admin, Steve Smith | 2022-11-04 | 0:00:00 |
| Revenues Emly Admin, Steve Smith | 2022-11-04 | 0:00:00 |
| Compilance Emily Admin, Steve Smith | 2022-11-04 | 0:00:00 |
| Ongoing Emily Admin, Steve Smith | 2022-11-04 | 0:00:00 |
| Payroll Emily Admin, Steve Smith | 2022-11-04 | 0:00:00 |
| Receipts Emily Admin, Steve Smith | 2022-11-04 | 0:00:00 |

Archiving integration tasks

Most integrations support the scenario that "items marked as completed, archived, or deleted in the original software will be automatically moved to the list of archived tasks in TimeCamp".

Please keep in mind that it is not possible to edit the structure of imported tasks for active integration.

In case the item is active in your original software and you move it to the Archived list in TimeCamp it still will be imported as active after the synchronization.

The same way it works with reactivation. If the item is archived, completed or deleted in your original software and you reactivate it in TimeCamp, it will be automatically moved back to the Archived list after the synchronization.

Reports for archived tasks

To generate a report for time tracked to the archived tasks simply change the **Active/Archived filter** in the Reports section. You can select between 3 options:

- Active tasks
- Active and archived tasks
- Archived tasks

| By Days | | | | \$ () \$ |
|-----------------|---------------|-------------------------------------|---------------------------------------|--------------|
| | | | E3 Periodicol e | mails 🕹 E |
| Date range | People | Projects | Active/archived Tags: Invoiced status | |
| 🗎 Last month | ~ 왐 All users | All my projects | Active tasks ^ Any tag ~ All | ~ |
| Billable status | Notes | | Active tasks | |
| All ~ | Search | | Active and archived tasks | |
| | | | Archived tasks | |
| Day | User | Task | Time Level 1 Leve | 2 |
| Total | | | 00, 41: 09 | |
| 2022-10-19 | C Emily Admin | Administration | 00: 00: 18 Finances | |
| 2022-10-04 | C Emily Admin | Keywords Test | 00: 38: 36 | |
| 2022-10-03 | C Emily Admin | Keywords Test | 00: 00: 36 | |
| 2022-10-03 | C Emily Admin | Marketing | 00: 00: 30 | |
| 2022-10-03 | C Emily Admin | Administration | 00: 00: 16 Finances | |
| 2022-10-03 | Emily Admin | Meeting | 00: 00: 16 Marketing | |
| 2022-10-03 | C Emily Admin | Monday | 00: 00: 14 Keywords Test | |
| 2022-10-03 | C Emily Admin | Compilance | 00: 00: 12 Finances | |
| 2022-10-03 | C Emily Admin | Meeting | 00: 00: 11 Finances Adr | ninistration |
| Total | | | 00: 41: 09 | |

For the active tasks, you can use the Project filter and mark the checkboxes next to the desired projects to add them to the report. But for the archived tasks, you need to **manually search for the desired task in the Projects filter**.

| By Days | | | | | | \$\$? 2+ A |
|--------------------------|-----------------------------|---|-----------------------|---------|--------------------|------------------------|
| | | | _ | | Periodica | al emails 🛛 🐣 Export 🗸 |
| Date range | People | Projects | Active/archived | ags: | Invoiced status | |
| 🗎 Last month | ✓ 뿅 All users | design | Archived tasks | Any tag | ~ All | ~ |
| Billable status | Notes | All projects | | | | |
| All | ✓ Search | Design Project Plan | | | | |
| | | [EXAMPLE TASK] Bring design exp implement feedback | ploration to crit and | | | |
| Day | User | EXAMPLE TASK] Share key learni design team | ngs with broader | Level 1 | Level 2 | Level 3 |
| Total | | [EXAMPLE TASK] Designs in progr | ress 21:12 | | | |
| 2022-10-21 | C Emily Admin | In Project Design | 00 10 | , | Deals | Active Deals |
| 2022-10-12 | C Emily Admin | te Design | 11 37 | , | Subitems of TEST 1 | Subitems |
| 2022-10-11 | C Emily Admin | te Design | 09 09 | , | Subitems of TEST 1 | Subitems |
| 2022-10-11 2022-10-03 | Emily Admin Emily Admin | S ACME Web Design | 00 11 | Monday | Subitems of TEST 1 | Subitems |
| 2022-10-03 | Emily Admin Emily Admin | | 00: 00: 10 | | | |
| fotal | army rearmin | Monde #1467 IS Design | 21, 49, 12 | | | |
| | | #1443 Login page design layout | | | | |
| | | Design to schedule model #166 Plan and design | | | | |
| | | #100 Plan and design #174 Redesign of iterations | | | | |
| | | #175 Design | | | | |