

# Time Tracking for monday.com

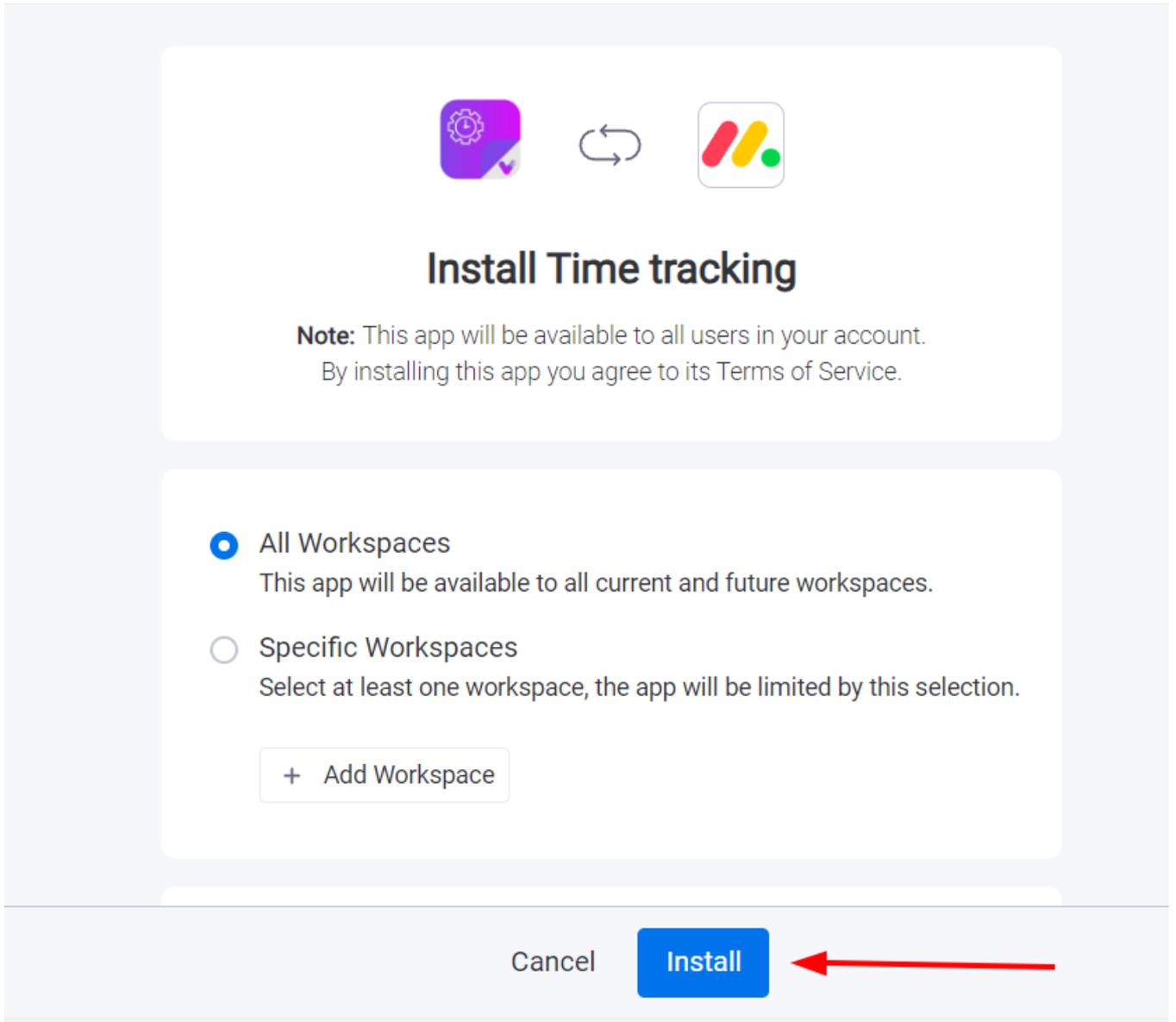
The purpose of this app is to track time spent working on items on your monday boards. The app will log the time for different users separately, so you can keep track of your team's productivity.

## Installing the app

To install the app, follow these steps:

1. Click on the "Install" option on the monday marketplace

2. Select whether you want to install the app to all of your workspaces or just one selected workspace, then click "Install" again.



## Install Time tracking

**Note:** This app will be available to all users in your account.  
By installing this app you agree to its Terms of Service.

All Workspaces  
This app will be available to all current and future workspaces.

Specific Workspaces  
Select at least one workspace, the app will be limited by this selection.

+ Add Workspace

Cancel

Install 

3. Finally, select a workspace and a board to get started.

# Welcome to the app!

Choose where to add this app

Choose a workspace

 ✕ ▾

Choose a board

 ✕ ▾

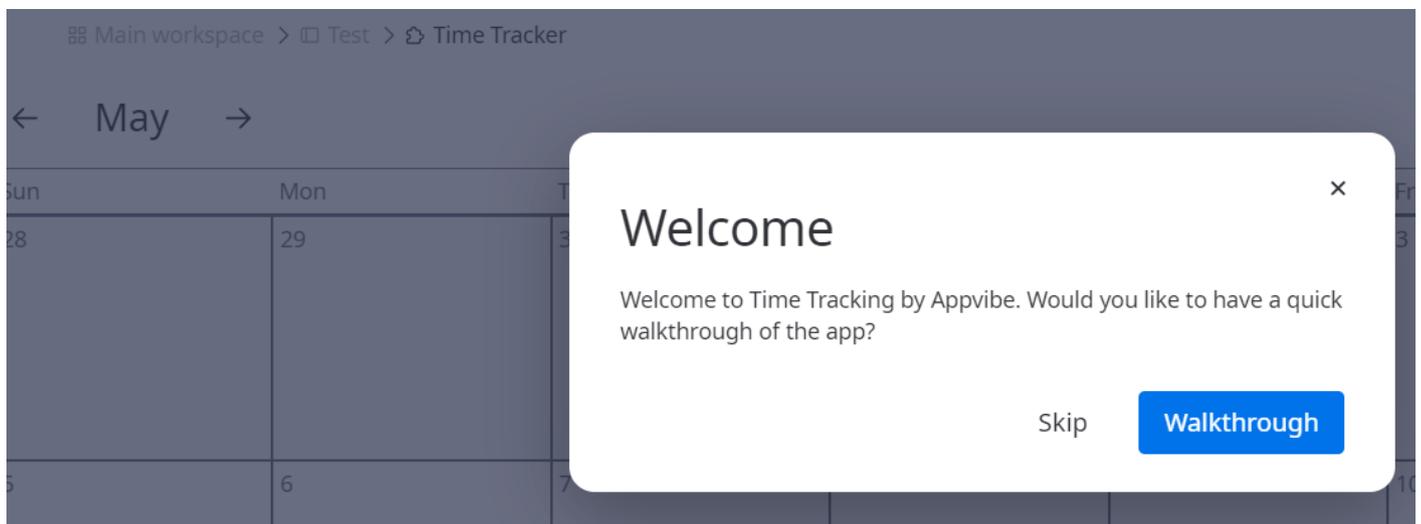
Cancel

Add app

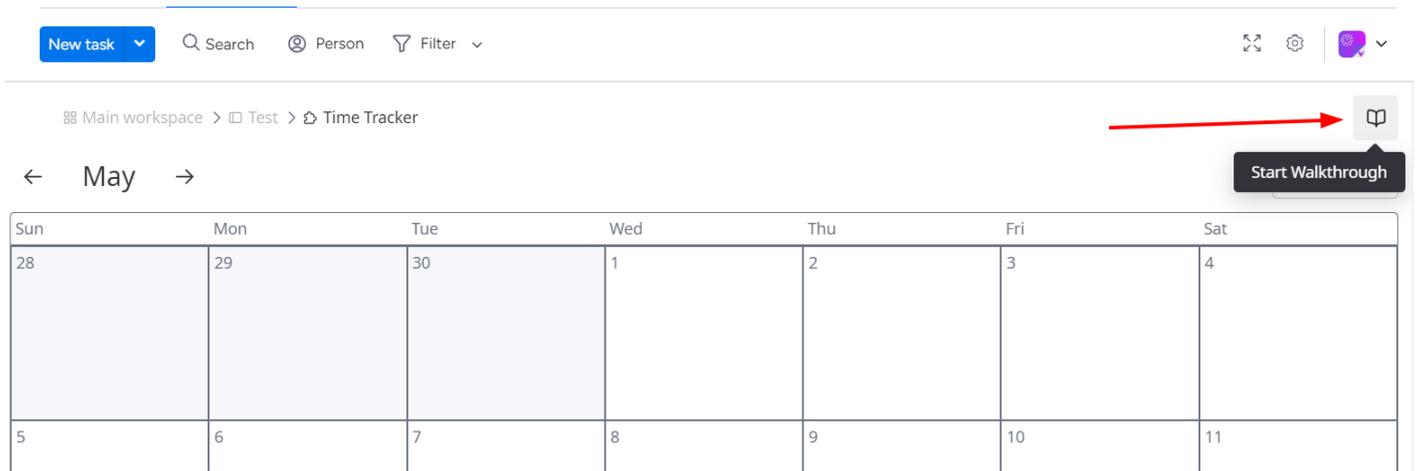


## Getting Started

When you first install the app, you will be offered a walkthrough which will guide you through the app.

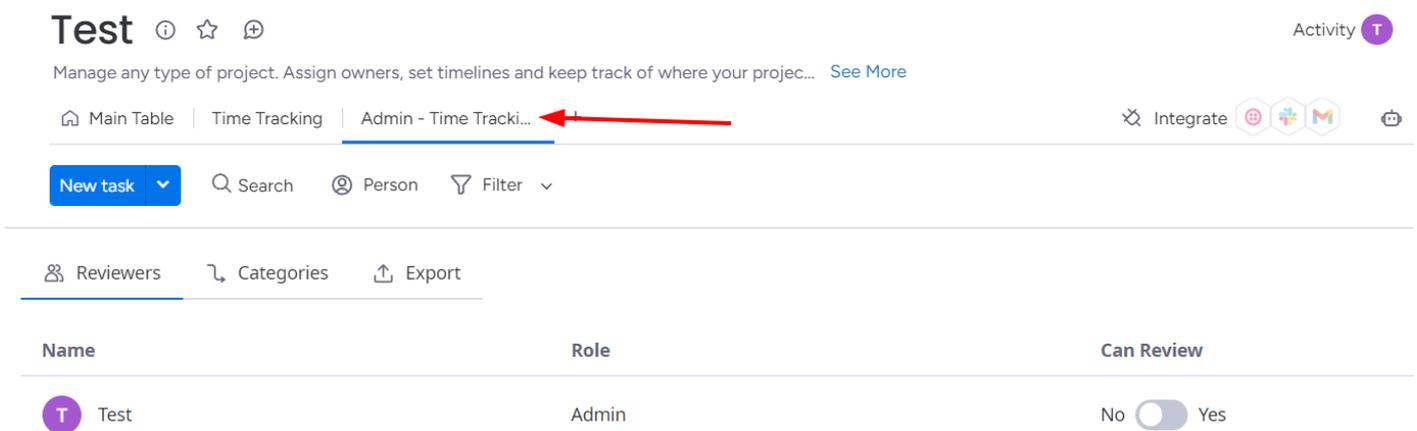


You can always access this guide later as well by clicking on this icon:



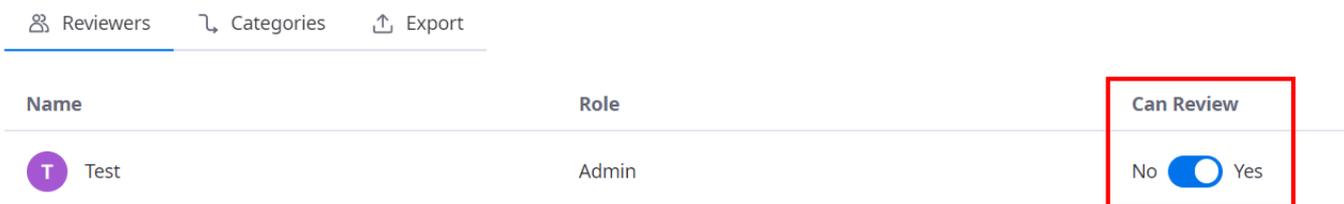
## Using the Admin Panel

You can find the Admin Panel in a separate board view:



Here you can:

1. Control which users can review (approve and decline) time logs:



## 2. Manage your categories:

Name	Description	Created By	Time Logs	Manage
Category 2	description	T	0	— ✎
Category1	category description	T	0	— ✎

## 3. And export time logs. The first button will export all the time logs on the board. The second button will export the time logs for the specific user.

Name	Time Logs	Export
[Redacted]	0	↑
[Redacted]	0	↑
[Redacted]	42	↑
[Redacted]	0	↑
[Redacted]	3	↑
[Redacted]	1	↑
[Redacted]	0	↑

# Logging Time

1. To log time, open either the board view or item view of the app. The board view will let you log time to any item on the board, while the item view will only let you log time for that specific item.

Test 🕒 ☆ 🗨 Activity T 👤 Invite / 1

Manage any type of project. Assign owners, set timelines and keep track of where your projec... [See More](#)

🏠 Main Table **Time Tracking** Admin - Time Tracki... + 🔗 Integrate 🛠 📧 Automate / 1

New task 🔍 Search 👤 Person 🔿 Filter ⌵ 🔄 ⚙ 👤

🏠 Main workspace > 🏠 Test > 🕒 Time Tracker Board View

← May → ↑ Exp

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4

**Test** ⓘ ☆ 🗨

Manage any type of project. Assign owners, set timelines and keep track of where y

🏠 Main Table | Time Tracking | Admin - Time Tracki... | +

New task ▾ 🔍 Search 👤 Person ⚙️ Filter ▾ ⬆️ Sort 🗨 H

▼ To-do

<input type="checkbox"/>	Task	Owner	Status
<input checked="" type="checkbox"/>	Task 1		Working on
<input type="checkbox"/>	Task 2		Done
<input type="checkbox"/>	Task 3		Stuck
<input type="checkbox"/>	+ Add task		

Task 1

Updates | Files | Activity Log | Time Tracking | Item View

Time tracking

Main workspace > Test > Task 1 > Time Tracker

← May →

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11

- To enter a time log, first chose the correct date on the calendar. Hover over the day, then click on the + icon.

**Test** ⓘ ☆ 🗨

Manage any type of project. Assign owners, set timelines and keep track of where your projec... [See More](#)

🏠 Main Table | Time Tracking | Admin - Time Tracki... | +

Integrate Automate / 1

New task ▾ 🔍 Search 👤 Person ⚙️ Filter ▾

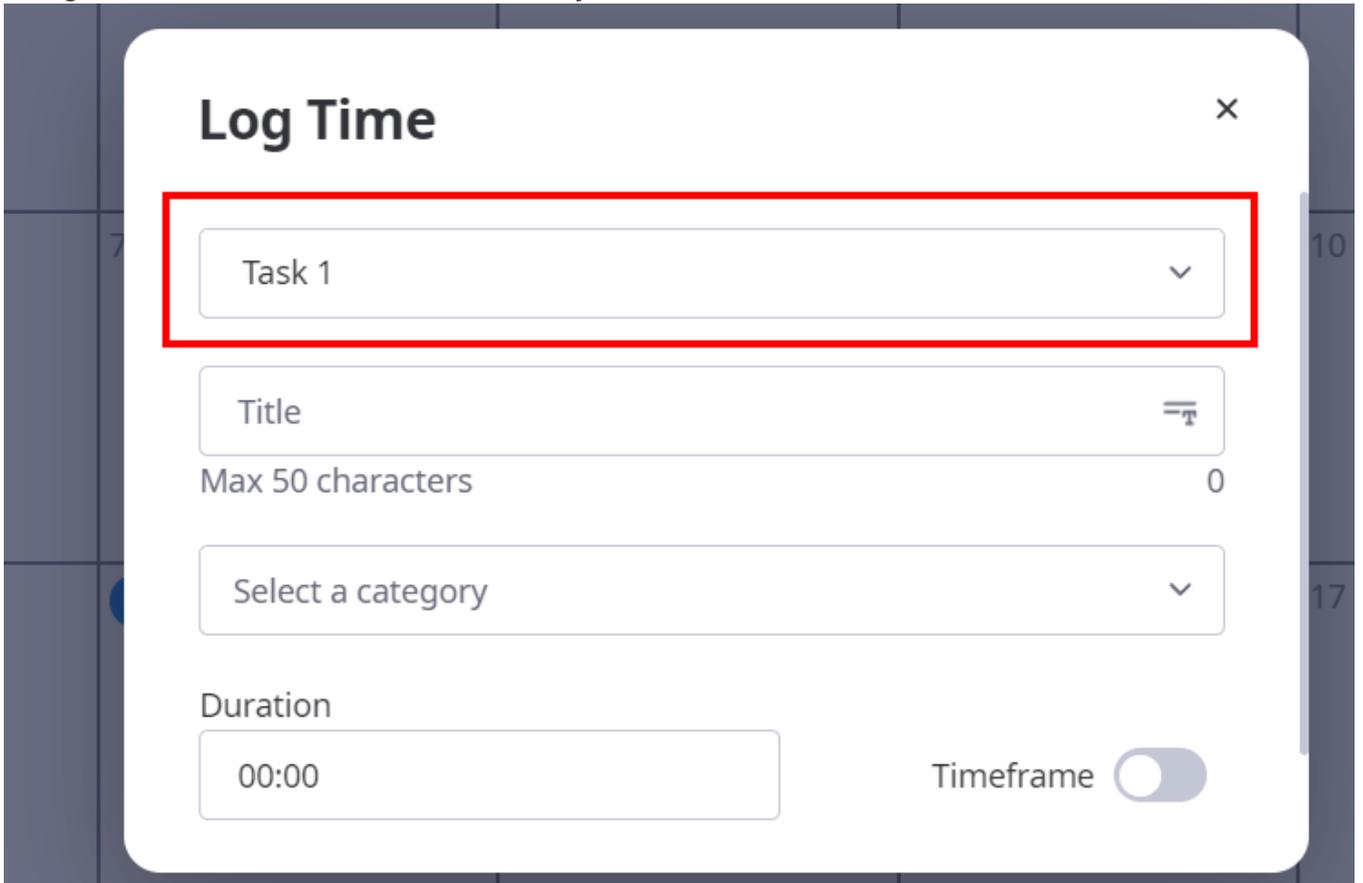
5	6	7	8	9	10	11
12	13	14	15	16	17	18

No Time Logs

Create time log

+ 🗨

3. Fill in the form. If you are using the board view, first, you have to select an item. If you are using the item view, this field will already be filled.



The image shows a 'Log Time' modal form with the following fields and controls:

- Task Selection:** A dropdown menu containing 'Task 1', highlighted with a red rectangular border.
- Title:** A text input field with a character count of 0 and a maximum of 50 characters.
- Category:** A dropdown menu labeled 'Select a category'.
- Duration:** A time input field showing '00:00'.
- Timeframe:** A toggle switch currently turned off.

4. Give a title to your time log.

## Log Time ×

Task 1 ▾

**Title** ≡

Max 50 characters 5

Select a category ▾

Duration

00:00

Timeframe

5. Select a category.

The screenshot shows a 'Log Time' form with the following fields: 'Task 1' (dropdown), 'Title' (text input with a character limit of 50 and a character count of 5), 'Category1' (dropdown, highlighted with a red box), 'Duration' (text input with '00:00'), and a 'Timeframe' toggle switch.

6. Enter the duration. You can choose between entering the number of hours, or entering a timeframe.

The screenshot shows the same 'Log Time' form, but now the 'Duration' field contains '04:00' and is highlighted with a red box. The 'Timeframe' toggle switch remains in the off position.

# Log Time



Category1

Duration

02:00

Timeframe

From

04:38 PM

To

06:38 PM



Cancel

Confirm

7. When all fields are filled, click on "Confirm".

**Log Time** ✕

Title ≡  
Max 50 characters 5

Category1 ▾

Duration  
04:00

Timeframe

Cancel **Confirm**

## Viewing and Managing Time logs

1. To view and manage time logs, hover over the selected calendar day and click on the "Open Day Details" icon.

**Test** ⓘ ☆ ⊕ Activity T Invite / 1

Manage any type of project. Assign owners, set timelines and keep track of where your projec... [See More](#)

Main Table | **Time Tracking** | Admin - Time Tracki... | +

Integrate 🔗 📧 📱 📧 📧 Automate / 1

New task ▾  Search 👤 Person ▾ Filter ▾

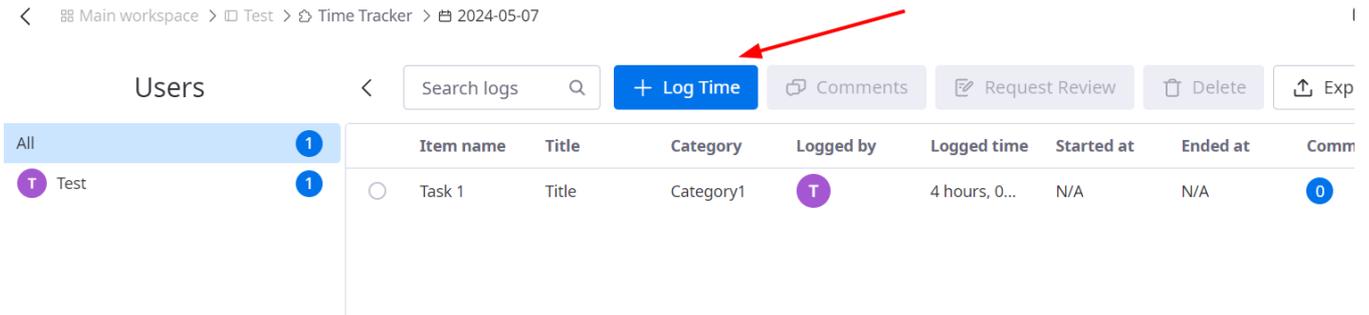
5	6	7	8	9	10	11
12	13	14	15	16	17	18

**Total Records: 1**  
**Total Time Logged: 04:00**  
**Users:** T

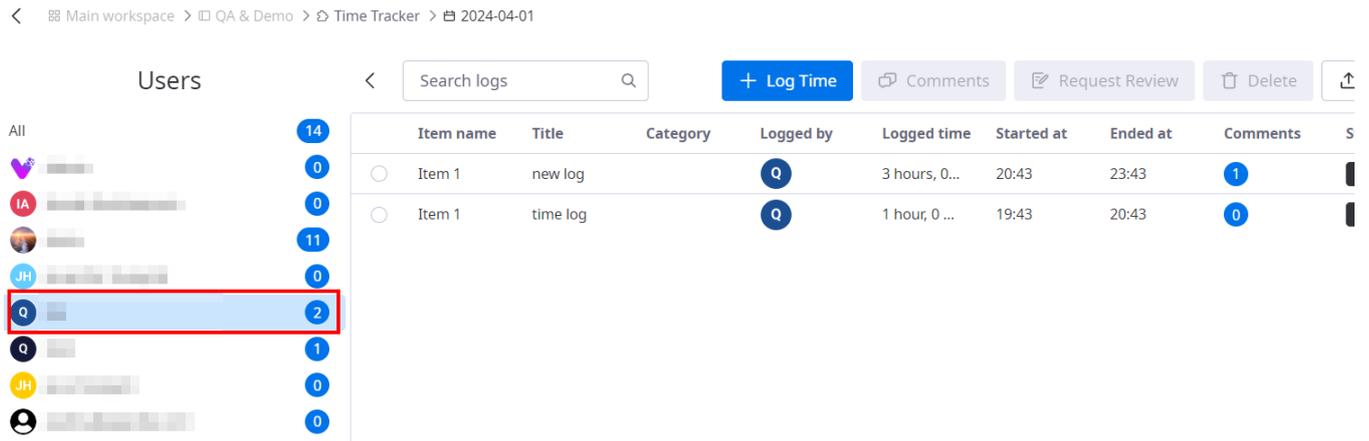
Open day details

+ ✎

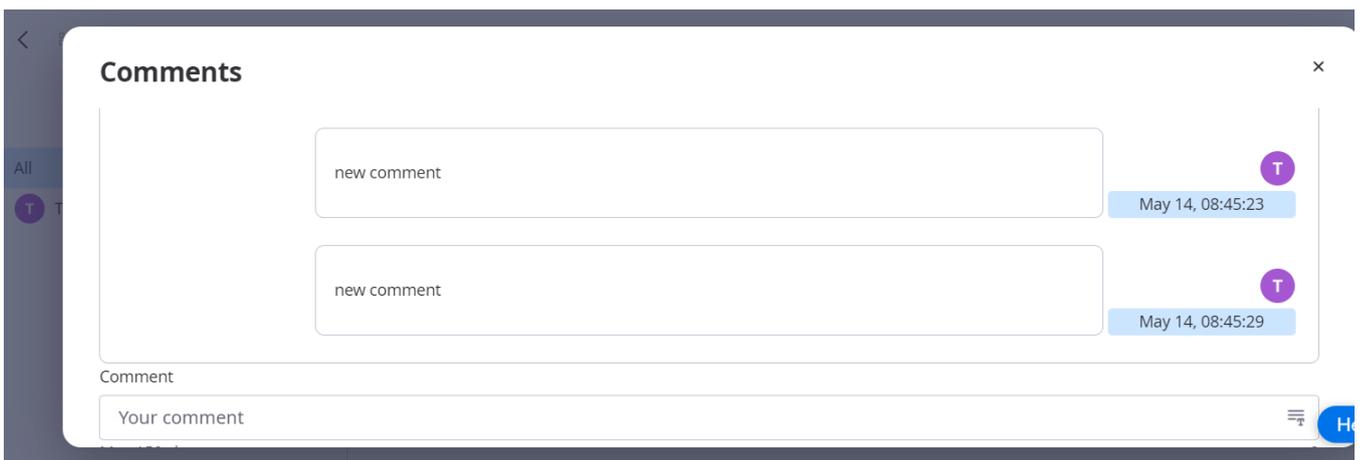
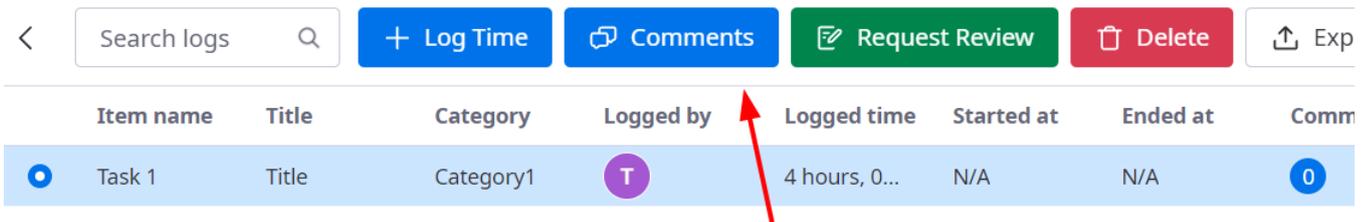
2. You can log time from here as well by clicking the "Log Time" button and following the steps detailed above.



3. From here, you can also filter the logs by clicking on each user in the side panel.



4. To add a comment, select a time log and click on "Comments".



5. You can submit a time log for review by selecting it and clicking on "Request Review"

< Main workspace > QA & Demo > Time Tracker > 2024-04-01

The screenshot shows a time tracking application interface. On the left, there is a 'Users' sidebar with four user entries: 'All' (14), 'IA' (0), 'JH' (11), and another user (0). The main area displays a table of time logs with columns: Item name, Title, Category, Logged by, Logged time, Started at, Ended at, Comments, and Status. The table contains five rows of data. The third row, 'Item 1 test', is selected. Above the table are buttons for '+ Log Time', 'Comments', 'Request Review' (highlighted with a red arrow), and 'Delete'. A search bar labeled 'Search logs' is also present.

Item name	Title	Category	Logged by	Logged time	Started at	Ended at	Comments	Sta
Item 1	new			0 hours, 6...	23:09	23:15	4	Pe
Item 1	new			5 hours, 0...	17:10	22:10	2	Ap
Item 1	test			8 hours, 0...	09:00	17:00	0	Nc
Item 1	new			1 hour, 0...	03:57	04:57	0	Nc

6. Fill in the details. Select a reviewer, add a description, and click on "Send Request".

7. If you are a reviewer, you can also approve/decline logs from this view. Click on the "Review" icon and select the option you want.

The screenshot shows a web application interface for a time tracker. At the top, there is a breadcrumb navigation: Main workspace > QA & Demo > Time Tracker > 2024-04-01. Below this is a 'Users' sidebar with a search bar and a list of users with their respective log counts. The main area displays a table of time logs with columns: Item name, Title, Category, Logged by, Logged time, Started at, Ended at, Comments, and Status. A red box highlights the 'Review' icon in the Status column of the first log entry.

Item name	Title	Category	Logged by	Logged time	Started at	Ended at	Comments	Status
Item 1	new		[Avatar]	0 hours, 6...	23:09	23:15	4	Review
Item 1	new		[Avatar]	5 hours, 0...	17:10	22:10	2	Approve
Item 1	test		[Avatar]	8 hours, 0...	09:00	17:00	0	Not Su
Item 1	new		[Avatar]	1 hour, 0 ...	03:57	04:57	0	Not Su
Item 1	new		[Avatar]	1 hour, 0 ...	17:31	18:31	0	Approve
Item 1	test		[Avatar]	0 hours, 9...	12:39	12:48	0	Decline

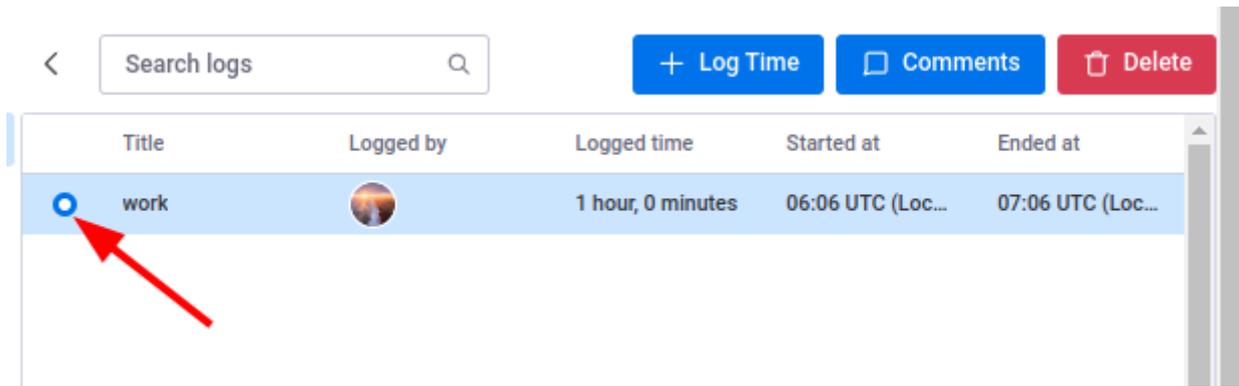
The 'Review Time Log' modal dialog is open, displaying the following information:

- Started at: 23:09
- Ended at: 23:15
- Duration: 0 hours, 6 minutes
- Created at: Thu, 04 Apr 2024 14:14:08 GMT
- Description: test
- Category:

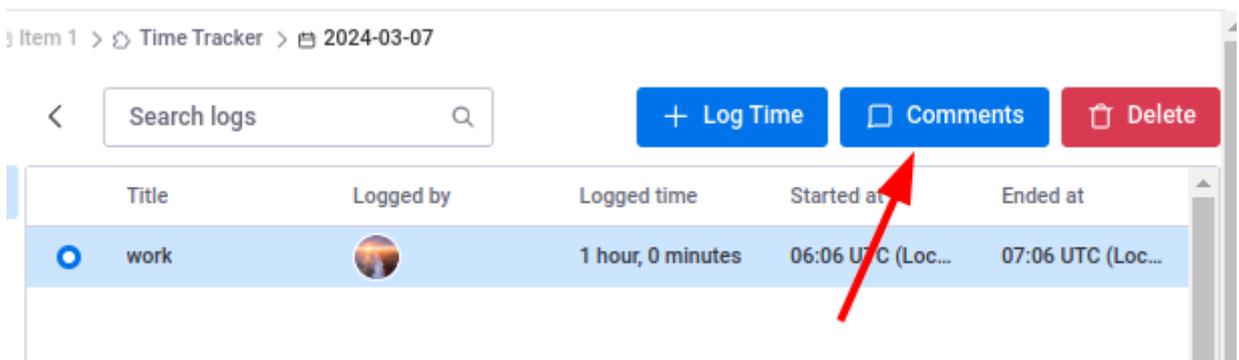
The Status dropdown menu is set to 'Approve'. At the bottom of the modal, there are 'Cancel' and 'Submit' buttons.

Commenting on time logs

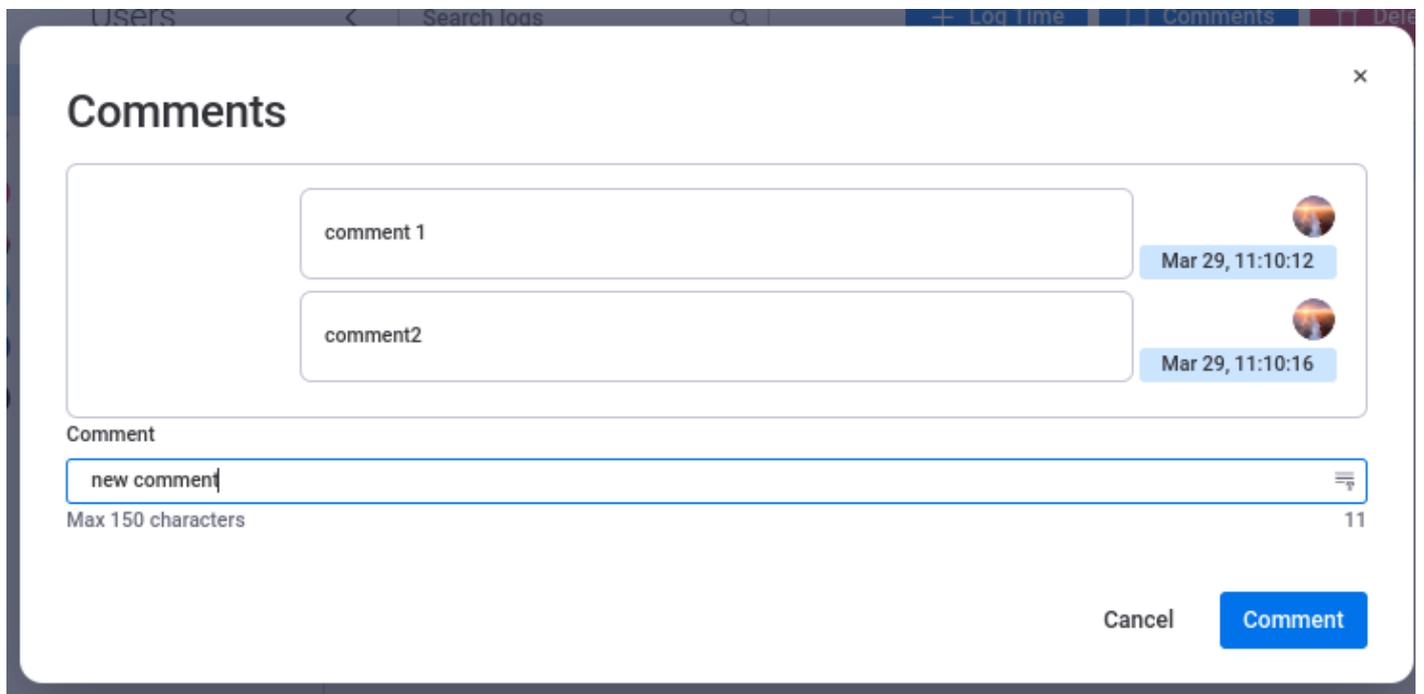
To add comments to a time log, first select the correct time log using the radio button.



Then, click on the "Comments" button.

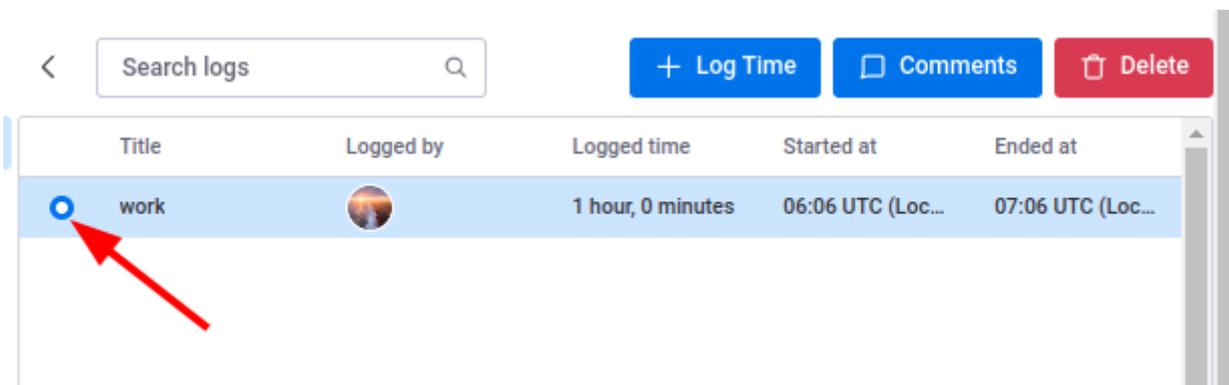


In the new window, you can enter comments, and see previously added comments.

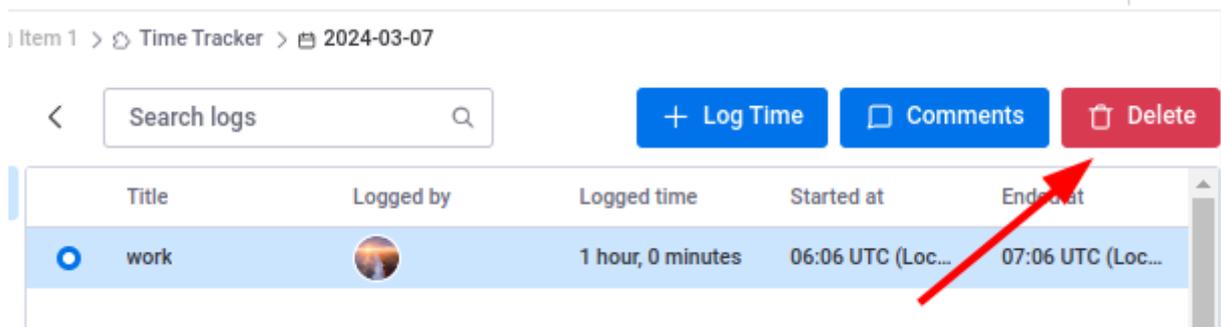


## Deleting time logs

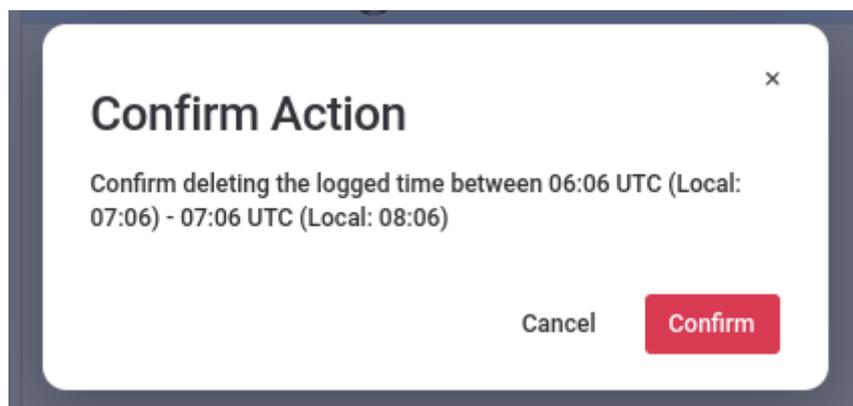
To delete a time log, first select the correct time log using the radio button.



Then, click on the "Delete" button.



Finally, confirm the action on the pop-up.



For security reasons, you can only delete your own time logs.

## Approving Time Logs

To start the approval process of a time log, select the time log, and click "Request Review".

Search logs

+ Log Time   Comments   **Request Review**   Delete

Title	Logged by	Logged time	Started at	Ended at	Comments	Status
test		1 hour, 0 min...	10:55 UTC (Lo...	11:55 UTC (Lo...	0	Not Submitted

Select the approver, fill out the form, and click send request.

### Request Review

Reviewer

QA

Description

Describe the time log with a few sentences

Max 250 characters

0

Cancel   **Send Request**

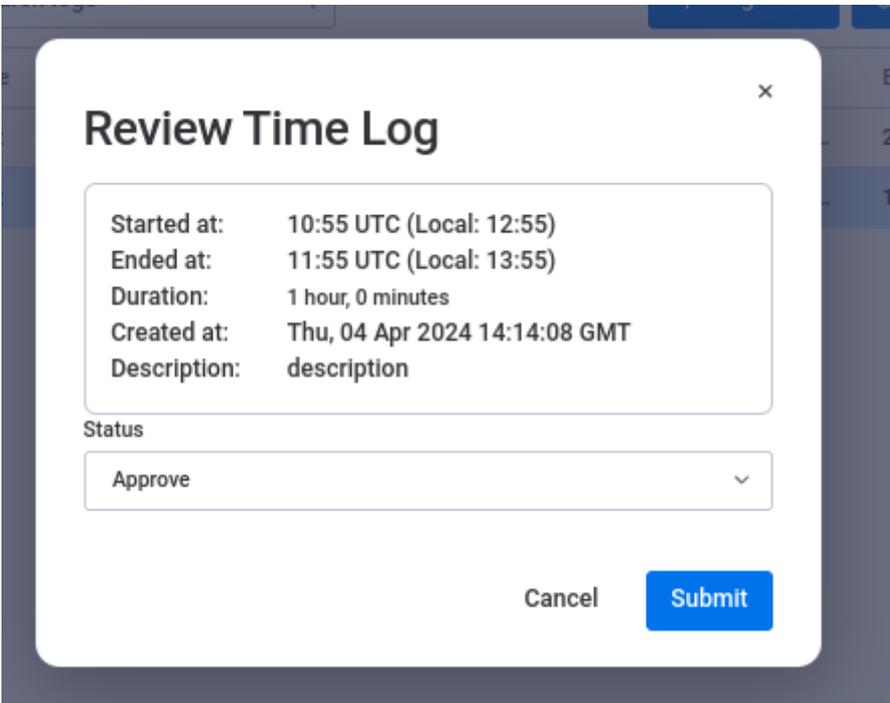
To approve or decline a time log that has been sent to you for review, click the "Review" button next to it.

Search logs

+ Log Time   Comments   Request Review   Delete

Title	Logged by	Logged time	Started at	Ended at	Comments	Status
test		1 hour, 0 minutes	20:21 UTC (Local: 2...	21:21 UTC (Local: 2...	6	Not Submitted
test		1 hour, 0 minutes	10:55 UTC (Local: 1...	11:55 UTC (Local: 1...	0	<b>Review</b>

Fill out the form, and then click "Submit" to approve or decline the time log.



## Exporting Time Logs

There are multiple export buttons in the app.

1. The first Export button on the admin panel will export all time logs on the board.
2. The Export buttons on the admin panel next to the users will export the time logs for that specific user.

Reviewers Categories **Export**

**Export** 1.

Name	Time Logs	Export
[Redacted]	0	
[Redacted]	0	
[Redacted]	42	2.
[Redacted]	0	
[Redacted]	3	
[Redacted]	1	
[Redacted]	0	

3. The Export button on the item view will export the logs for that one item.

×

# Task 1

Updates | Files | Activity Log | **Time Tracking**

## Time tracking

Main workspace > Test > Task 1 > Time Tracker

← May → 3. Export

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11

4. The export button in the day view will export the logs for that one day.

×

# Task 1

Updates | Files | Activity Log | **Time Tracking**

## Time tracking

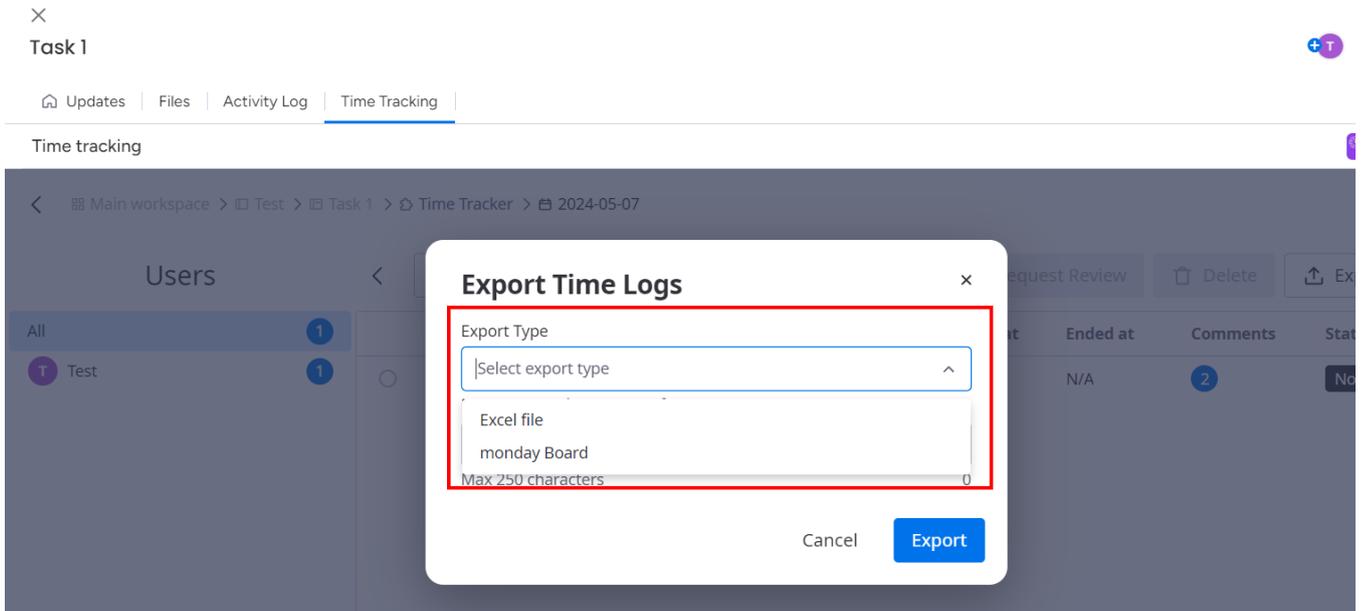
Main workspace > Test > Task 1 > Time Tracker > 2024-05-07 4.

### Users

Search logs  + Log Time Comments Request Review Delete Export

All	Title	Category	Logged by	Logged time	Started at	Ended at	Comments	Status
<span>T</span> Test	<input type="radio"/> Title	Category1	<span>T</span>	4 hours, 0...	N/A	N/A	<span>2</span>	No

5. In all of these cases you can choose between exporting into an Excel file or exporting to a monday board.



## What users can use the app?

The app can be used by Admins and Members. Viewer Users and Guest Users can't use this app.

Revision #9

Created 26 June 2023 12:39:34 by Admin

Updated 14 May 2024 08:59:38 by Anita