timecamp

How It WORKS

Make the first steps easy
with our guide.

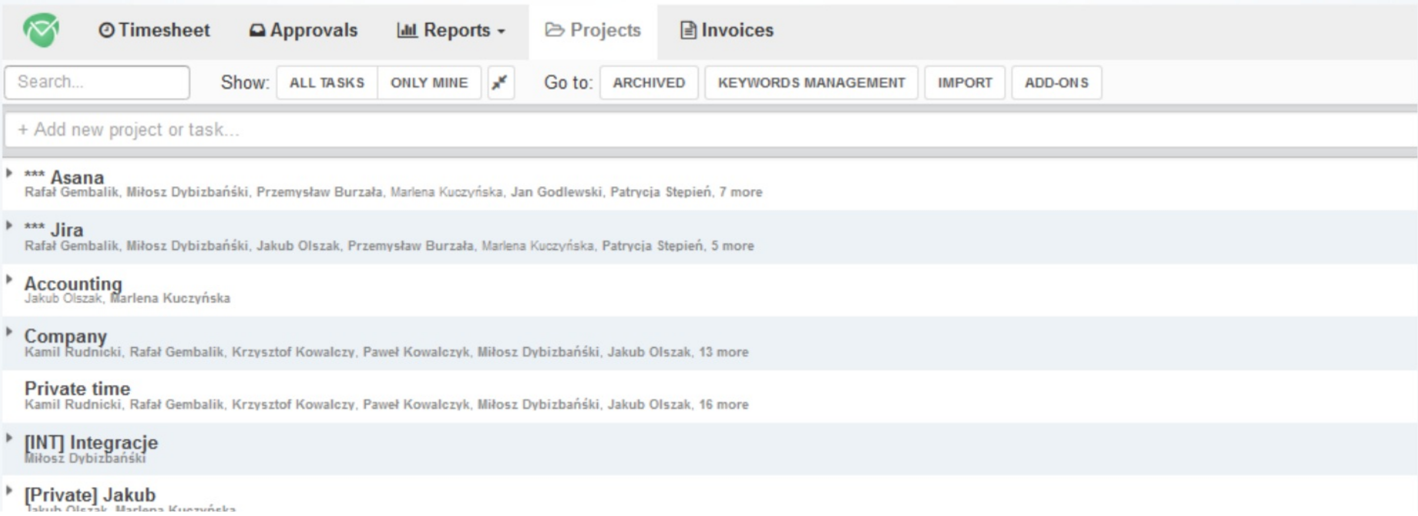
Welcome!

We really want your time tracking journey to be successful, that's why we created this guide. We will show you the basics and the main features which will help you track your time easily and painless.

#1 Create projects and tasks

In TimeCamp, projects are basically groups of tasks. From technical point of view, there are not many differences between projects and tasks, so we can also call them “level 1 tasks”.

For example, you can create a project named after your client, to which you will later add multiple subtasks convering your business relations.

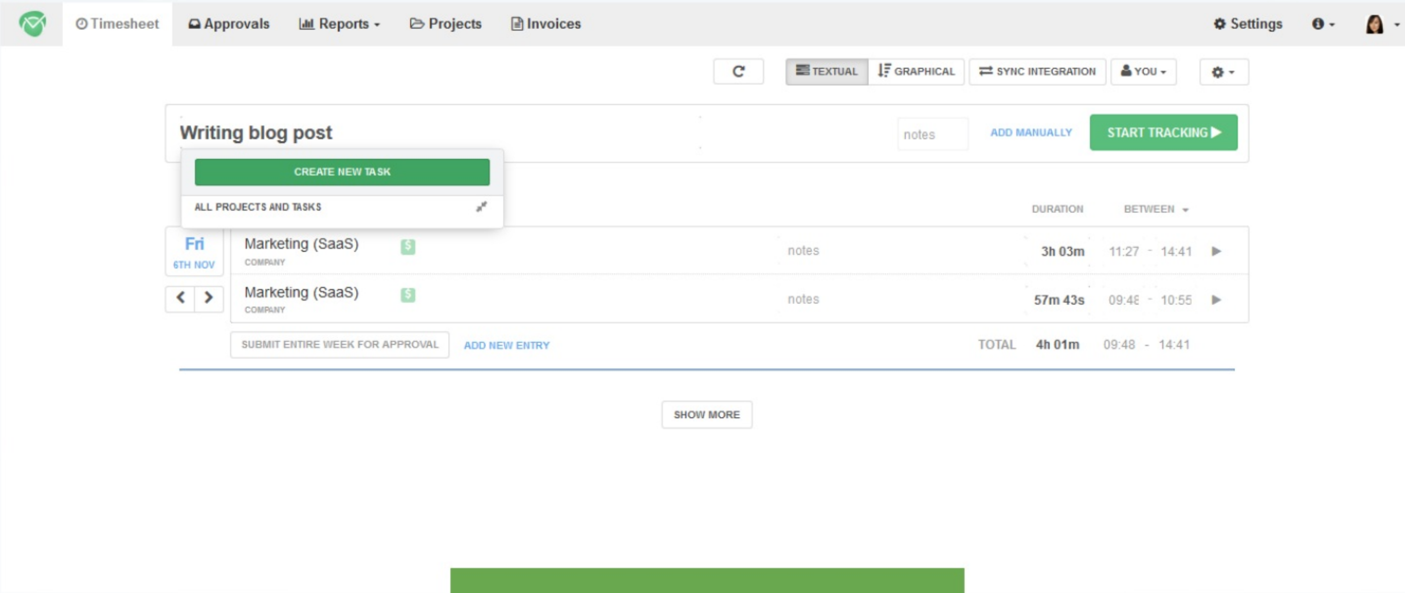


[Click here to watch video tutorial]

#2 Track your time

Timesheet is the place to create, edit, or delete time entries assigned to tasks. You can also add notes to each entry which might be helpful during the accounting process.

Default timesheet basically looks like a simple table. Each row represents a specific time entry created with the timer or entered manually.

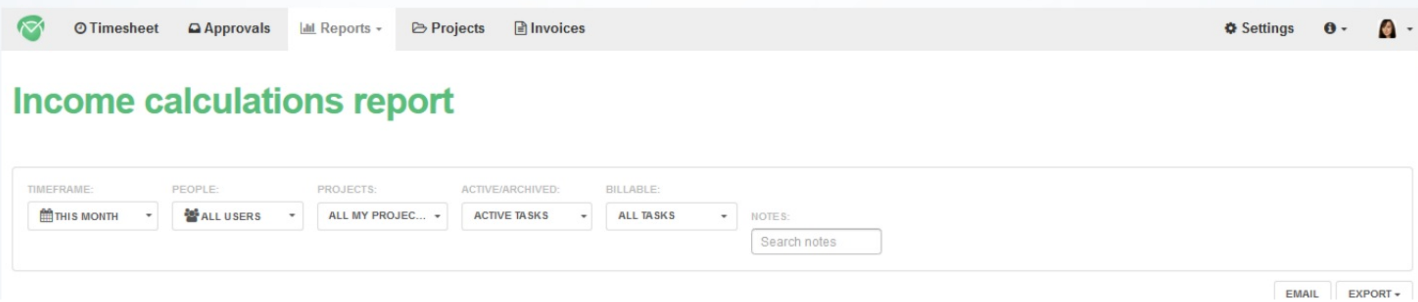


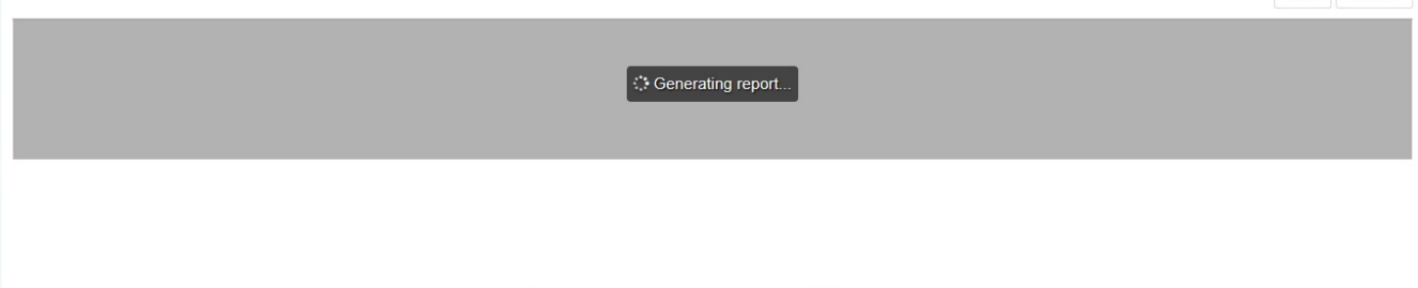
[Click here to watch video tutorial]

#3 Generate first report

TimeCamp reporting module allows you to generate summaries from data gathered in our system. You can create multiple reports and see information from different dimensions.

Click on the Reports link in the left menu. You'll notice that reports are grouped in a couple of different categories.



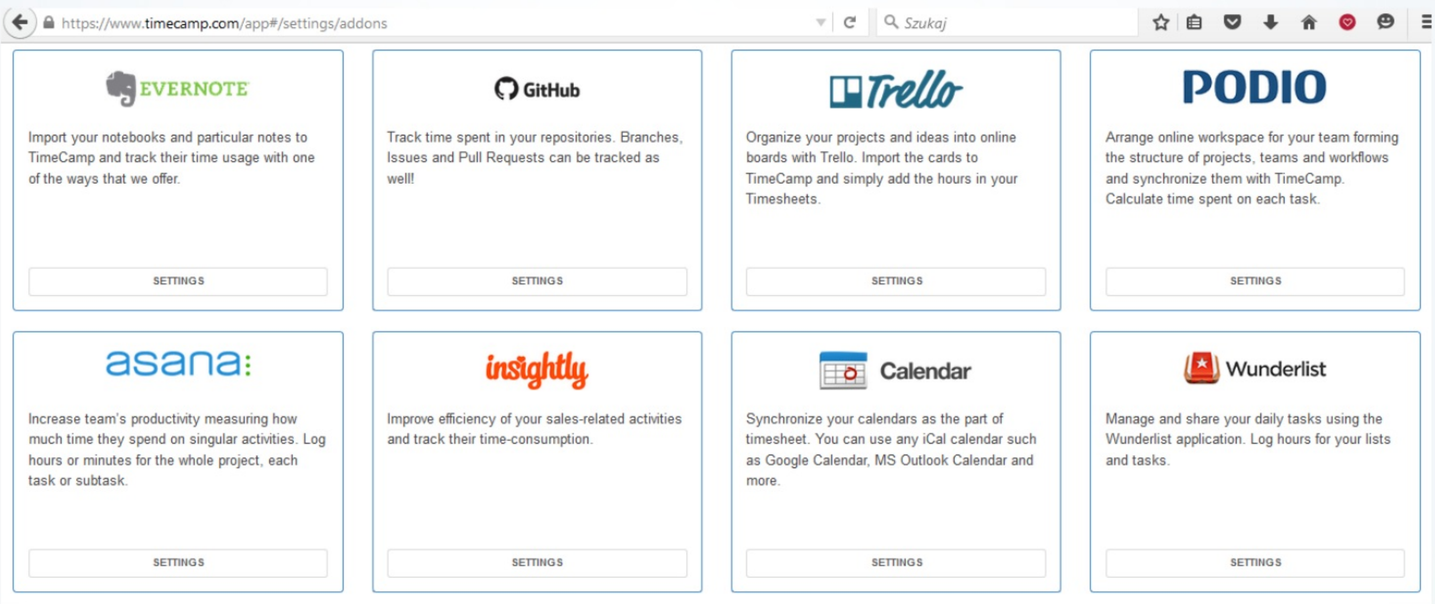


[Click here to watch video tutorial]

#4 Integrate with add-on

Instead of creating your own task structure, you can import the one you've already created in your favorite project management system.

Integrate with Trello, Basecamp, Podio, Asana, Insightly, Calendar, Xero, Wunderlist, Quickbooks, Jira, Zendesk and more.

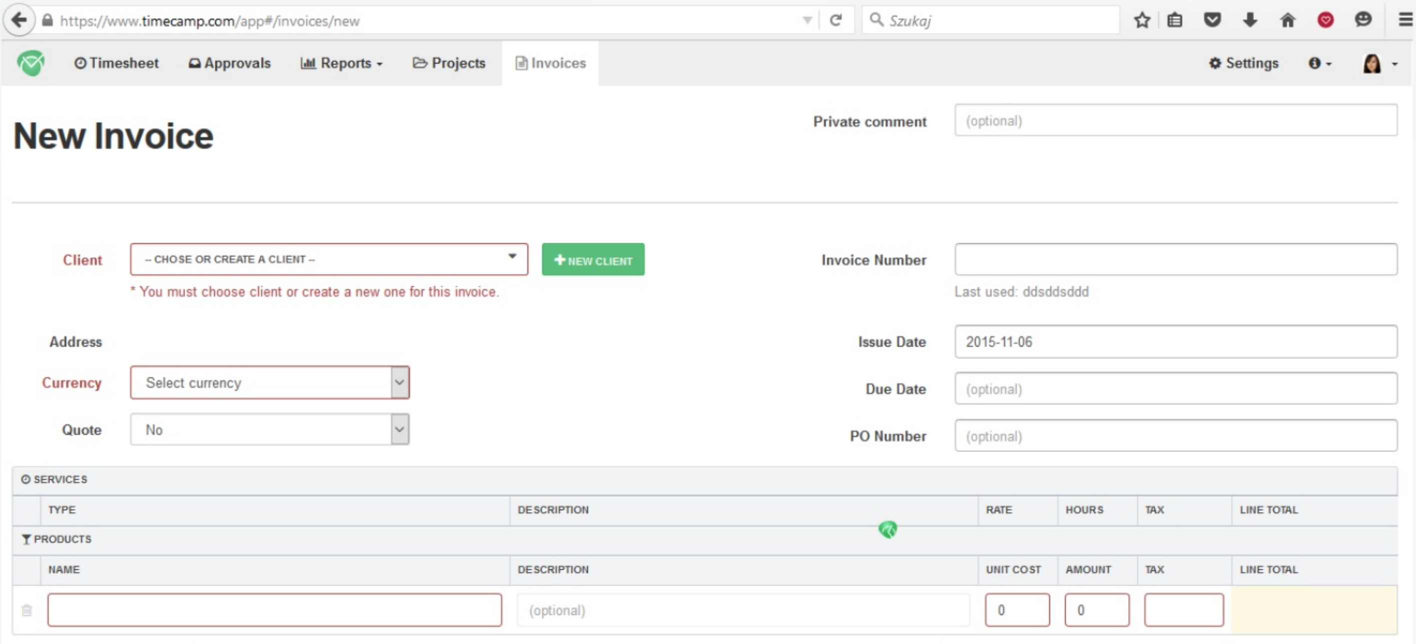


[Click here to watch video tutorial]

#5 Create first invoice

TimeCamp invoicing system allows you to easily issue invoices to your customers either based on time you've gathered for projects and tasks or simply by creating a blank document.

You can automatically fill up invoices with proper rates by settings hourly costs for either tasks or users.

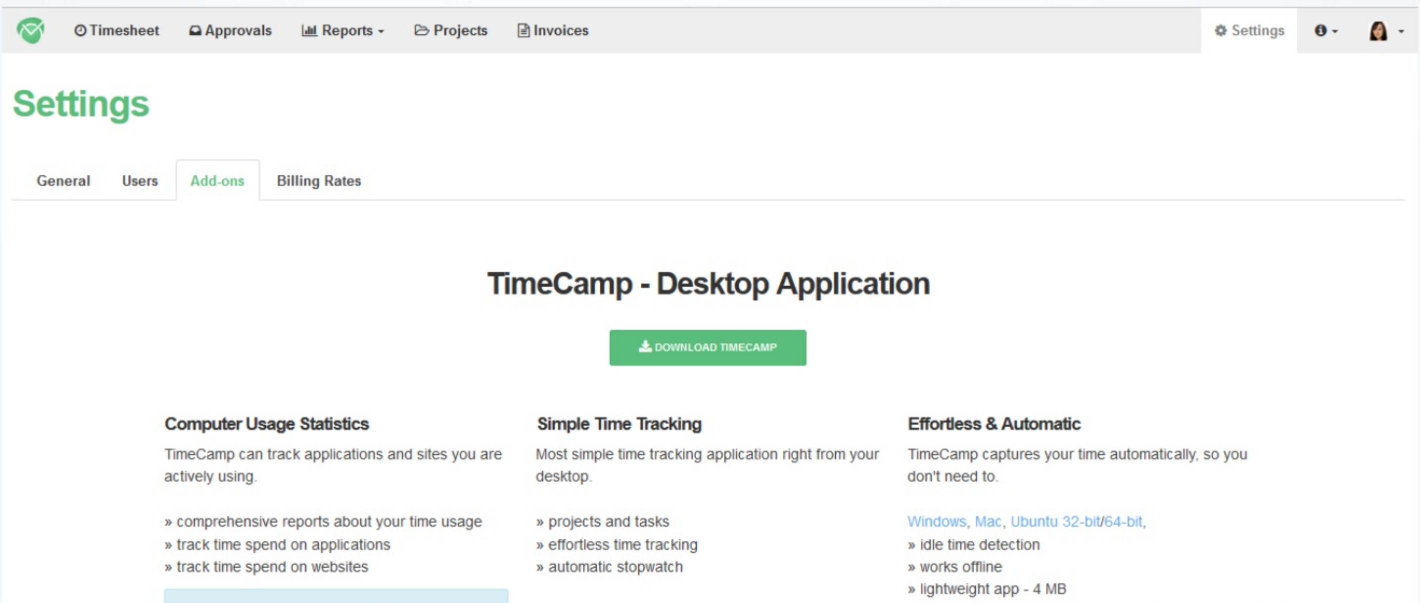


[Click here to watch video tutorial]

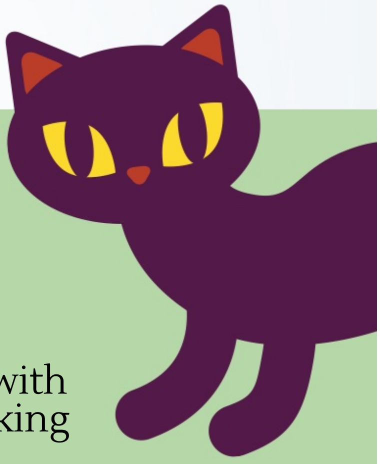
#6 Use desktop app

Desktop application tracks time you're spending on computer and sends data to our servers regularly. Thanks to it you can generate multiple reports about your computer usage (such as applications/websites used, computer turn on/off times, efficiency level).

Other than that it's another tool for tracking time to projects and tasks. It can work in two modes – manual and automatic.



Click here to watch video tutorial



It seems like you have finished our guide.

We hope it helped you with your first steps with TimeCamp and that from now on, time tracking will be really a piece of cake for you!

For more information visit our **KNOWLEDGE BASE**

Or simply call us or leave us a message!
We would love to hear from you! **CONTACT US**