

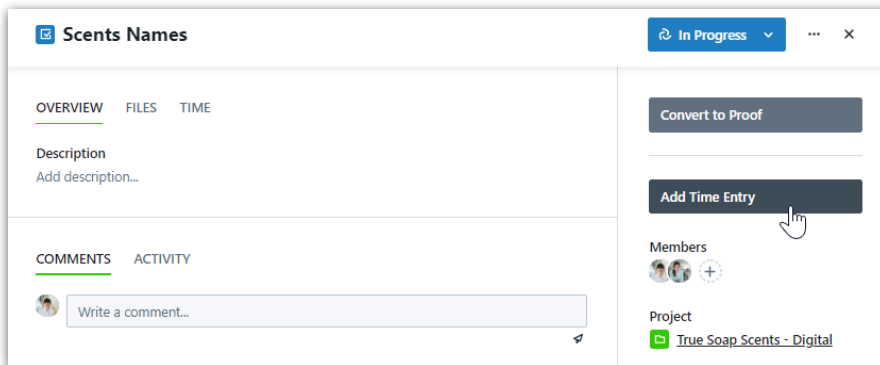
# Time Tracking

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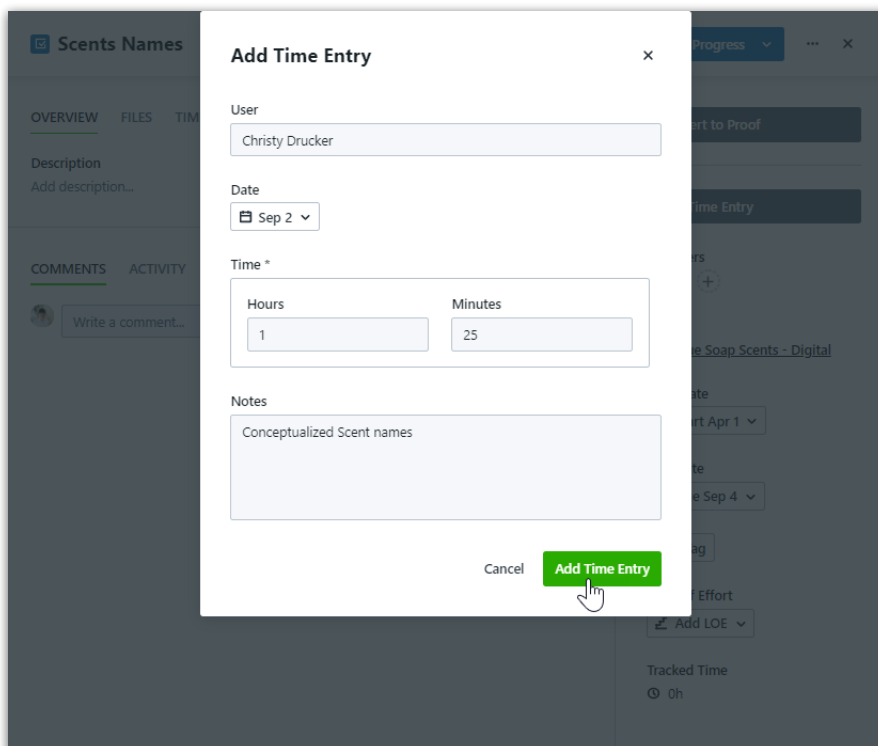
*Time Tracking is only available for Business and Enterprise customers.*

## Adding New Time

To add time to a task or proof, navigate to the relevant work item. On the right-hand side of the task or proof details modal, select the **Add Time Entry** button to add a new entry.

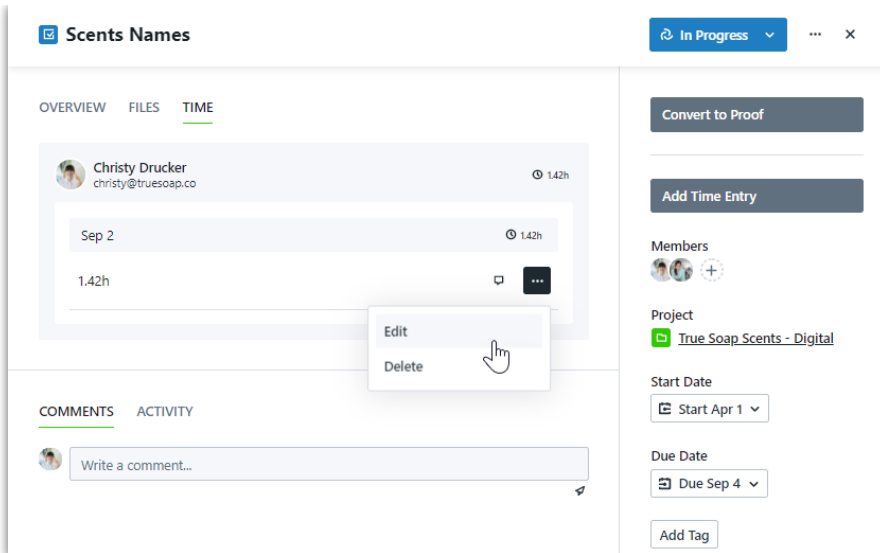


Select the relevant date, and enter the tracked time in hours and minutes. When available, choose a time type from the required **Category** menu and add any relevant notes as necessary. Click **Add Time** to finalize your entry.

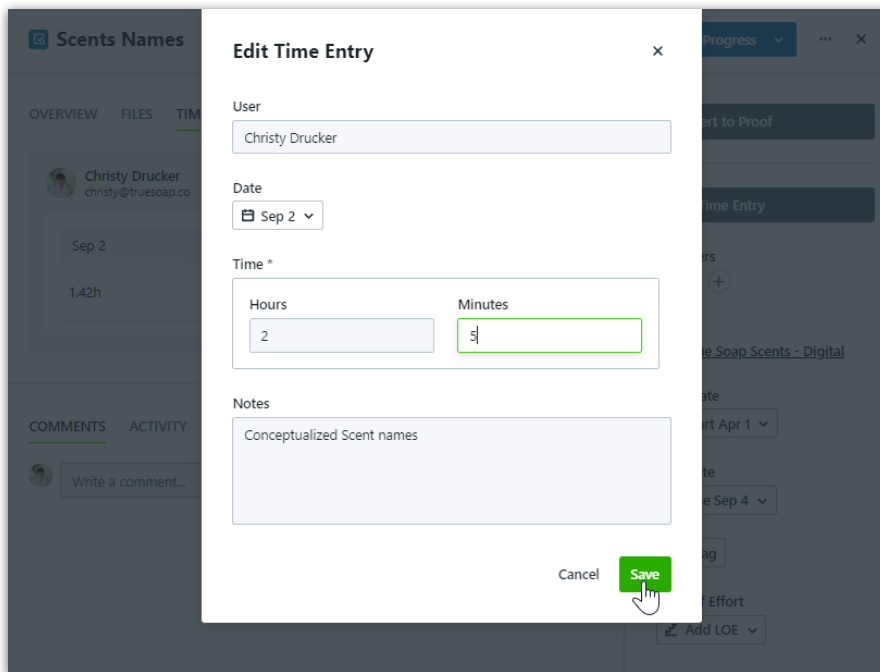


## Managing Time Entries

To view or edit time on a task or proof, select the **TIME** tab from the work details modal. To manage an entry, select the action menu to the right of the individual time entry. Choose **Edit** to update the time entry or **Delete** to remove it from the work item.



If you choose to edit the time entry, make any necessary changes in the **Edit Time** modal and click **Save**.



The total time recorded by all users on a task or proof will show beneath **Tracked Time** on the right-hand side of the modal. From the **TIME** tab, you can also view the total time tracked per user on that task or proof.

### Scents Names

In Progress

OVERVIEW FILES TIME

Christy Drucker  
christy@truesoap.co 2.08h

Sep 2 2.08h

2.08h

COMMENTS ACTIVITY

Write a comment...

Convert to Proof

Add Time Entry

Members

Project  
True Soap Scents - Digital

Start Date  
Start Apr 1

Due Date  
Due Sep 4

Add Tag

Level of Effort  
Add LOE

Tracked Time  
2.08h