

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 to get started.

Welcome to the app!

Choose where to add this app

Choose a workspace

Main workspace



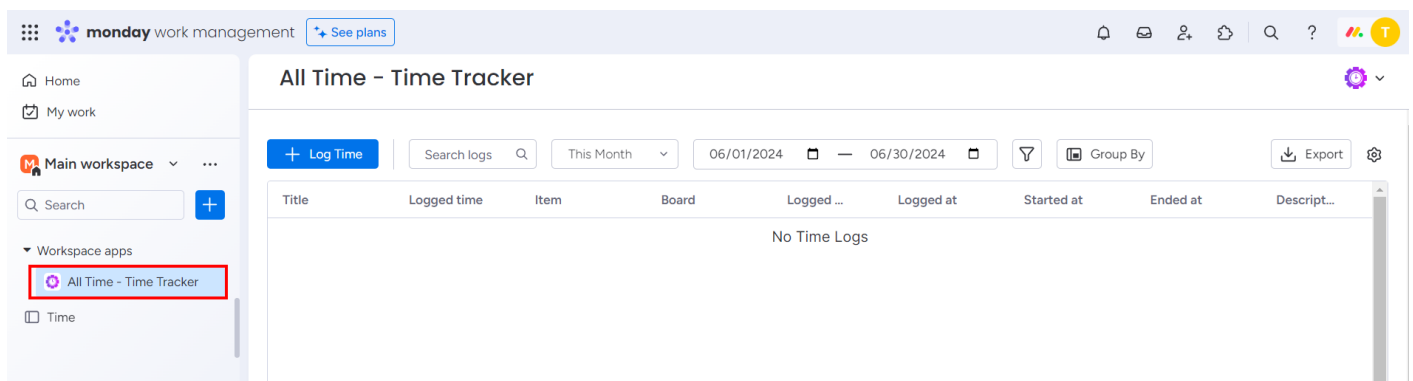
Cancel

Add app



Getting Started

When you first install the app, it will be added to the Workspace apps section of the selected Workspace.



You will see all of your time logs across your boards and items here. On this page you can:

1. Log time
2. Search logs

3. Select a time range
4. Filter logs
5. Group logs by parameters
6. Export time logs

Logging Time

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

Time Tracking by Appvibe

Main Table

Test Management

+

New item

Q Search

@ Person

Filter

Sort

Hide

...

Group Title

	Item	Person	Status
<input type="checkbox"/>	Item 1		Working on it
<input type="checkbox"/>	Item 2		Done
<input type="checkbox"/>	Item 3		
<input type="checkbox"/>	new		
<input type="checkbox"/>	Test 1		
<input type="checkbox"/>	+ Add item		

Group Title

	Item	Person	Status
<input type="checkbox"/>			
<input type="checkbox"/>	Item 4		
<input type="checkbox"/>	Item 5		
<input type="checkbox"/>	anita@appvibe.com		

Item 1

Updates

Files

Activity Log

Time Tracking

Time tracking

+ Log Time

Total Logged Time

50h 16m

44h 15m

88%

new	0h 6m	<input type="checkbox"/>		2024-04-01	23:09 - 23:15
new	5h 0m	<input type="checkbox"/>		2024-04-01	17:10 - 22:10
new	2h 0m	<input type="checkbox"/>		2024-04-22	20:11 - 22:11
test	1h 0m	<input type="checkbox"/>		2024-04-02	20:21 - 21:21
test	8h 0m	<input type="checkbox"/>		2024-03-31	09:00 - 17:00
test	8h 0m	<input type="checkbox"/>		2024-04-01	09:00 - 17:00
test	1h 0m	<input type="checkbox"/>		2024-04-02	10:55 - 11:55

2. To enter a time log, click on the "Log Time" button.

Home

My work

Main workspace

Search

Workspace apps

All Time - Time Tracker

Time

All Time - Time Tracker

+ Log Time

Search logs

This Month

06/01/2024 - 06/30/2024

Group By

Export

Title	Logged time	Item	Board	Logged ...	Logged at	Started at	Ended at	Descript...
No Time Logs								

Item 1

Updates | Files | Activity Log | Time Tracking

Time tracking

+ Log Time

Total Logged Time

50h 16m

44h 15m

88%

new	🕒 0h 6m	🗨	📅 2024-04-01	23:09 - 23:15
new	🕒 5h 0m	🗨	📅 2024-04-01	17:10 - 22:10
new	🕒 2h 0m	🗨	📅 2024-04-22	20:11 - 22:11

3. Fill in the form. If you are using the workspace view, first, you have to select a board and an item. If you are using the item view, these field will not appear.

Log Time

Select a board

Select an item

Title

Max 50 characters

0

06/17/2024

Start End

Duration

00:00

-

+

0.5h

1h

2h

4h

Description

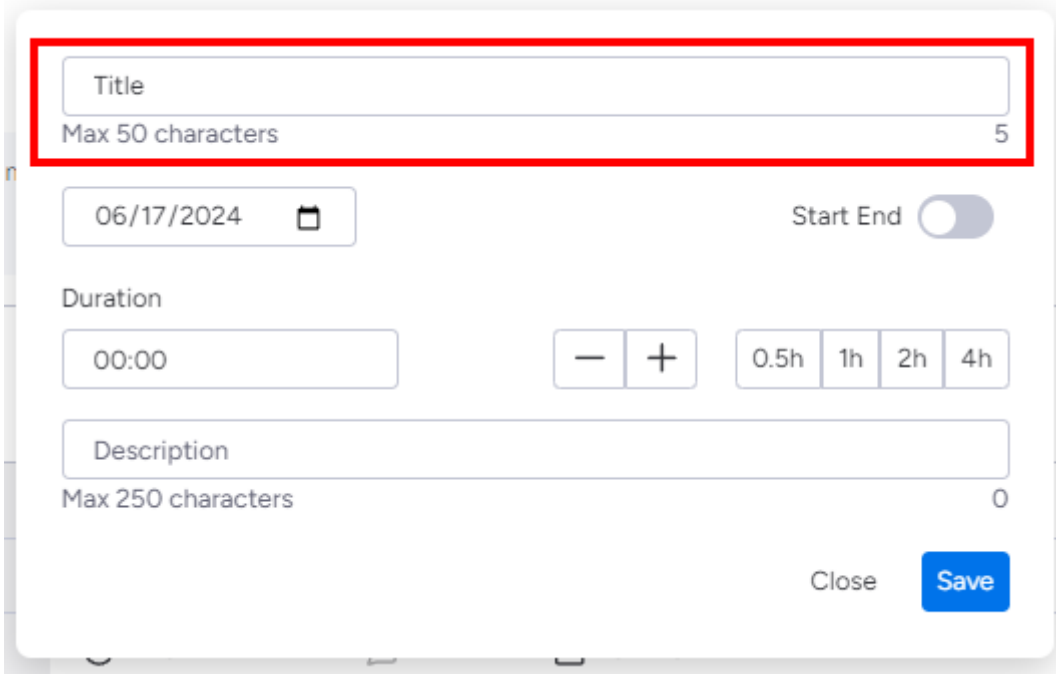
Max 250 characters

0

Cancel

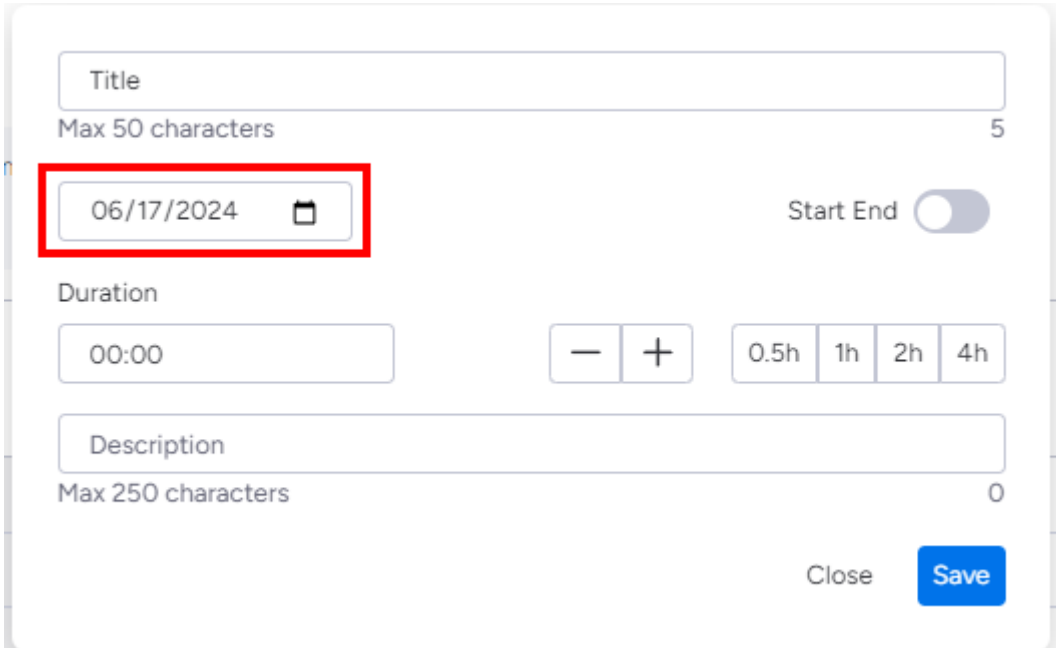
Confirm

4. Give a title to your time log.



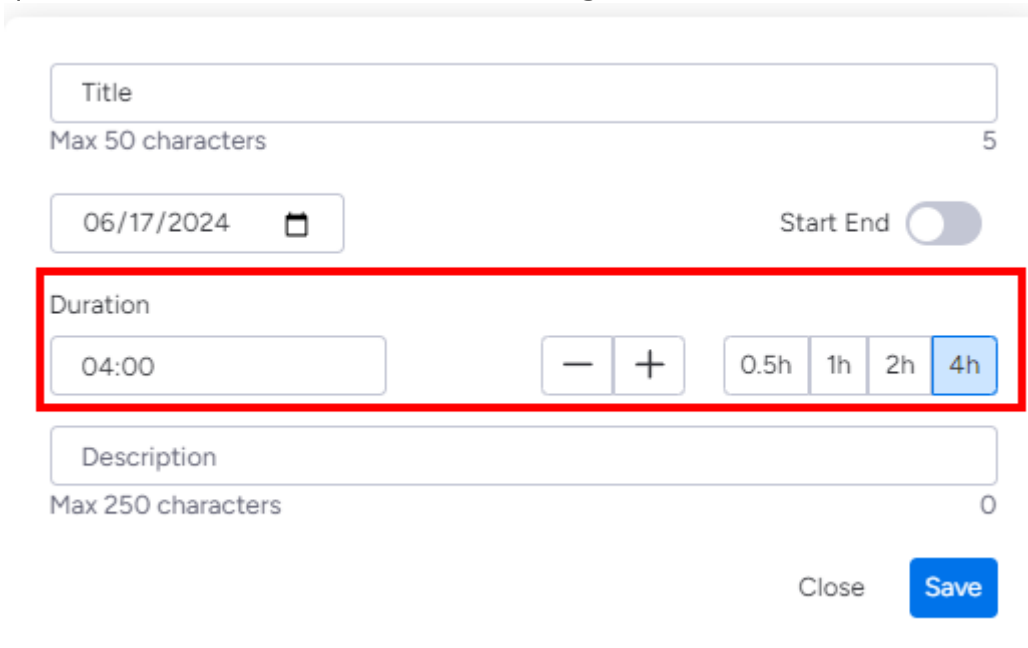
A screenshot of a time log form. The 'Title' field is highlighted with a red rectangle. Below it, the text 'Max 50 characters' and a character count of '5' are visible. The form also includes a date field showing '06/17/2024', a 'Start End' toggle switch, a 'Duration' field with '00:00', and quick buttons for '0.5h', '1h', '2h', and '4h'. A 'Description' field with 'Max 250 characters' and a count of '0' is below. At the bottom right are 'Close' and 'Save' buttons.

5. Select the correct date.




A screenshot of the same time log form. The date field, which shows '06/17/2024' and a calendar icon, is highlighted with a red rectangle. All other elements, including the title field, duration field, and buttons, are in the same positions as in the previous screenshot.

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







A screenshot of the time log form. The 'Duration' section is highlighted with a red rectangle. It includes a text input field showing '04:00', minus and plus buttons, and quick buttons for '0.5h', '1h', '2h', and '4h'. The '4h' button is highlighted with a blue background. Below this is the 'Description' field with 'Max 250 characters' and a count of '0'. At the bottom right are 'Close' and 'Save' buttons.

Title
Max 50 characters 5

06/17/2024 

Start End ☒

12:01 PM  03:58 PM 


Duration
04:00   0.5h 1h 2h 4h

Description
Max 250 characters 0



Close



7. Optionally, add a description to the time log.

Title
Max 50 characters 5

06/17/2024 

Start End ☒

12:01 PM  03:58 PM 

Duration
04:00   0.5h 1h 2h 4h

Description
Max 250 characters 0

Close

8. When all fields are filled, click on "Save".

The screenshot shows a 'Log Time' form in the Monday app. It includes the following fields and controls:

- Title:** A text input field with a character limit of 50.
- Date:** A date picker showing '06/17/2024'.
- Start/End:** A toggle switch labeled 'Start End' which is currently turned on.
- Time:** Two time input fields showing '12:01 PM' and '03:58 PM', each with a clock icon.
- Duration:** A duration input field showing '04:00', a minus/plus control, and a set of buttons for '0.5h', '1h', '2h', and '4h' (the '4h' button is selected).
- Description:** A text input field with a character limit of 250.
- Buttons:** At the bottom right, there are 'Close' and 'Save' buttons. A red arrow points to the 'Save' button.

Exporting Time Logs

To export your time logs, go to the Workspace view of the app.

The screenshot shows the Monday app interface in the 'Workspace' view. The sidebar on the left shows the 'Main workspace' and a list of 'Workspace apps'. The 'All Time - Time Tracker' app is highlighted with a red box. The main view displays the 'All Time - Time Tracker' app with the following elements:

- Header:** 'All Time - Time Tracker' with a settings icon.
- Buttons:** '+ Log Time', 'Search logs', 'This Month', date range '06/01/2024 - 06/30/2024', 'Group By', and 'Export'.
- Table:** A table with columns: Title, Logged time, Item, Board, Logged at, Logged at, Started at, Ended at, and Description. The table currently shows 'No Time Logs'.

1. Here, click on the "Export" button.

All Time - Time Tracker

<div><div><div>+ Log Time</div><div><div>Search logs</div><div>Q</div></div><div>This Month</div><div>06/01/2024</div><div>06/30/2024</div><div>Group By</div></div></div>								
Title	Logged time	Item	Board	Logged ...	Logged at	Started at	Ended at	Desc
asdasd	4h 0m	Time Log 2	Java B All - Time Tracker		2024-06-05	20:38	00:38	
test	2h 0m	Item 2	Time Tracking		2024-06-06	11:38	13:38	test
new	2h 0m	Time Log 3	Anita's time logs		2024-06-06	11:53	13:53	time
test	2h 0m	Time Log 2	Anita's time logs		2024-06-04	15:57	17:57	test
123	4h 0m	Time Log 4	Anita's time logs		2024-06-06	15:57	19:57	
new	1h 0m	Item 1	Time Tracking		2024-06-08	15:41	16:41	
test	2h 0m	Item 1	Time Tracking		2024-06-08	15:41	17:41	
test1	1h 0m	Item 1	Time Tracking		2024-06-07	14:45	15:45	test
bbb	2h 0m	Doc Comments	Time Tracking User Guide		2024-06-07	14:16	16:16	b
testing	2h 0m	Item 1	Time Tracking		2024-06-10	11:52	13:52	test
log1	4h 0m	Item 1	Time Tracking		2024-06-12	11:43	15:43	
Lorem ipsum dolor sit amet...	4h 0m	Item 1	Time Tracking		2024-06-12	11:44	15:44	

2. Choose your export type. You can choose between a monday.com board and an Excel file.

Export Time Logs

Export Type

Select export type

Excel file

monday Board

Cancel

Export

3. Give a name to your export, and click "Export".

Export Time Logs

Export Type

monday Board

Export Name (leave empty for auto generate)

Time Log Export

Max 250 characters

15

Cancel

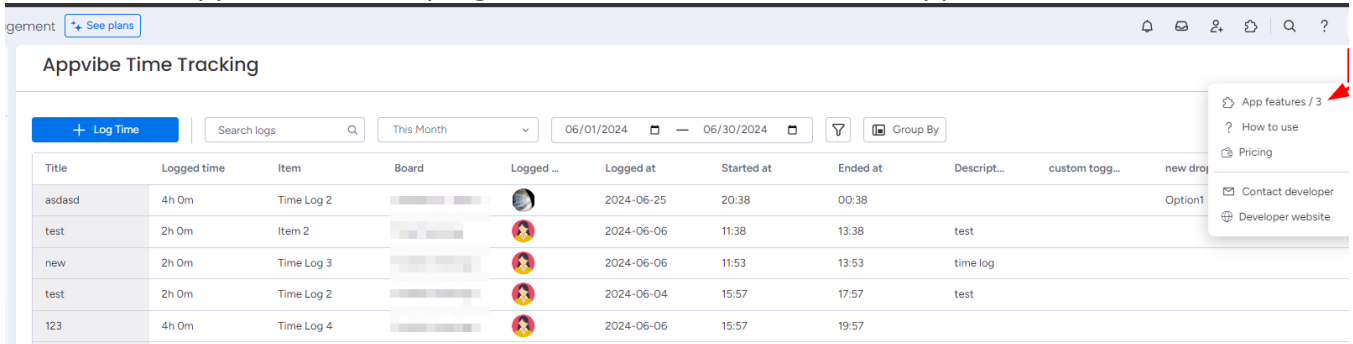
Export

4. Your time logs will be exported within a few seconds.

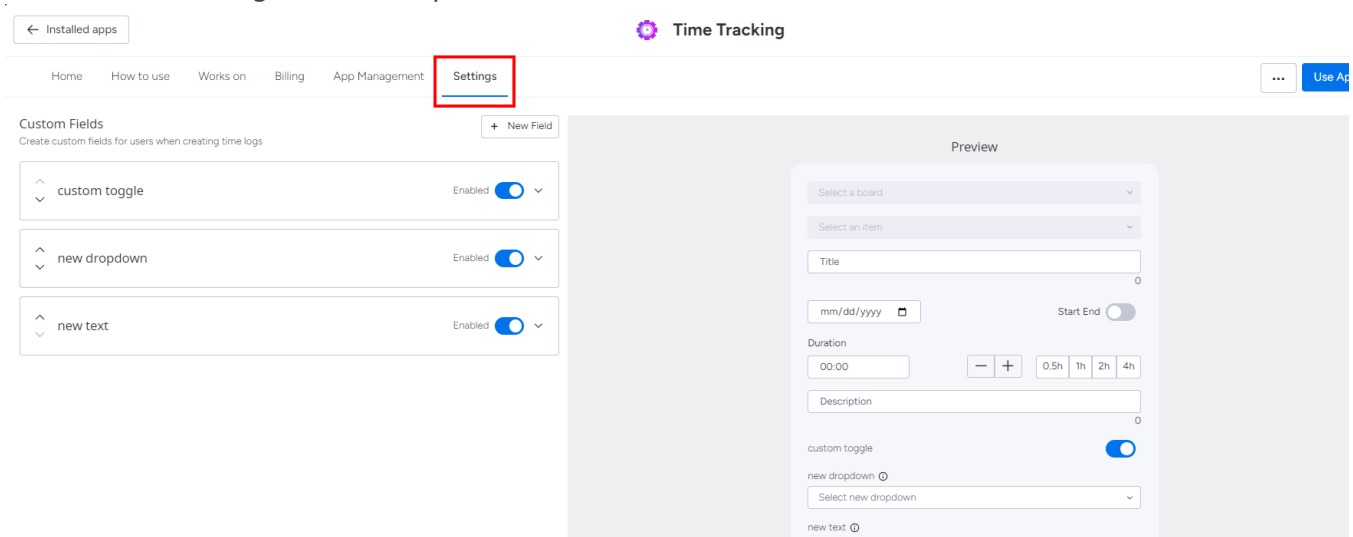
Custom Fields

In this application, you have the ability to add custom fields to your time logs. To define custom fields, follow these steps:

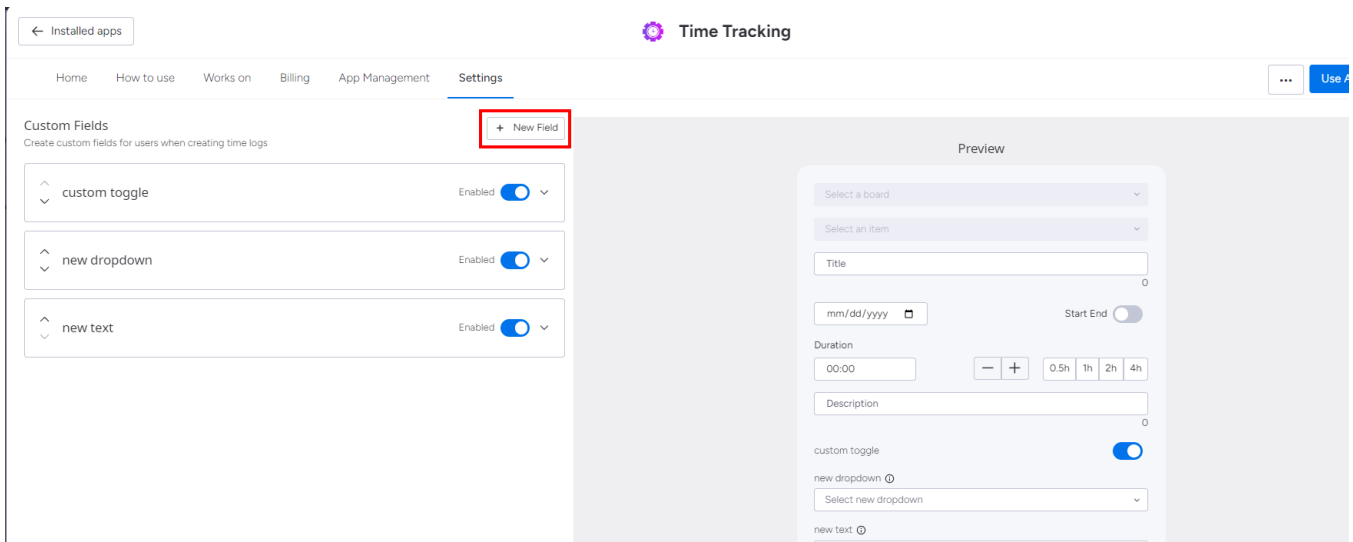
1. Click on the app icon in the top right corner. From here, select "App features".



2. Select the "Settings" tab on top.



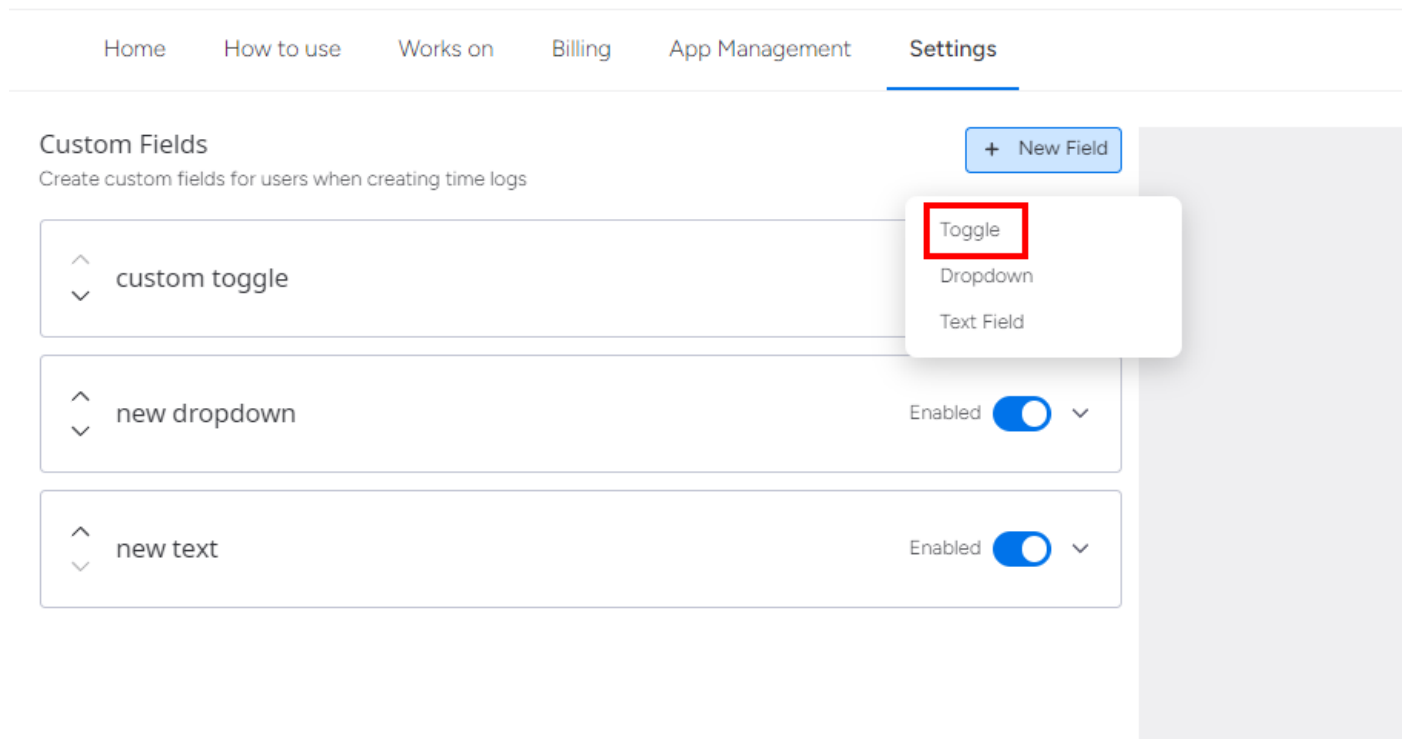
3. Click on the "New Field" button.



You can add three types of custom fields: toggle, dropdown or text.

Custom Toggle

To add a custom toggle, click on the "New Field" button and select "Toggle".



Name the field, and add a description. Then, you can select if the toggle should be optional/required, and whether it should be set to selected by default.

New Field

Enabled ☒

Name

0

Description

0

Optional

☐

Default Selected

☐

Cancel


Save

To start using the field, save your changes.

Custom Dropdown

To add a custom dropdown, click on the "New Field" button and select "Dropdown".

[← Installed apps](#)



[Home](#) [How to use](#) [Works on](#) [Billing](#) [App Management](#) [Settings](#)

Custom Fields

Create custom fields for users when creating time logs

^ custom toggle

new dropdown

new text

Enabled ☒

Enabled ☒

+ New Field

Toggle

Dropdown

Text Field

Name the field, and add a description. Then, you can select if the toggle should be optional/required, and add dropdowns to your field with the "Add Options" button. You can preview the options in the right part of the screen.

Custom Fields

Create custom fields for users when creating time logs

+ New Field

New Field

Enabled ☒

Name

Description

Optional ☐

+ Add Options


Cancel Save

To start using the field, save your changes.

Custom Text Field

To add a custom text field, click on the "New Field" button and select "Text Field".

← Installed apps

 Time Tracking

HomeHow to useWorks onBillingApp ManagementSettings

Custom Fields

Create custom fields for users when creating time logs

+ New Field

Toggle

Dropdown

Text Field

^ custom toggle

new dropdown

new text

Enabled

Enabled

Name the field, and add a description. Then, you can select if the toggle should be optional/required.

Custom Fields

Create custom fields for users when creating time logs

+ New Field

New Field

Enabled

Name

Description

Optional

Cancel

Save

To start using the field, save your changes.

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 #14

Created 26 June 2023 12:39:34 by Admin

Updated 26 June 2024 09:15:55 by Anita