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Tracked time is an incredibly useful data point for identifying bottlenecks and understanding how long your team's projects truly take. That's why we have introduced Timers - the most convenient and precise way to keep track of time spent completing each task and proof. Start, pause, and stop timers from wherever you are in ignite - including your Dashboard, List views, and the Global Nav Bar!

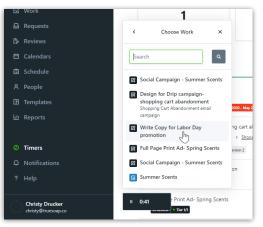
Timers are only available to Business and Enterprise Customers

Getting Started with Timers

Once Timers has been enabled in your account (https://guide-ignite.inmotionnow.com/help/getting-started-time-tracking#timers), you will see the timer icon towards the bottom of your global navigation.

0	Timers
Ģ	Notifications
?	Help
	Christy Drucker christy@truesoap.co

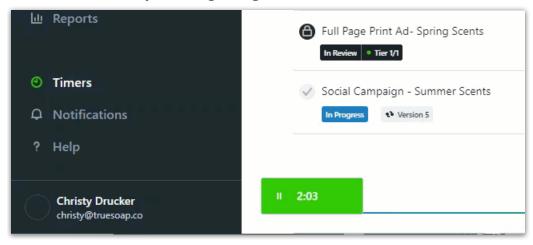
Select the Timers icon to begin tracking your time. Once the timer starts running, you'll be able to select from your work items to assign to your timer.



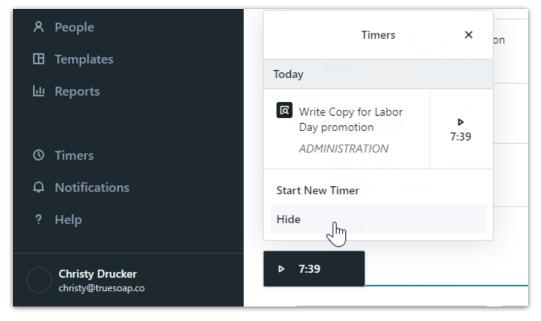
You will only be able to see work items that you are assigned to. Use the search options to search for specific work items by task, proof, or project name. Searching project names will return work items in that project. Search results will only include incomplete and unarchived work items.



While your time is being tracked, you will see the animated time icon as well as the timer widget which will move with you throughout ignite.



You can hide the timer widget from your view by clicking either the timer widget or the timer icon and selecting **Hide**.



If the timer has been added to a work item, selecting pause will automatically update the time log with the elapsed time which is confirmed with a notification.



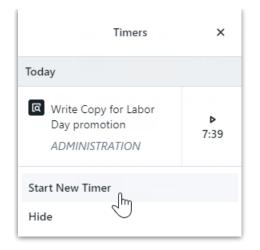
When switching gears to a new work item, select**Start New Timer** from your Timers view and assign that timer to the appropriate work item.



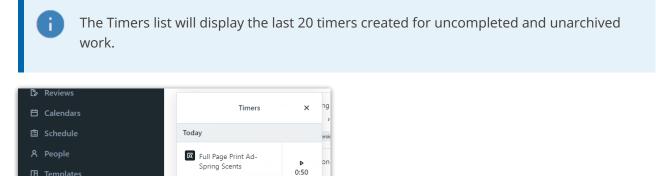
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When opening Timers, you will see work items with timers created today listed under**Today**. Any timers created on previous days will be listed under Recent.

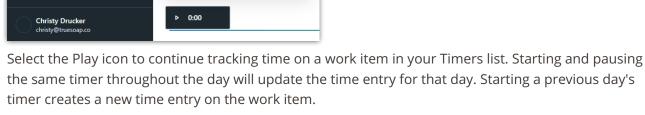


DESIGN

Start New Timer Hide

Write Copy for Labor Day promotion

ADMINISTRATION



7:39 Jh

Time tracked will display in the TIME section of your work item modal, as well as on the right side of the work item modal and in list views. If a timer is left running, users can correct the time entered here.

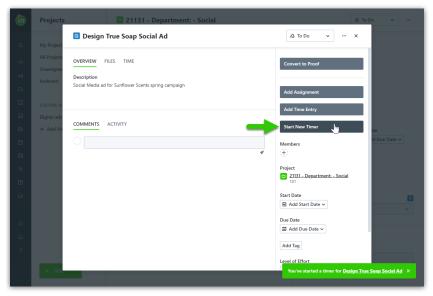


Write Copy for Labor Day promo	♂ To Do ✓ ··· ×	
		Start New Timer Members
Christy Drucker christy@truesoap.co	© 0.56h	Start Date
Apr 8 0.5h	O 0.5h	Due Date Apr 15 ~ Tags HOUDAY PROMOTION X SOCIAL MEDIA X
Apr 9 0.06h	O odsh Administra	Add tag Level of Effort ✓ Add LOE ✓
		© 0.56h

Options For Starting Timers

You have the ability to start timers inside of individual work items as well is in your list views.

Start a new timer inside of your Task or Proof by selecting**Start New Timer** on the right side of your modal.



You will receive a message that your timer has been started.

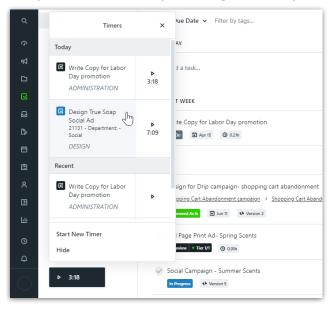
Inside of any of your work list views, including dashboard, project views, and custom views, click the actions menu to the right of a work item and select **Add New Timer** to begin tracking your time.



Assigned to Me	Add Task Add Proof
List, by Due Date V Filter by tags	
Add a task	
DUE NEXT WEEK	
Write Copy for Labor Day promotion	Start New Timer
FUTURE	Link Start New Timer
Design for Drip campaign - shopping cart abandonment Shopping Cart Abandonment campaign Shopping Cart Abandonment email campaign Approved Asb Jun 11	Duplicate Archive Delete
Full Page Print Ad- Spring Scents In Review Tite 17 O 0.01h	··· 🧕 (+) 🔾
Social Campaign - Summer Scents	··· (i) (i)

Managing Timer Details

Edit your timer details by selecting the timer you wish to edit inside of your Timers list.



Inside of the Timer Details, you can adjust the work item that this timer is attached to. Select the edit icon next to the work item and select the appropriate work item to adjust.



٥	Work	Assigned to Me
٩	Assigned to Me	List, by Due Date 🗸 Filter by tags
3	Timer Details	× ^{Ay}
R R	Apr 9 7:	09 Dia task
⊡ Q	Design True Soap Social A 21131 - Department: - Social	d 🖉 T WEEK
ß	Category *	te Copy for Labor Day promotion
Ē	Notes	
٨	Sunflower Scents	sign for Drip campaign- shopping cart aba
田 山	Delete Timer Hide	pping Cart Abandonment campaign > Shoppir
Ò	▶ 3:18	Full Page Print Ad- Spring Scents

If you have Time Categories turned on in your account, you can update the category assigned to this timer from the dropdown list below **Category.** Default Time Categories are configured in your Personal Settings.



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G	Apr 9 7:09
	Design True Soap Social Ad <u>21131 - Department: - Social</u>
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	Select time type
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8	DESIGN
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Add any notes for your timer in the text box below**Notes**.

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G	Apr 9 7:09
	Design True Soap Social Ad <u>21131 - Department: - Social</u>
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ß	Category *
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٨	Sunflower Scents
œ	Delete Timer
Ш	Hide

You also have the ability tomanage and edit your time entries (https://guide-ignite.inmotionnow.com/help/timeentries#managing-time-entries) in the **TIME** section of the work modal.



OVERVIEW FILES TIME	
Christy Drucker christy@truesoap.co	③ 0.56h
Apr 8	() 0.5h
0.5h	D ADMINISTRA
	Edit
Apr 9	Delete Edit
0.06h	ADMINISTRA •••

Deleting a Timer

Inside of your Timer Details, select **Delete Timer** to delete your timer.

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D	Apr 9 7:09 >
	Summer Scents
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B	Category *
Ħ	DESIGN
Ē	Notes
٨	Sunflower Scents
œ	Delete Timer
Ш	Hide



Select **Delete Timer** to confirm.

