

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.



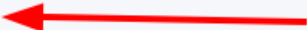
Install Time tracking

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

Main workspace

×

▼

Choose a board

Test

×

▼

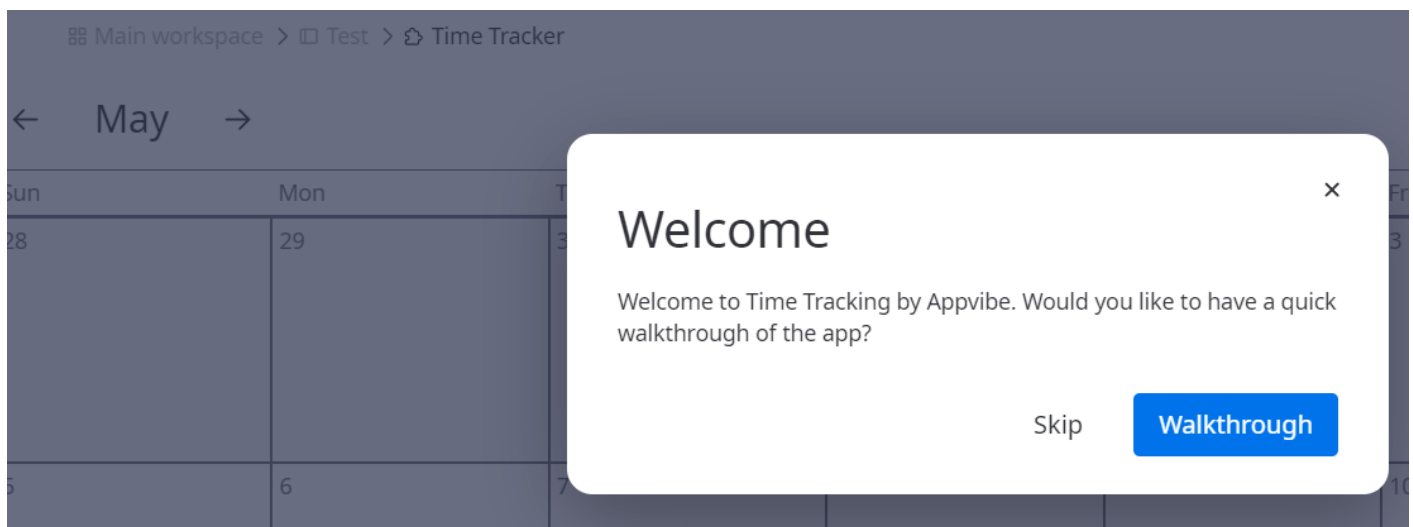
Cancel

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:

New task

Search

Person

Filter

Main workspace > Test > Time Tracker

Start Walkthrough

May

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

Using the Admin Panel

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

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...

New task

Search

Person

Filter

Reviewers

Categories

Export

Name	Role	Can Review
T Test	Admin	No Yes

Here you can:

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

Reviewers

Categories

Export

Name	Role	Can Review
T Test	Admin	No Yes

2. Manage your categories:

Reviewers

Categories

Export

+ Add Category

Name	Description	Created By	Time Logs	Manage
Category 2	description	<div>T</div>	<div>0</div>	<div><div>-</div><div></div></div>
Category1	category description	<div>T</div>	<div>0</div>	<div><div>-</div><div></div></div>

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.

Reviewers

Categories

Export

Export

1.

Name	Time Logs	Export
[redacted]	0	
[redacted]	0	
[redacted]	42	2.
[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

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... | +

New task Search Person Filter

Main workspace > Test > Time Tracker

May

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

Board View

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

	Task	Owner	Status
<input 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

Export

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

2. 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...

+

New task

Search

Person

Filter

Integrate

Automate / 1

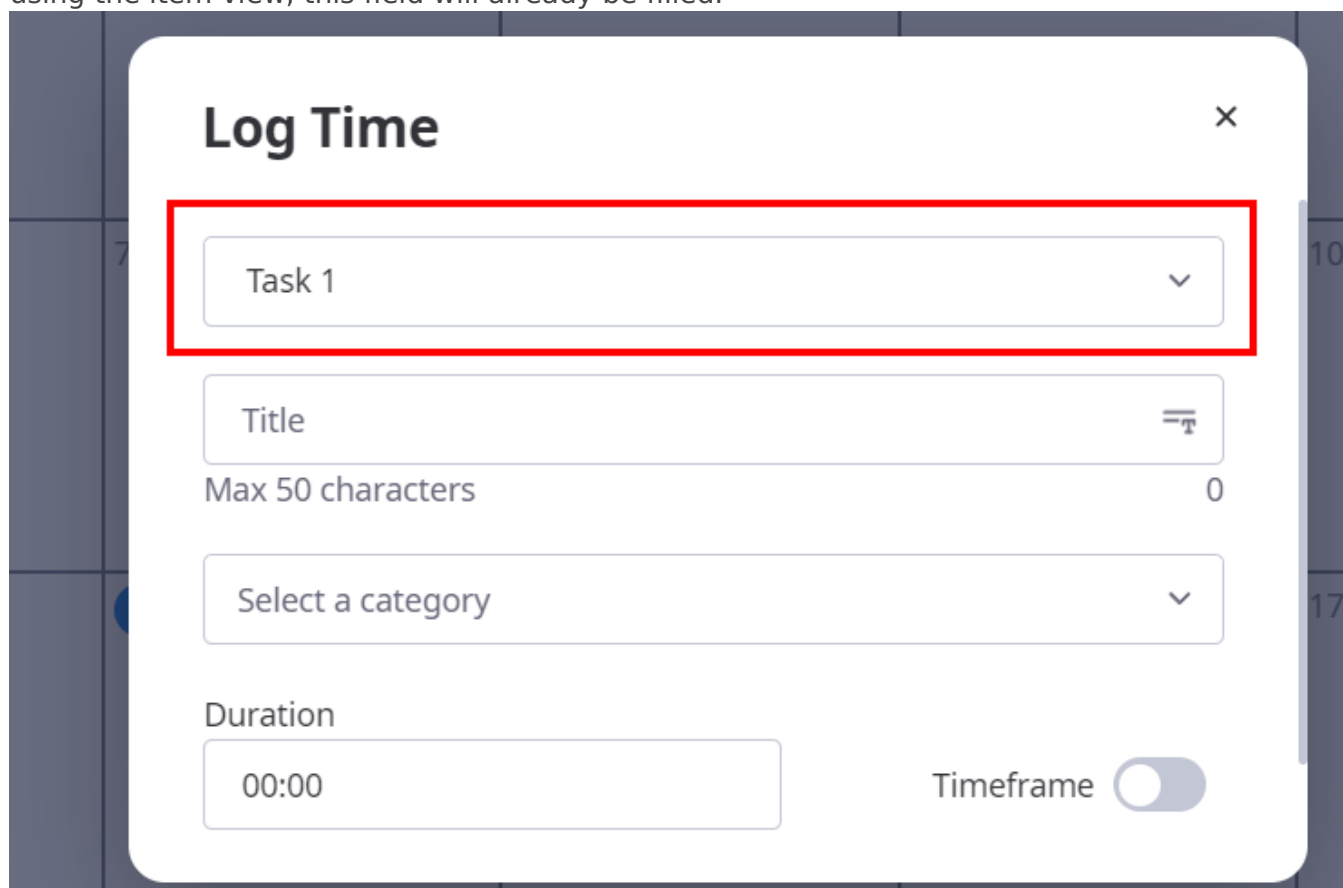
5	6	7	8	9	10	11
12	13	14	15	16	17	18

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 screenshot shows a 'Log Time' modal form. At the top, the title 'Log Time' is on the left and a close button 'x' is on the right. Below the title, a dropdown menu is highlighted with a red rectangular border; it contains the text 'Task 1' and a downward arrow. Underneath this, there is a text input field labeled 'Title' with a text formatting icon on the right. Below the 'Title' field, the text 'Max 50 characters' is displayed, followed by a character count '0'. The next element is another dropdown menu labeled 'Select a category' with a downward arrow. Below that, the label 'Duration' is positioned above a time input field showing '00:00'. To the right of the duration field is a 'Timeframe' label and a toggle switch that is 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.

Log Time

Task 1

Title

Category1

Duration

00:00

Timeframe

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

Log Time

Task 1

Title

Category1

Duration

04:00

Timeframe

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

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...

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

+

He

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

<

Main workspace > Test > Time Tracker > 2024-05-07

Users

<

Search logs

+ Log Time

Comments

Request Review

Delete

Exp

All

1

T Test

1

Item name	Title	Category	Logged by	Logged time	Started at	Ended at	Comm
○ Task 1	Title	Category1	T	4 hours, 0...	N/A	N/A	0

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

<

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

Users

<

Search logs

+ Log Time

Comments

Request Review

Delete

All

14

0

0

11

0

2

1

0

0

Item name	Title	Category	Logged by	Logged time	Started at	Ended at	Comments	S
○ Item 1	new log		Q	3 hours, 0...	20:43	23:43	1	
○ Item 1	time log		Q	1 hour, 0 ...	19:43	20:43	0	

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

<

Search logs

+ Log Time

Comments

Request Review

Delete

Exp

Item name	Title	Category	Logged by	Logged time	Started at	Ended at	Comm
● Task 1	Title	Category1	T	4 hours, 0...	N/A	N/A	0

Comments

x

new comment

May 14, 08:45:23

T

new comment

May 14, 08:45:29

T

Comment

Your comment

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

Users

<

Search logs

Q

+ Log Time

Comments

Request Review

Delete

All

14

0

0

11

0

Item name	Title	Category	Logged by	Logged time	Started at	Ended at	Comments	Sta
<input type="radio"/> Item 1	new			0 hours, 6...	23:09	23:15	4	Pe
<input type="radio"/> Item 1	new			5 hours, 0...	17:10	22:10	2	Ap
<input checked="" type="radio"/> Item 1	test			8 hours, 0...	09:00	17:00	0	Ne
<input type="radio"/> Item 1	new			1 hour, 0 ...	03:57	04:57	0	Ne

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 an select the option you want.

<

Main workspace >

QA & Demo >

Time Tracker >

2024-04-01

Users

<

Search logs

Q

+ Log Time

Comments

Request Review

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

Review Time Log

×

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:

Status

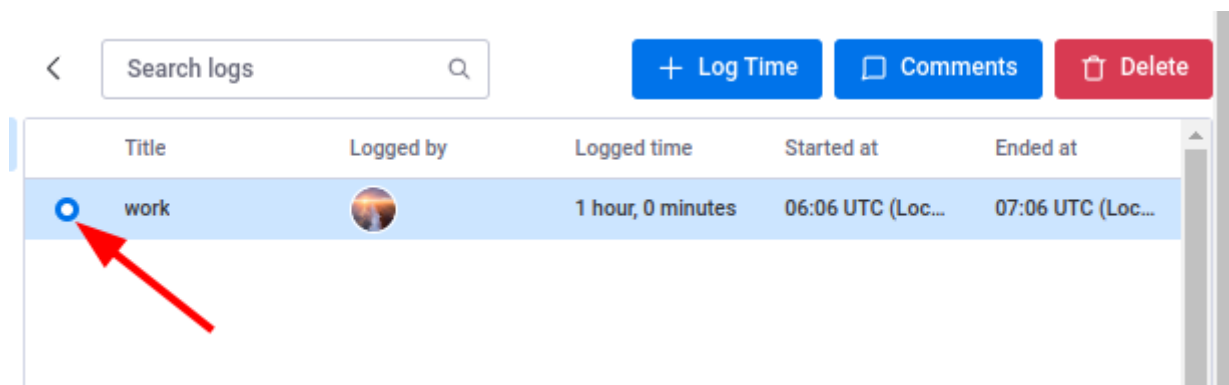
Approve

Cancel

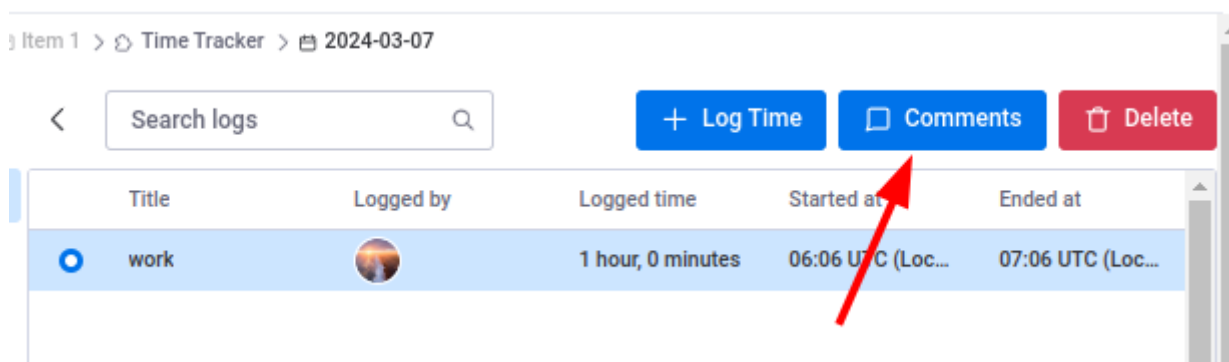
Submit

Commenting on time logs

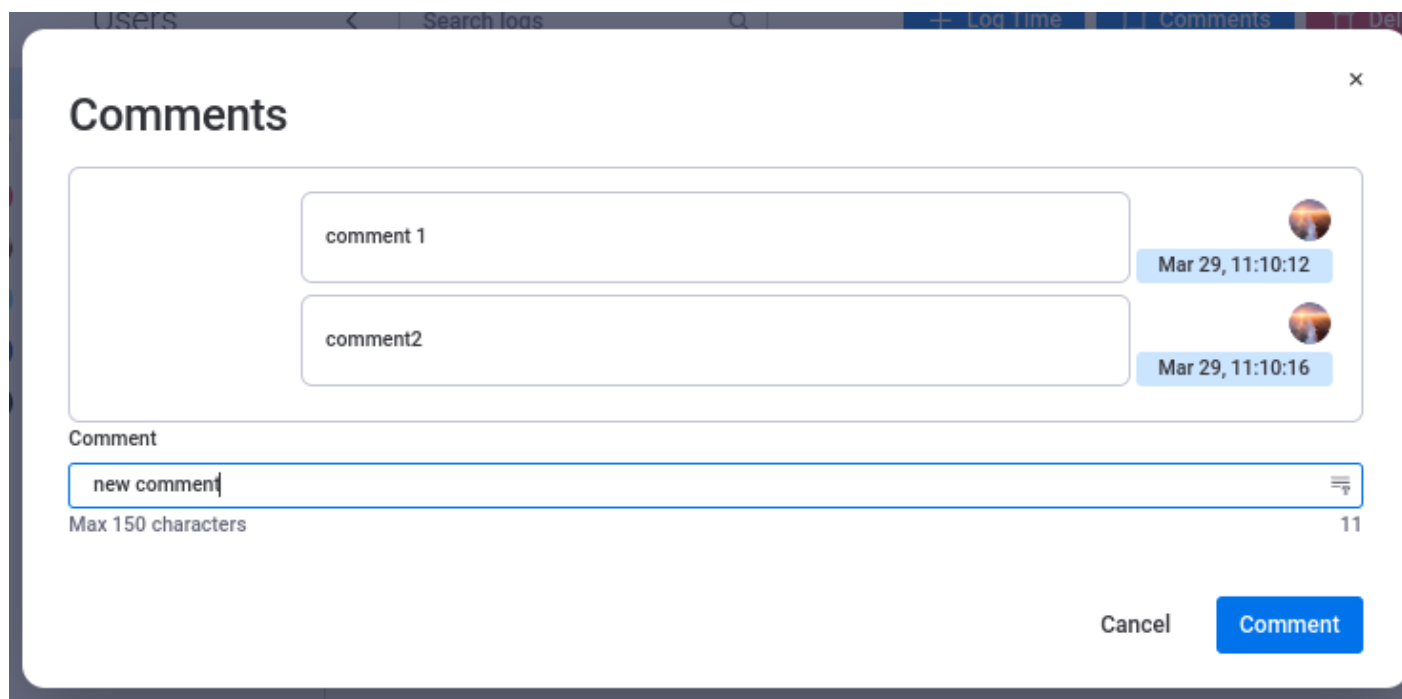
To add comments to a time log, first select the correct time log using the radio button.



Then, click on the "Comments" button.

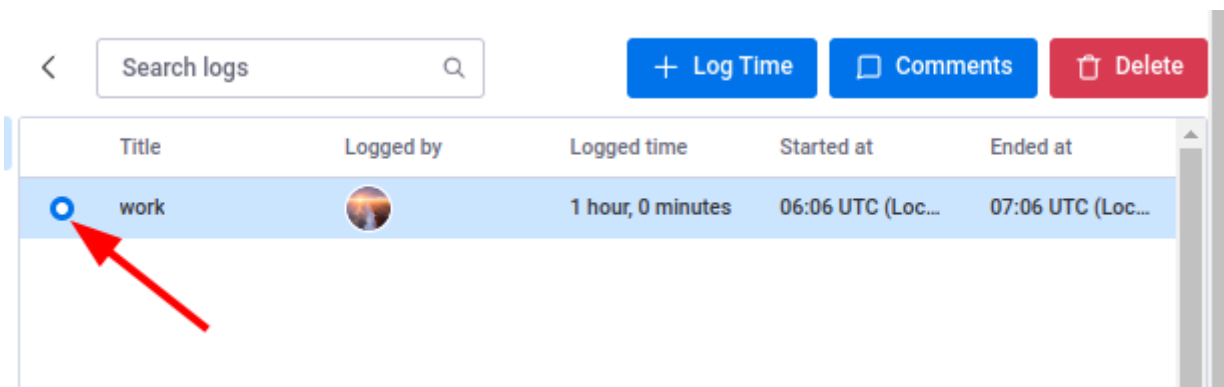


In the new window, you can enter comments, and see previously added comments.

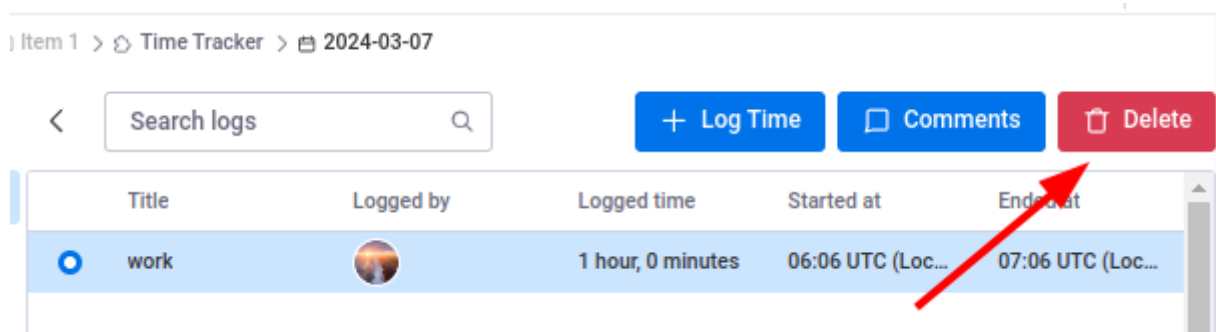


Deleting time logs

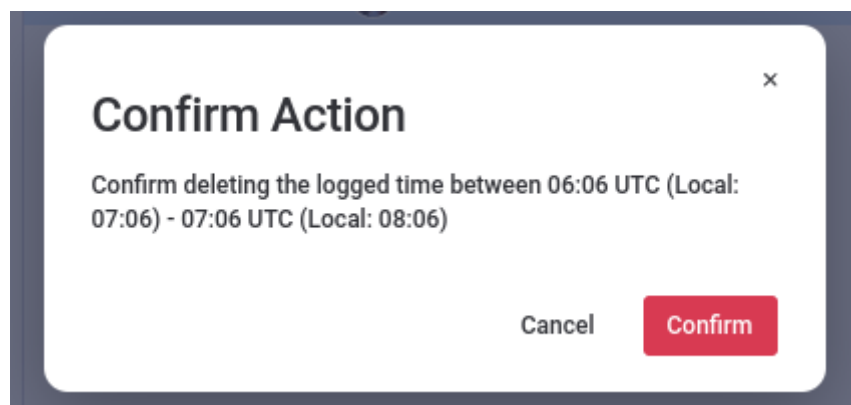
To delete a time log, first select the correct time log using the radio button.



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

Q

+ 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

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

Q

+ 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	Review

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

Review Time Log

Started at:10:55 UTC (Local: 12:55)

Ended at:11:55 UTC (Local: 13:55)

Duration:1 hour, 0 minutes

Created at:Thu, 04 Apr 2024 14:14:08 GMT

Description:description

Status

Approve

CancelSubmit















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.

ReviewersCategoriesExport

Export1.

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

+ T

🏠 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

+ T

🏠 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

📄 Ex

All

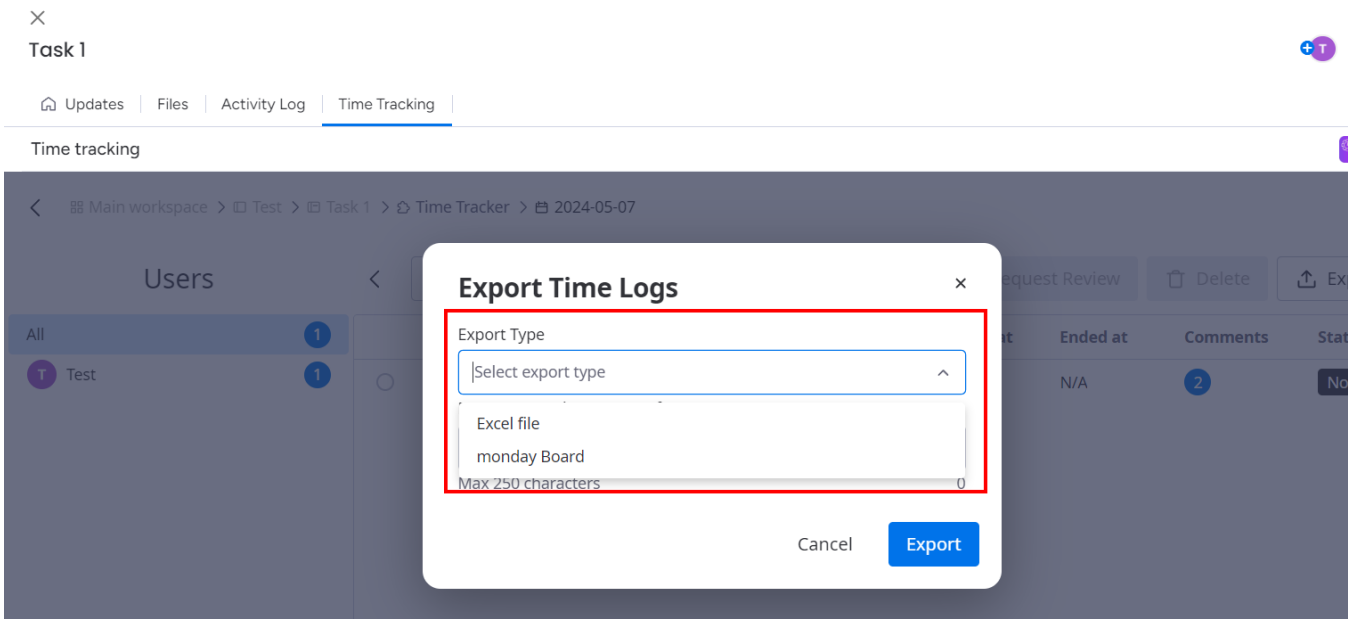
1

📅 Test

1

Title	Category	Logged by	Logged time	Started at	Ended at	Comments	Stat
<div>○</div> Title	Category1	<div>📅 T</div>	4 hours, 0...	N/A	N/A	<div>2</div>	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