

Welcome to TimeCamp Help!

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Moving time between projects and tasks

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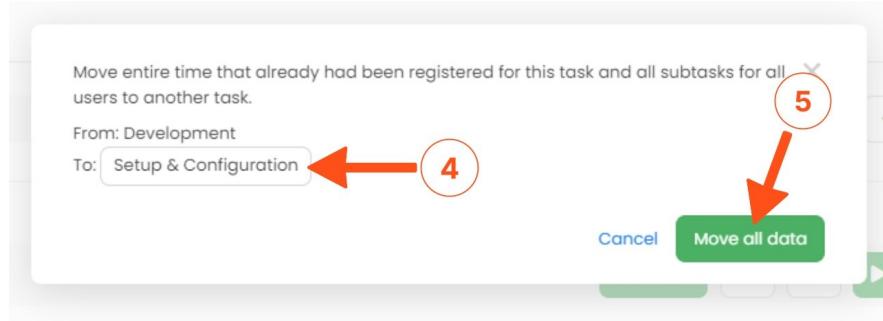
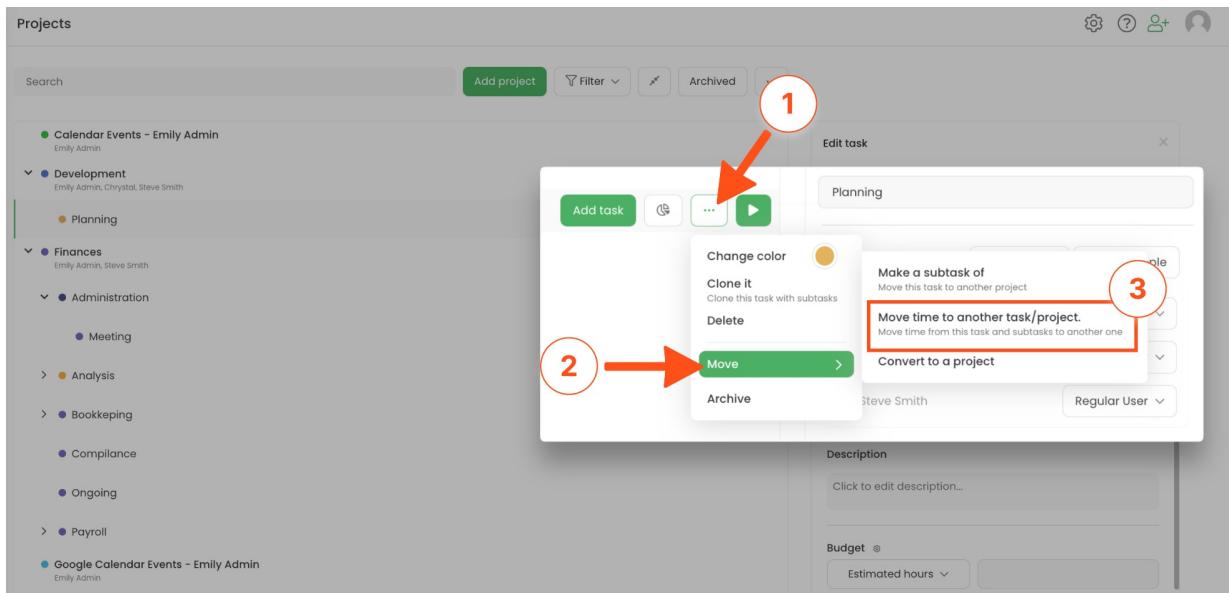
There are a few ways that allow moving tracked time to another task or even to move the entire task with its time between projects. If you realize that you were assigning the wrong task to your time entries or if you'd like to change the structure of your projects and not lose any tracked time, you can use one of the available options described below.

Some of these methods will be available only for users with a Project Manager role.

Move all task's time

If you want to move all tracked time from one project or task to another, you can do it in the Projects tab. Hover the mouse over a specific project or task, click on the "..." icon, next click on the **Move** button and choose the **Move time from the selected task and subtasks to another task** option.

Next, **select a task** you want to move time to and save changes by clicking on the green **Move all data** button.



Please keep in mind that this method will gather and copy all time entries from all the subtasks from the source task, and move them to the TARGET task only.

This option is irreversible so double-check your choice before saving the changes!

There is also a second way to **move time from a task that was tracked within a certain period and specific users** instead of moving all its time. To do that first navigate to the **Time report** of a certain task. Hover your mouse on a task and click on the report icon next to it.

Projects

Search

Add project Filter Archived ...

Asana

Calendar Events - Chrystal

Calendar Events - Emily Admin

Development

Finances

Google Calendar Events - Emily Admin

HeySpace

Jira

Keywords Test

Marketing

Monday

Add task ...

Move time to

Choose project or task to edit

You'll be redirected to a report of this task where you can use the date range and people filters to look for specific time entries.

Navigate to the **Time entries** tab to check if everything is correct and make sure that you'd like to move time for these specific time entries and click on the **Move time to** button. A drop-down menu will appear where you can select a target task from the list or choose the option to erase recorded time.

15h
12h 30m
10h
7h 30m
5h
2h 30m
0

2023-01-11 2023-01-12 2023-01-13

Options Move time to

START DATE 11 Jan 2023 10 days ago

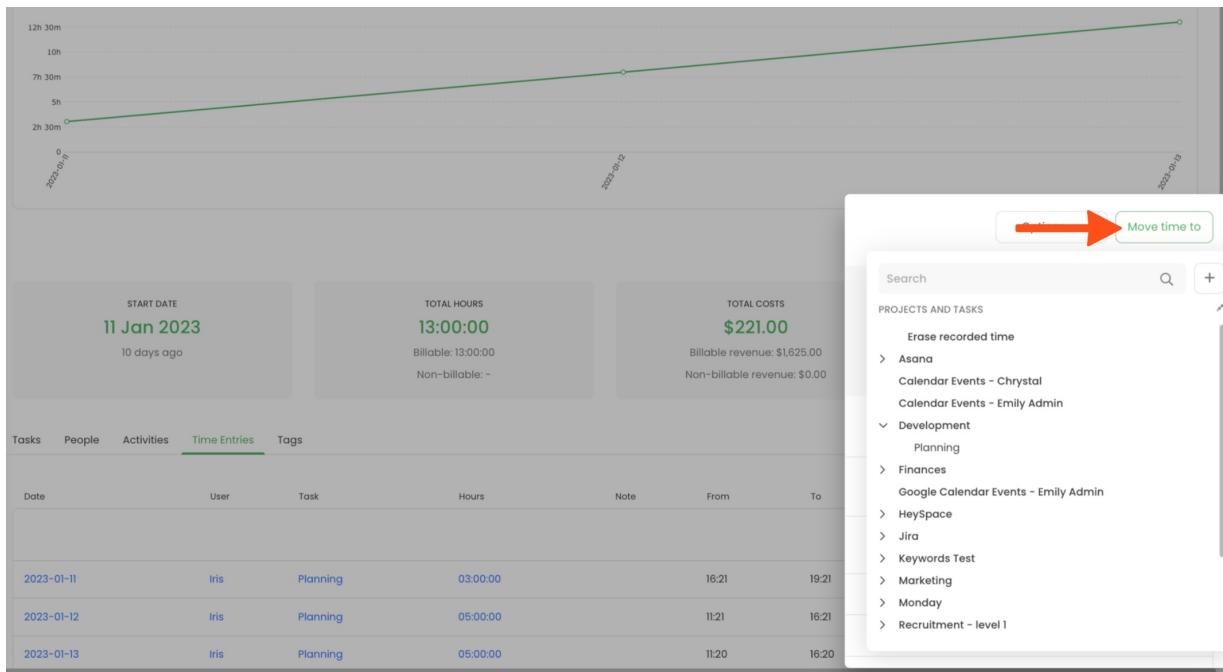
TOTAL HOURS 13:00:00 Billable: 13:00:00 Non-billable: -

TOTAL COSTS \$221.00 Billable revenue: \$1,625.00 Non-billable revenue: \$0.00

Tasks People Activities **Time Entries** Tags

Date	User	Task	Hours	Note	From	To	Income	Cost
2023-01-11	Iris	Planning	03:00:00		16:21	19:21	\$375.00	\$51.00
2023-01-12	Iris	Planning	05:00:00		11:21	16:21	\$625.00	\$85.00
2023-01-13	Iris	Planning	05:00:00		11:20	16:20	\$625.00	\$85.00

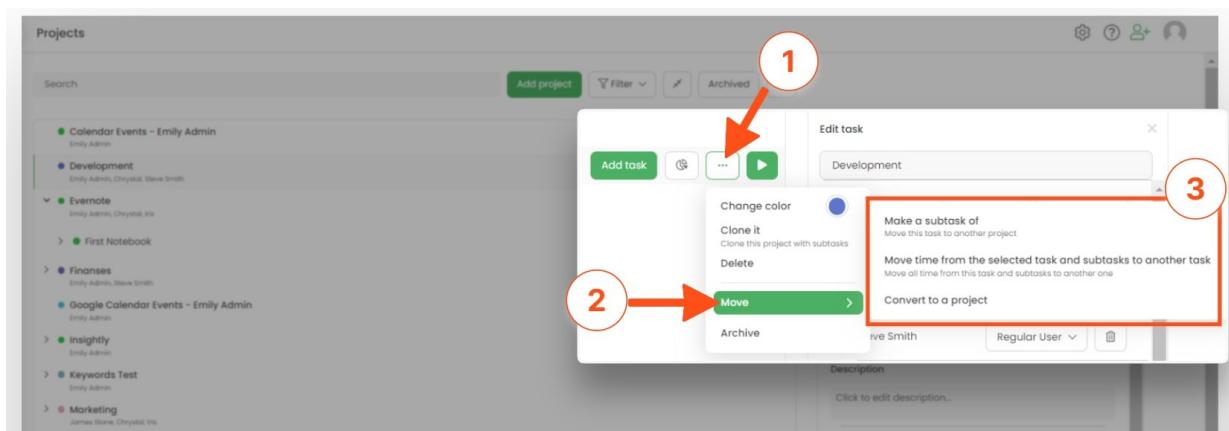
Export



All time (billable and not) for selected task and its subtasks and only for the selected time period and users previously defined in filters will be moved to a target task.

Move or convert a task

Other possibilities we offer within the Move option are **Make a subtask of** and **Convert to a project**. It allows you to move the entire task with its structure and time to a different project or convert it to a separate project.

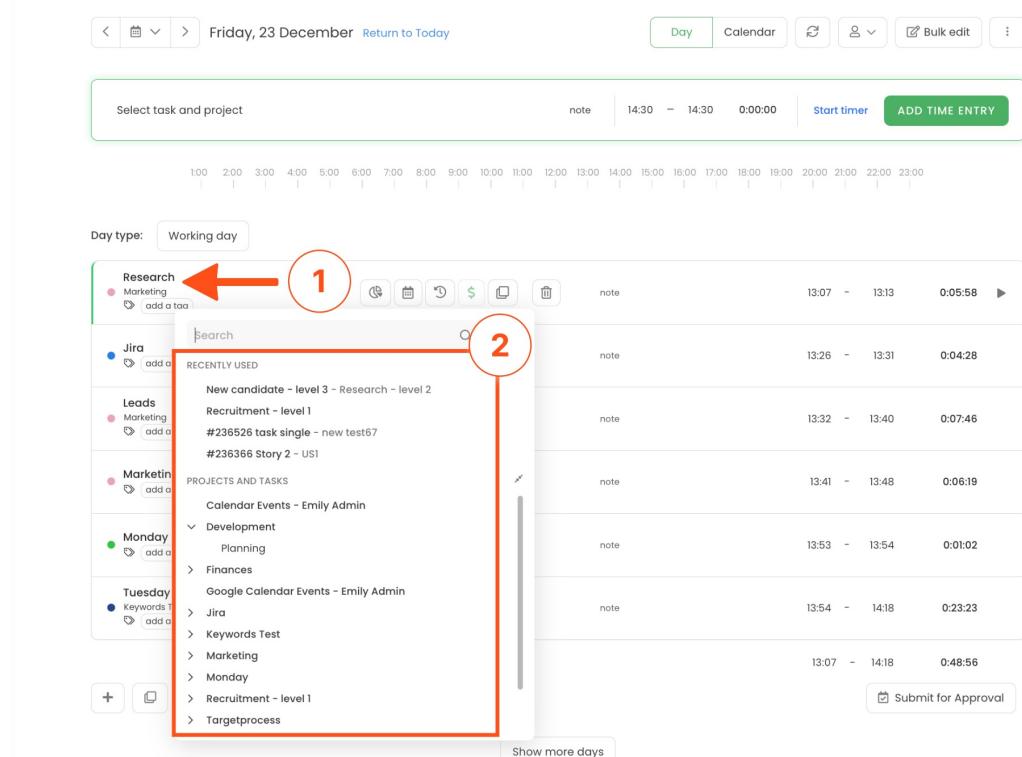


Make a subtask of option allows you to create a new subtask to the desired project with all the tracked time to the moving task.

Convert to a project option allows you to convert a task to a fully separate new project with all the tracked time of the moving task.

Move a single time entry

If you want to move the time of a single or a couple of time entries first find the desired entry on your **Timesheet** and assign it to another task or merge a few entries.



The screenshot shows the Timesheet interface for Friday, 23 December. The top navigation bar includes buttons for date selection, calendar, user, bulk edit, and more. Below the navigation is a search bar and a toolbar with icons for note, start timer, and add time entry. A timeline from 10:00 to 23:00 is displayed. The main area shows a list of time entries. A specific entry for 'Research' is highlighted with a red arrow and circled with a red number '1'. A red box highlights the 'RECENTLY USED' section of the sidebar, which is circled with a red number '2'. The sidebar also lists 'PROJECTS AND TASKS' and 'CALENDAR EVENTS'. A 'Submit for Approval' button is visible at the bottom right.

Here you can learn more about editing timesheets.