



How It WORKS

Make the first steps easy with our guide.

Welcome!

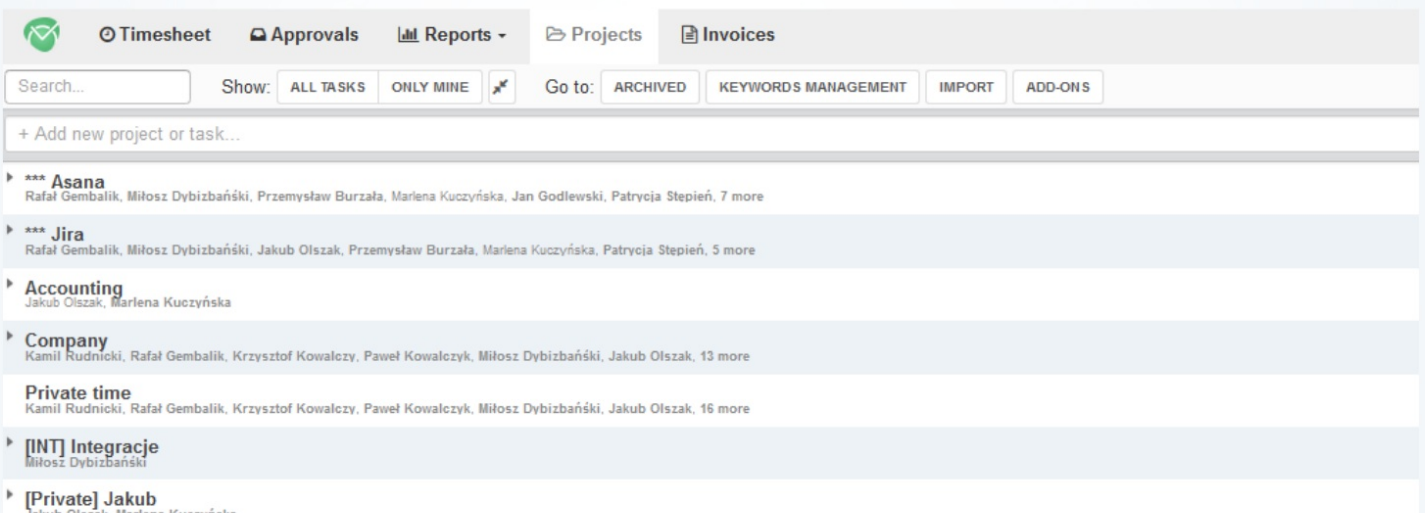
We really want your time tracking journey to be successful, that's why we created this guide. We will show you the basics and the main features which will help you track your time easily and painless.

#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 converning your business relations.



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#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.

The screenshot shows the Timesheet application interface. At the top, there is a navigation bar with 'Timesheet', 'Approvals', 'Reports', 'Projects', and 'Invoices'. Below this, there are several tabs: 'TEXTUAL', 'GRAPHICAL', 'SYNC INTEGRATION', and 'YOU'. A 'Writing blog post' task is selected, with a 'notes' field and 'ADD MANUALLY' and 'START TRACKING' buttons. Below the task, there is a table of time entries for 'Marketing (SaaS) COMPANY' on 'Fri 6TH NOV'. The table has columns for 'DURATION' and 'BETWEEN'. The entries are:

| DURATION | BETWEEN |
|---------------------|----------------------|
| 3h 03m | 11:27 - 14:41 |
| 57m 43s | 09:48 - 10:55 |
| TOTAL 4h 01m | 09:48 - 14:41 |

Buttons for 'CREATE NEW TASK', 'SUBMIT ENTIRE WEEK FOR APPROVAL', 'ADD NEW ENTRY', and 'SHOW MORE' are also visible.

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#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.

The screenshot shows the 'Income calculations report' interface. At the top, there is a navigation bar with 'Timesheet', 'Approvals', 'Reports', 'Projects', and 'Invoices'. Below this, there are several tabs: 'THIS MONTH', 'ALL USERS', 'ALL MY PROJEC...', 'ACTIVE TASKS', and 'ALL TASKS'. A 'NOTES' field with a search box is also visible. At the bottom right, there are 'EMAIL' and 'EXPORT' buttons.

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#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.

The screenshot shows a web browser window with the URL <https://www.timecamp.com/app#/settings/addons>. The page displays a grid of eight add-on integration options, each with a logo, a brief description, and a 'SETTINGS' button at the bottom.

| Add-on | Description |
|------------|--|
| EVERNOTE | Import your notebooks and particular notes to TimeCamp and track their time usage with one of the ways that we offer. |
| GitHub | Track time spent in your repositories. Branches, Issues and Pull Requests can be tracked as well! |
| Trello | Organize your projects and ideas into online boards with Trello. Import the cards to TimeCamp and simply add the hours in your Timesheets. |
| PODIO | Arrange online workspace for your team forming the structure of projects, teams and workflows and synchronize them with TimeCamp. Calculate time spent on each task. |
| asana: | Increase team's productivity measuring how much time they spend on singular activities. Log hours or minutes for the whole project, each task or subtask. |
| insightly | Improve efficiency of your sales-related activities and track their time-consumption. |
| Calendar | Synchronize your calendars as the part of timesheet. You can use any iCal calendar such as Google Calendar, MS Outlook Calendar and more. |
| Wunderlist | Manage and share your daily tasks using the Wunderlist application. Log hours for your lists and tasks. |

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#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.

https://www.timecamp.com/app#/invoices/new

Szukaj

Timesheet Approvals Reports Projects Invoices Settings

New Invoice

Private comment (optional)

Client: - CHOSE OR CREATE A CLIENT - [+ NEW CLIENT](#)

* You must choose client or create a new one for this invoice.

Invoice Number: Last used: ddsdsddd

Address: Issue Date: 2015-11-06

Currency: Select currency Due Date: (optional)

Quote: No PO Number: (optional)

| SERVICES | | | | | | |
|----------|-------------|-----------|--------|-----|------------|--|
| TYPE | DESCRIPTION | RATE | HOURS | TAX | LINE TOTAL | |
| PRODUCTS | | | | | | |
| NAME | DESCRIPTION | UNIT COST | AMOUNT | TAX | LINE TOTAL | |
| | (optional) | 0 | 0 | | | |

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#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.

Timesheet Approvals Reports Projects Invoices Settings

Settings

General Users **Add-ons** Billing Rates

TimeCamp - Desktop Application

[DOWNLOAD TIMECAMP](#)

| | | |
|---|---|--|
| Computer Usage Statistics <p>TimeCamp can track applications and sites you are actively using.</p> <ul style="list-style-type: none">» comprehensive reports about your time usage» track time spend on applications» track time spend on websites | Simple Time Tracking <p>Most simple time tracking application right from your desktop.</p> <ul style="list-style-type: none">» projects and tasks» effortless time tracking» automatic stopwatch | Effortless & Automatic <p>TimeCamp captures your time automatically, so you don't need to.</p> <p>Windows, Mac, Ubuntu 32-bit/64-bit</p> <ul style="list-style-type: none">» idle time detection» works offline» lightweight app - 4 MB |
|---|---|--|

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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](#)