

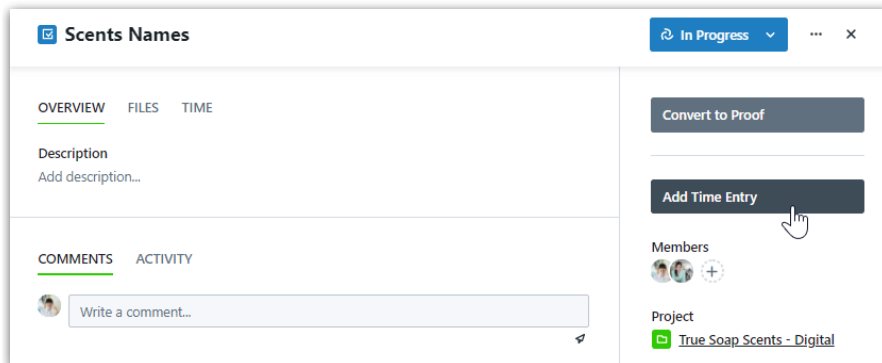
Time Entries

Published on 04/07/2021

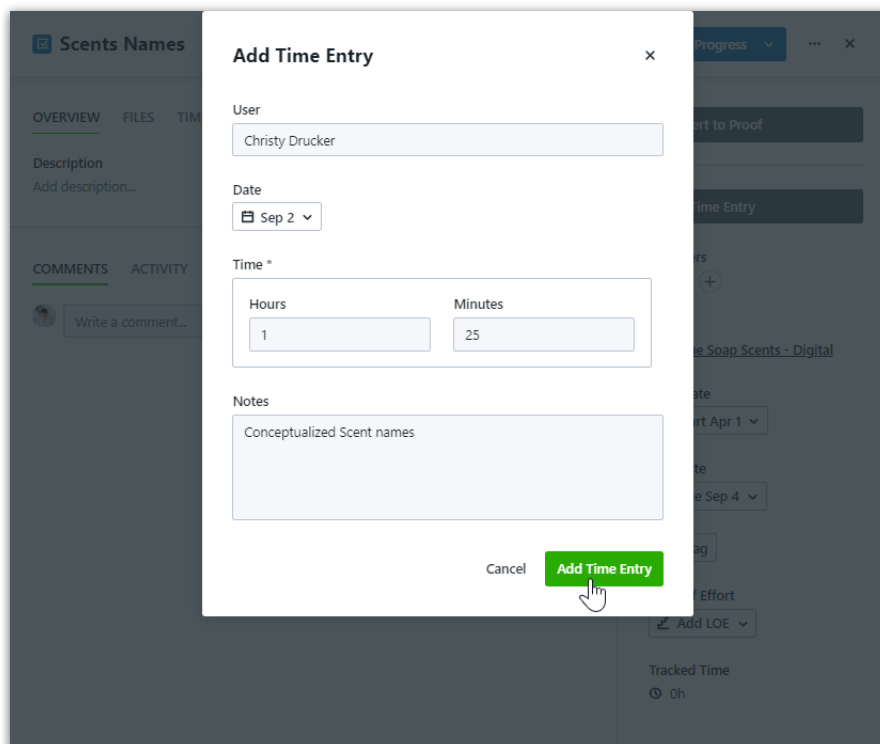
Time Tracking is only available for Business and Enterprise customers.

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.



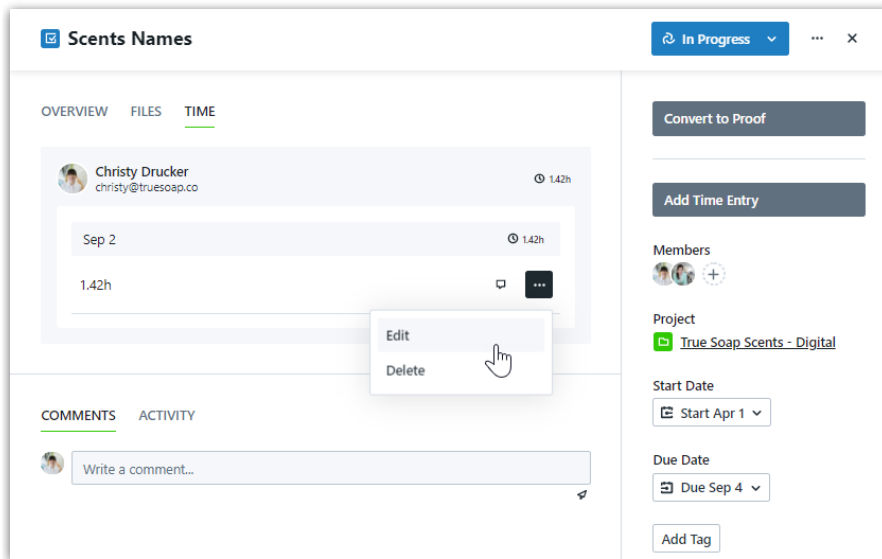
Select the relevant date, and enter the tracked time in hours and minutes. When available, choose a time type from the required **Category** menu and add any relevant notes as necessary. The default time category specified in each Team Member's personal settings will be pre-selected on all new time entries.



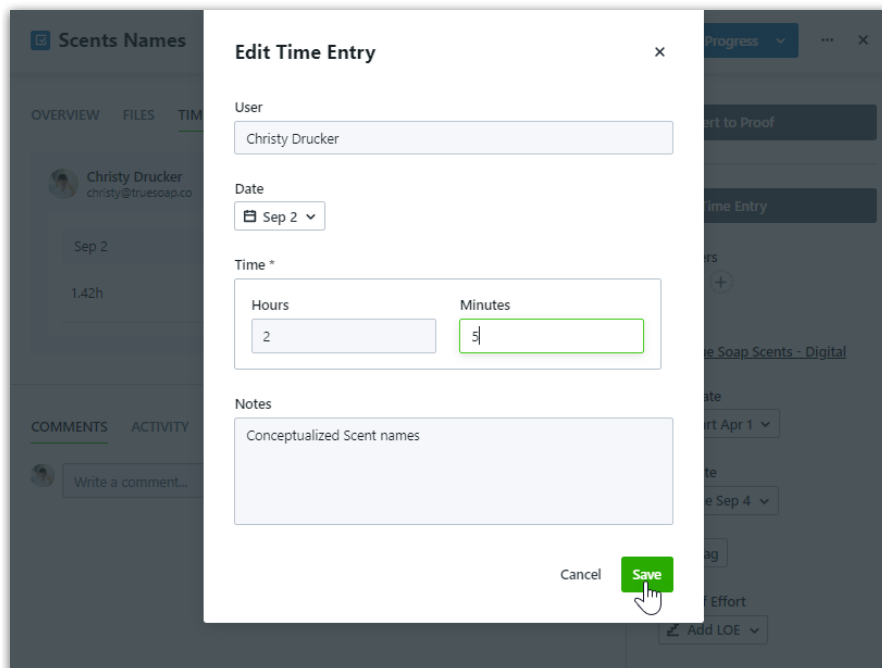
Click **Add Time Entry** to finalize your entry.

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

OVERVIEWFILES

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