Welcome to TimeCamp Help!

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Assign tags

In this article:

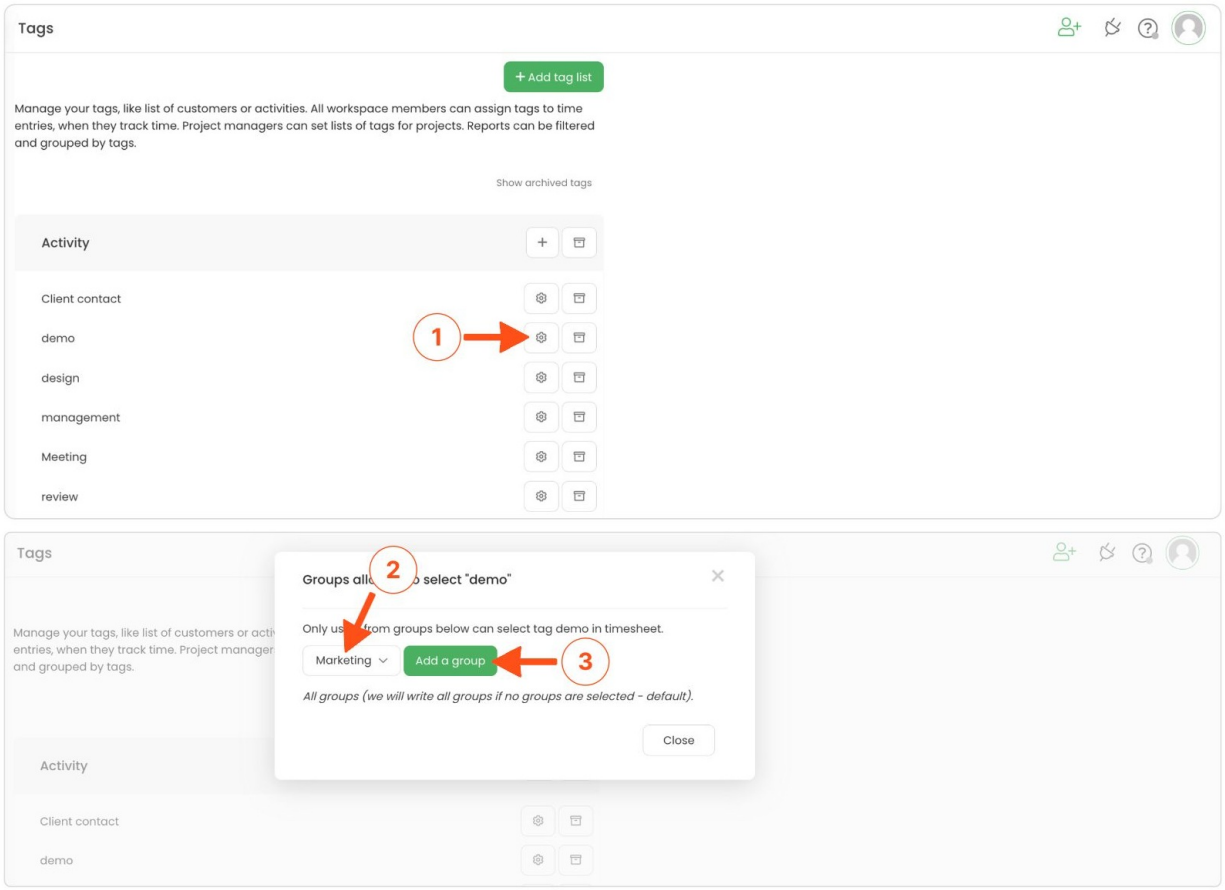
Users can tag their time entries based on the type of work they are doing. This allows for a more detailed breakdown of how time is being spent throughout the day, which can be useful for analyzing productivity, creating more accurate invoices or reports, etc.

Assigning tags to groups of users or to specific projects will help to predefine which tags should be used or even limit access to unassigned tags and lists.

Groups of users

You can assign specific tags or lists of tags to groups of users. This way of assignment allows you to **block the use of a particular tag** for unselected groups, so only a specific group of users will have access to specific tags or lists of tags.

To assign a tag to the target group of users **click on the gear** next to the tag name, **choose the group or a few groups** from the dropdown list, and click on the **Add a group** button.



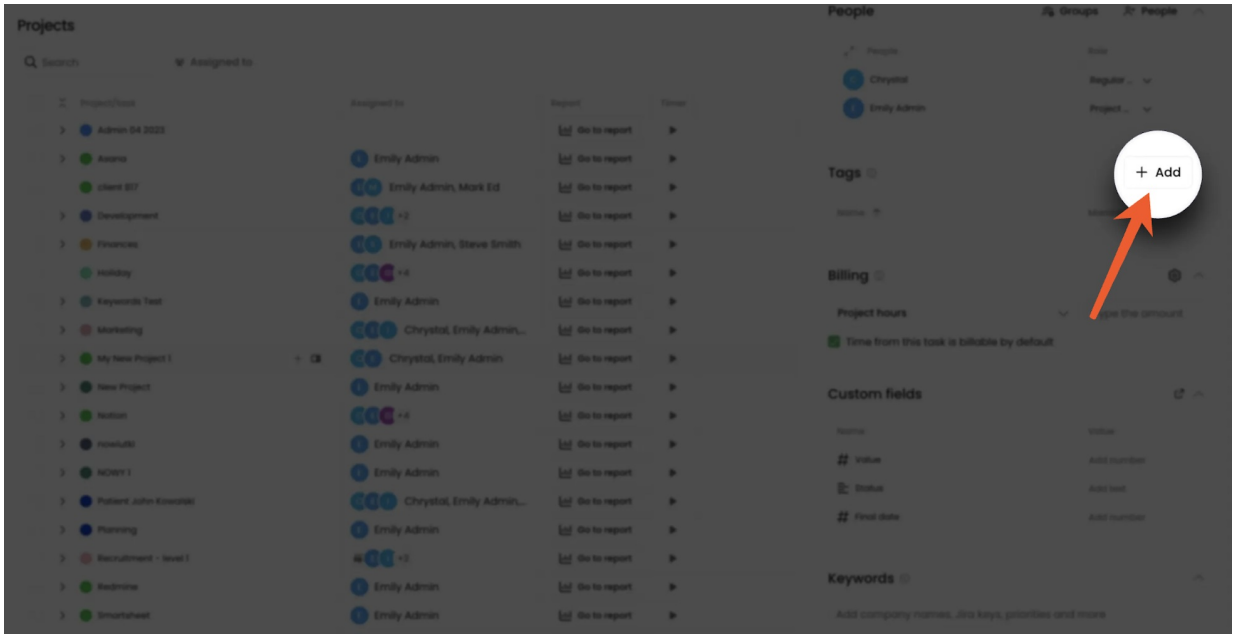
Afterward, only selected groups will be able to assign the selected tags to their time.

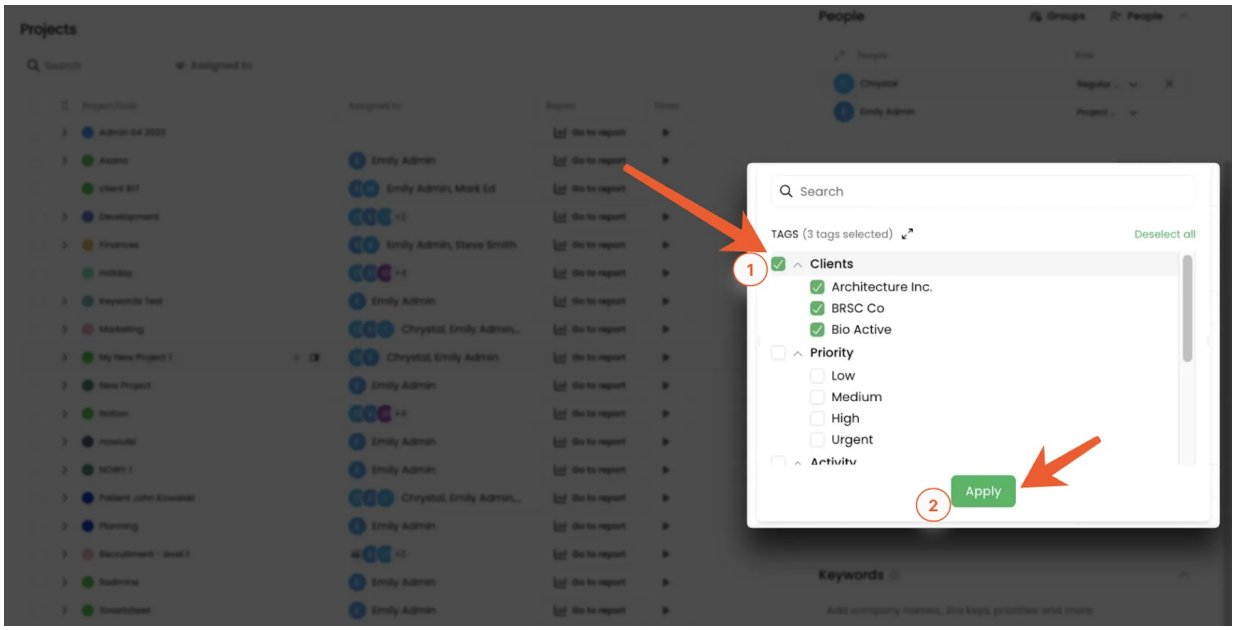
> By default, all tags are available to all groups.

Projects and tasks

There are a few ways you can predefine which tag or list of tags should be assigned to specific projects and tasks.

- **Assign tags to a project** - go to the Projects tab, click on the desired project to open the edit panel, and scroll down to the Tags section. Next, click on the **Add** button, select chosen tags (or a full list of tags if necessary) and click on the green **Apply** button.
- **Assign tags to a task** - go to the Projects tab, expand the desired project, click on the task to open the edit panel, and scroll down to the Tags section. Next, click on the **Define tag list**, select chosen tags (or a full list of tags if necessary) and click on the green **Apply** button.





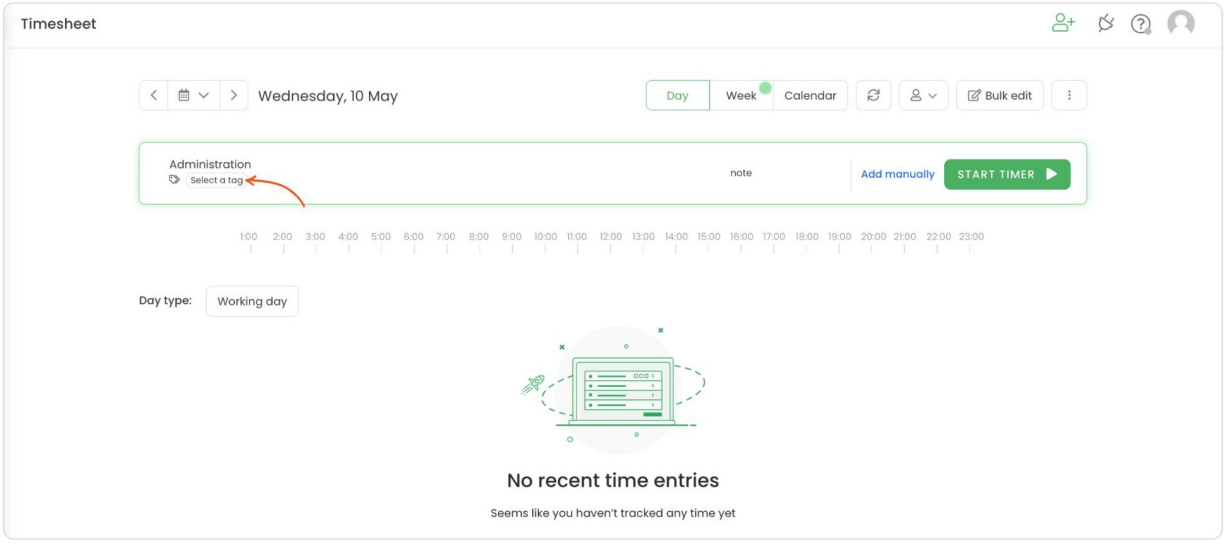
> Once you define tags for a specific project or task, you will not be able to add other tags to time entries belonging to that project/task.

Time entries

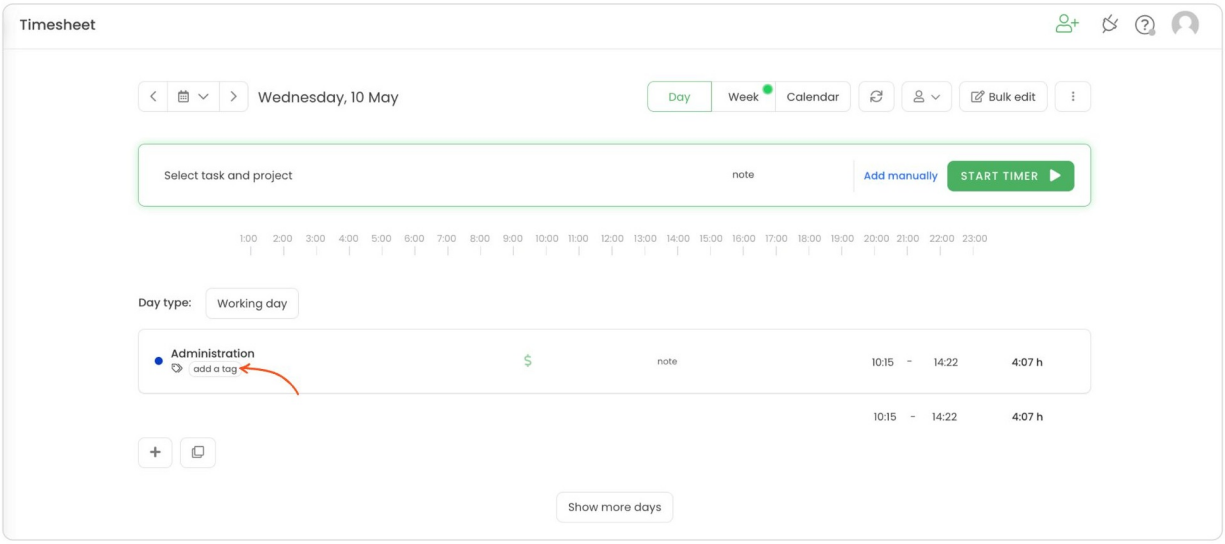
In order to filter reports or summary time by tags for invoicing purposes users need to assign tags to time entries on Timesheet. This way you can categorize tracked time by tags or lists of tags.

To assign tags to a time entry while creating a new time entry, first choose a task and next, click on the **Select a**

tag button below the name of the assigned task. Choose tags and click on the green "Apply" button to successfully add a tag to your time entry.



You can also assign tags to the already created entries later by clicking on the **Add a tag** button.



Tags can be also added from the desktop app and mobile app.

If you don't see the tags you want to add to the task make sure that your user group has permission to add them or if this particular project has a defined tag list and doesn't include that tag.