

# Time Vibe

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# TimeVibe Overview

**TimeVibe** is a precision time-tracking and team insight solution seamlessly integrated within the Monday.com ecosystem. By embedding directly into boards, and item views, TimeVibe enables granular logging of time at the task, project, and workspace levels. Teams gain measurable productivity insights, configurable reports, and advanced filtering capabilities that support billing, resource planning, and performance optimization.

Key benefits include:

- **Board-Level Integration:** Track time without leaving Monday boards; no external tools or API bridges needed.
- **Granular Time Logging:** Support for per-item, per-board, and per-user time entries, ensuring high-resolution tracking across projects.
- **Advanced Custom Fields:** Define custom entry fields (e.g., Billable, Overtime, Approved, Client, Project) to match specific organizational workflows.
- **Insight Generation:** Built-in analytics provide summary reports, exportable data, and filtering by user, project, date, or custom attributes.
- **Automatic Timers:** TimeVibe supports automatic timers that can be scheduled based on task status, user activity, or predefined schedules. These timers can start, pause, or stop automatically when a user begins work, changes an item's status (e.g., to "In Progress"), greatly reducing manual input.
- **Export Compatibility:** One-click export to Excel or back into Monday boards for seamless integration with billing and reporting systems.
- **Security Alignment:** Operates fully under Monday.com's permission framework, ensuring admins control access, install, and board connectivity.

This architecture eliminates the need for third-party trackers or off-platform reporting tools, embedding time-tracking natively in the workspace.

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## Getting Started with TimeVibe

Getting started is deliberately streamlined:

1. Workspace admins install the TimeVibe app from the [TimeVibe Marketplace Listing](#).
2. Once installed, use TimeVibe in your workspace or boards.
3. Team members can immediately begin logging time entries via the TimeVibe app.

For full installation steps, setup guidance, and first-time use, refer to the **Getting Started Guide**:

[!\[\]\(1d3a1175dd4902218e694b9c098adb83\_img.jpg\) \*\*View the TimeVibe Getting Started Guide\*\*](#)

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# Complete Feature Reference

TimeVibe offers a **complete feature reference** detailing every configuration option, export mode, permission alignment, and analytic tool. This documentation is structured for advanced users, system admins, and teams seeking to leverage TimeVibe's full capabilities. It covers:

- Detailed field behaviors and custom field creation
- Advanced reporting, filtering, and grouped views
- Custom fields, automatic time tracking, and much more

For comprehensive details, visit the **Complete Feature Reference**:

[!\[\]\(cbe2492b119e39e02a1dab2af4a4b296\_img.jpg\) \*\*Access the Full Feature Reference\*\*](#)

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# Getting Started

## Overview

Getting started with TimeVibe is easy — just install the app, connect it to your boards, and you're ready to start tracking time right away. With a few quick steps, your team can begin logging time and generating insights effortlessly.

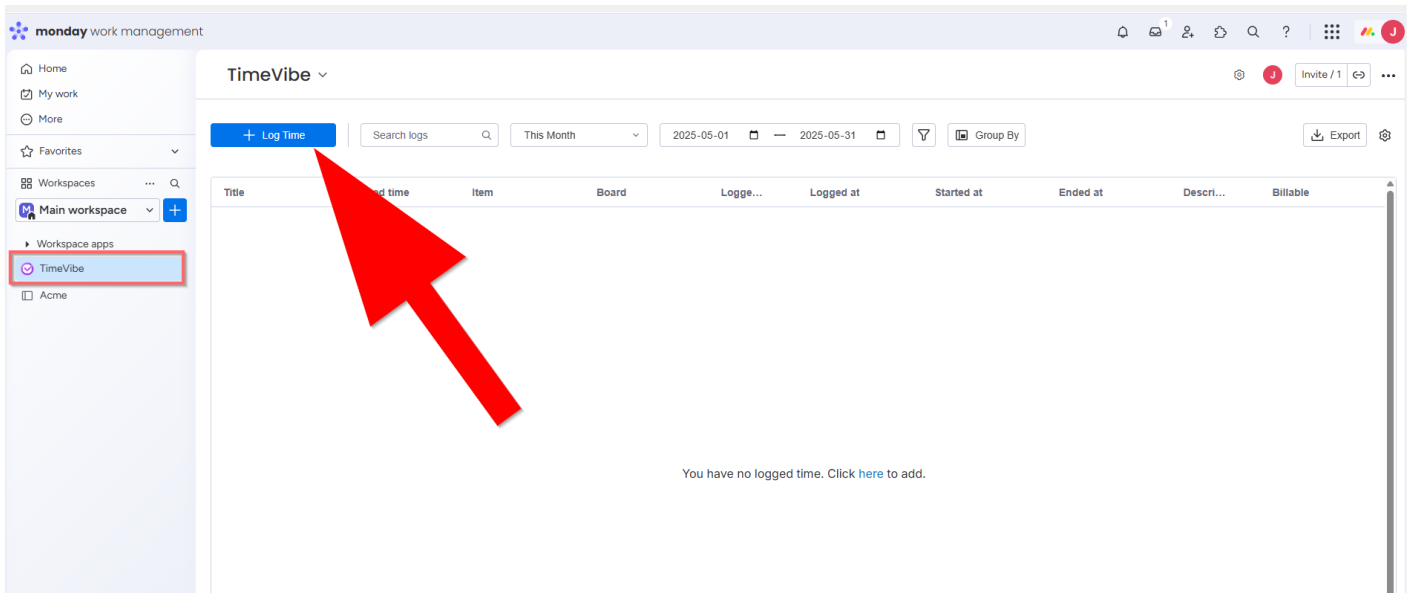
## Installation

Below are the steps to install TimeVibe in your Monday.com workspace.

- **Step 1:** Make sure you're a **workspace admin** — only admins can install apps.
- **Step 2:** Go to the TimeVibe app page: [TimeVibe on Marketplace](#)
- **Step 3:** Click **Install** and choose the workspace you want to install it on.
- **Step 4:** Approve the requested permissions so TimeVibe can access boards, users, and dashboards.
- **Step 5:** Wait for the confirmation that installation is complete.
- **Step 6:** That is it. The TimeVibe app is now installed.

## Adding Time within a Workspace

Click the TimeVibe app in your workspace. This loads a screen showing all logged time for that workspace. To add time, click the **+ Log Time** button. This will display the Log Time popup.



In the Log Time popup, you can add time for a specific item in a board.

## Log Time

Select a board

Select an item

Title

0

2025-05-04

Start End

Duration

00:00

-

+

0.5h

1h

2h

4h

Description

0

Add custom field

Cancel

Confirm

Details of each field are as follows:

**Select a board:** Select a specific board in your workspace

**Select an item:** Select a specific item for the board you selected.

**Title:** The title of your time entry.

**Date:** Date of time recorded. (Today's date by default)

**Start End:** Select if you want to add a specific start and end time.

**Duration:** Time spent for a specific entry. Use the "-", "+", "0.5h", "1h", "2h", "4h" for speed of entry.

**Description:** Description of time entered. (optional)

**Add custom field:** Click on here if you want to add a custom field. The custom field can be a toggle, dropdown, or text field. Fields commonly added by our users are fields like *Billable*, *Customer*, *Overtime*, *Approved*, *Project* etc.

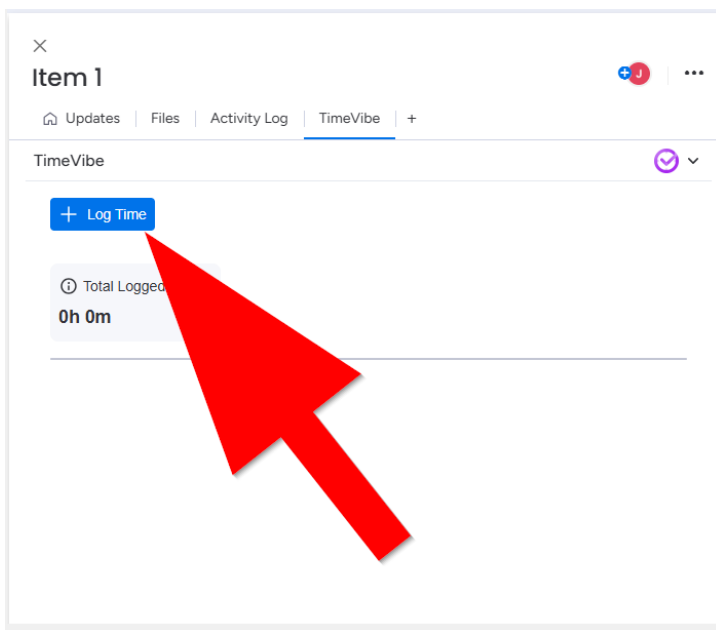
## Adding Time within an Item

Adding time from within an Item is easy. From the item, click on the "TimeVibe" tab to load time info for the specific Item.

The screenshot shows the Acme workspace interface. On the left, a table lists items with columns for Item, Person, Status, and Date. The table is divided into two groups. The first group contains Item 1 (Working on it, May 5), Item 2 (Done, May 6), and Item 3 (Apr 30). The second group contains Item 4 (Apr 30) and Item 5 (May 6). A red arrow points from the 'TimeVibe' tab in the 'Item 1' view to the 'TimeVibe' tab in the main table. The 'Item 1' view on the right shows the 'TimeVibe' tab selected, with a red box around it. Below the tab, there is a text area for adding time, a 'Mention' button, and an 'Update' button. A 'No updates yet' message is displayed at the bottom of the view.

| Item   | Person | Status        | Date   |
|--------|--------|---------------|--------|
| Item 1 | J      | Working on it | May 5  |
| Item 2 |        | Done          | May 6  |
| Item 3 |        |               | Apr 30 |
| Item 4 |        |               | Apr 30 |
| Item 5 |        |               | May 6  |


Once the "TimeVibe" tab loads, click on the + **Log Time** button to add time.



This will load the Log Time popup allowing you to add time for the selected item.

Title

0

2025-05-04 

Start End ☐

Duration

00:00

—

+

0.5h

1h

2h

4h

Description

0

Close

Save

Details of each field are as follows:

**Title:** The title of your time entry.

**Date:** Date of time recorded. (Today's date by default)

**Start End:** Select if you want to add a specific start and end time.

**Duration:** Time spent for a specific entry. Use the "-", "+", "0.5h", "1h", "2h", "4h" for speed of entry.

**Description:** Description of time entered. (optional)

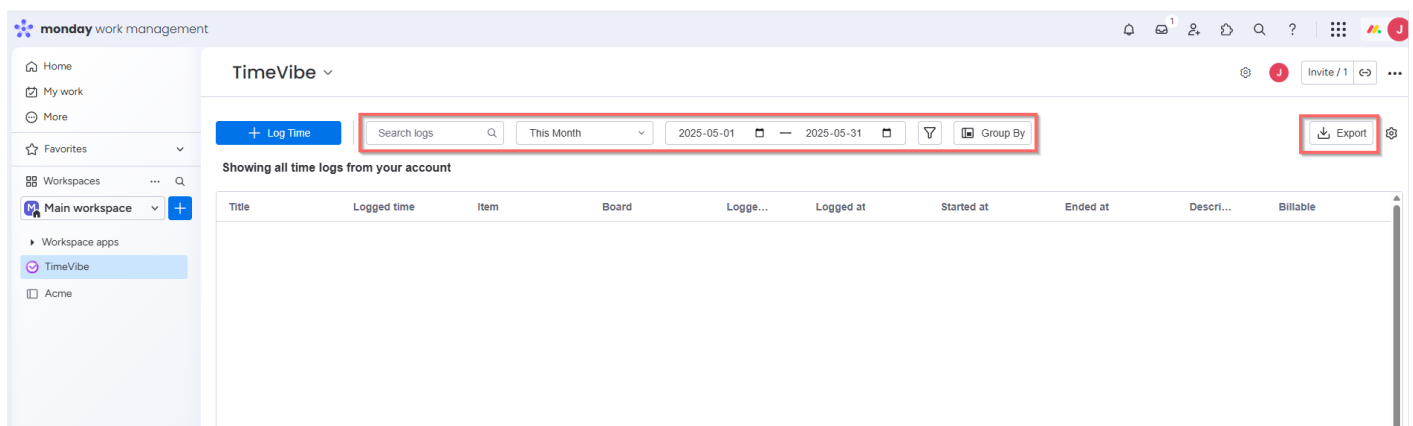
## Exporting Time Data

Exporting or downloading time reports for a specific workspace is simple — with just a few clicks, you can generate detailed reports filtered by team, project, or date range. TimeVibe makes it easy to access, review, and export your tracked time data for further analysis or billing.

### Exporting Time Data

Load the TimeVibe view within your workspace to load all entered time in that workspace. Use the highlighted tools to search, filter or group by to modify the time entries you wish to export.

Click on the Export button to export your time data to an Excel file or Monday board.



For more detailed information on all available capabilities, be sure to check out the **Complete Feature Reference**. It provides an in-depth breakdown of every feature and configuration option to help you get the most out of TimeVibe.

# Feature Reference

This **Feature Reference** page provides a comprehensive guide to the key capabilities of **TimeVibe** for Monday.com. Each section explains a core function of the app, helping you configure and use TimeVibe for precise and automated time tracking.

| Feature  | Description   |
|--|---|
| 1. Adding Time to an Item                            | Learn how to embed TimeVibe in the <b>Item View</b> to manually track time, view logs, and use custom fields within individual board items.   |
| 2. Adding Time within a Workspace                    | Use the <b>TimeVibe Workspace View</b> for centralized access to all time entries across the board. Includes filtering, grouping, and advanced log inspection tools.  |
| 3. Exporting & Reporting from the TimeVibe Workspace | Generate reports by exporting the current view. Export to <b>Excel</b> or a <b>new Monday board</b> . Exports include active filters and grouping configurations.   |
| 4. Custom Fields                                     | Extend time entries with user-defined metadata. Supports <b>Toggle</b> , <b>Dropdown</b> , and <b>Text</b> fields. Use fields like <code>Billable</code> , <code>Customer</code> , <code>Project</code> , and more. |
| 5. Auto Time   | Automate time tracking with <b>status-based triggers</b> and <b>user activity events</b> . Includes configuration for <b>sub-item rollups</b> and <b>notification alerts</b> .                                      |

This reference is intended for workspace admins, team leads, and developers configuring TimeVibe at scale. For setup instructions, integrations, or advanced usage patterns, consult the corresponding section or reach out to the TimeVibe support team.

## 1. Adding Time to An Item

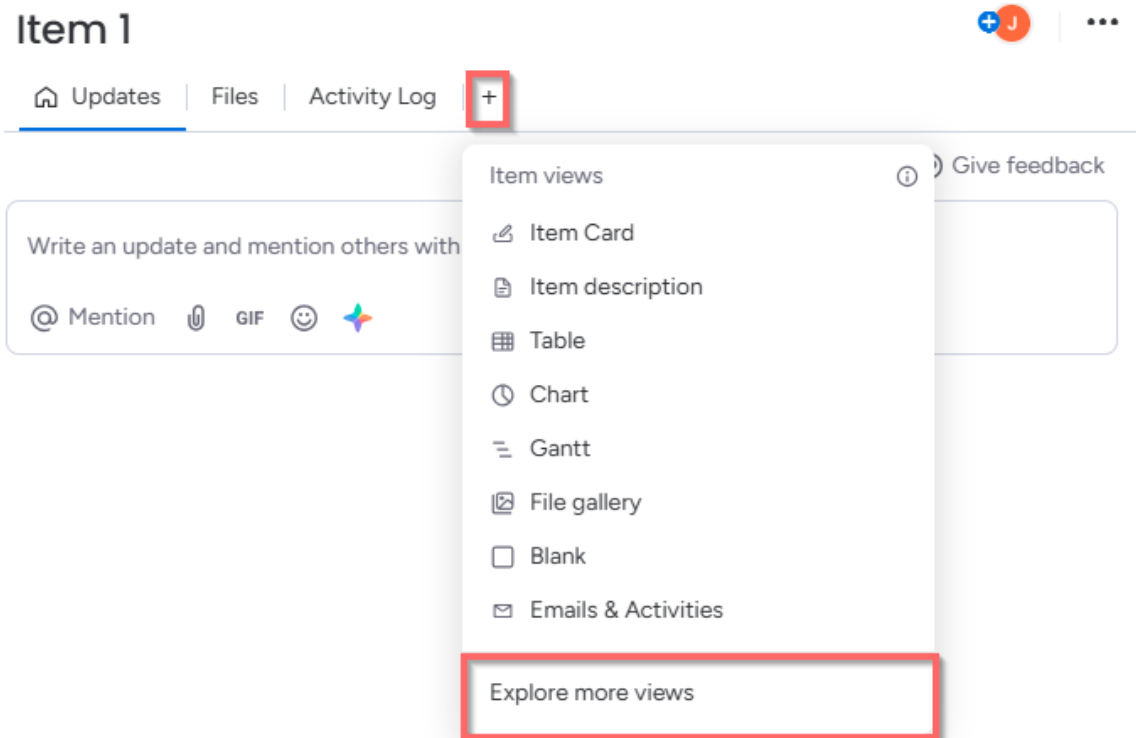
You can access and work with TimeVibe from at Item. Open the item you want to work with and select the TimeVibe tab to add, edit or remove time for that specific item.

### Adding TimeVibe to the Item View

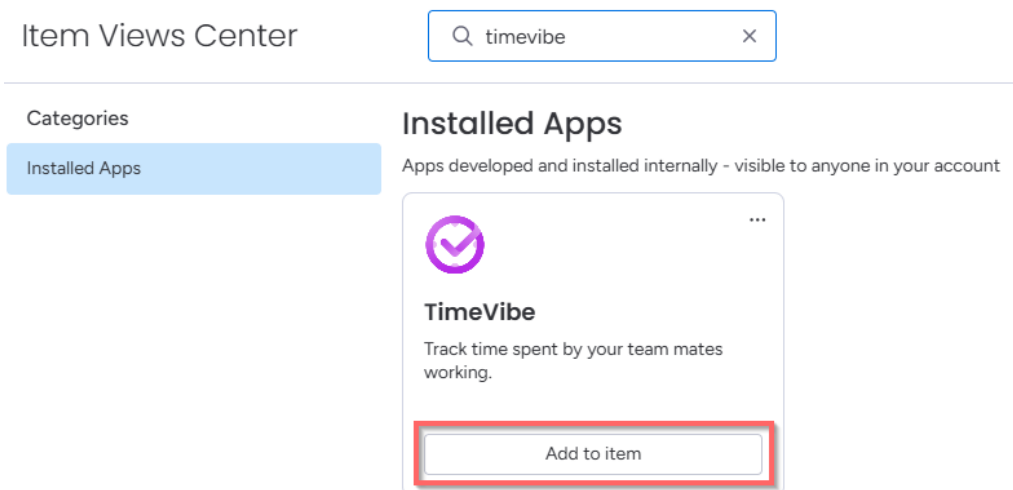
To use **TimeVibe** directly on an item, you must add it to the **Item View**. This allows you to track, view, and manage time logs at the item level.

### How to Add TimeVibe to the Item View


1. Open any **board** where TimeVibe is installed.
2. Click on an **item** to open the **Item View** panel.
3. In the upper-right corner of the item panel, click “+ ” to **Add View**.

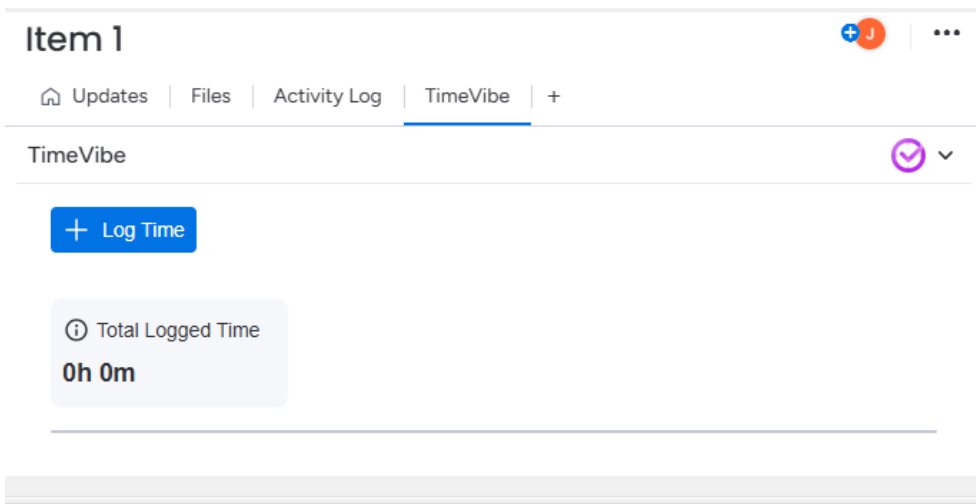


4. Search for **TimeVibe** in the app list.
5. Click Add to Item.



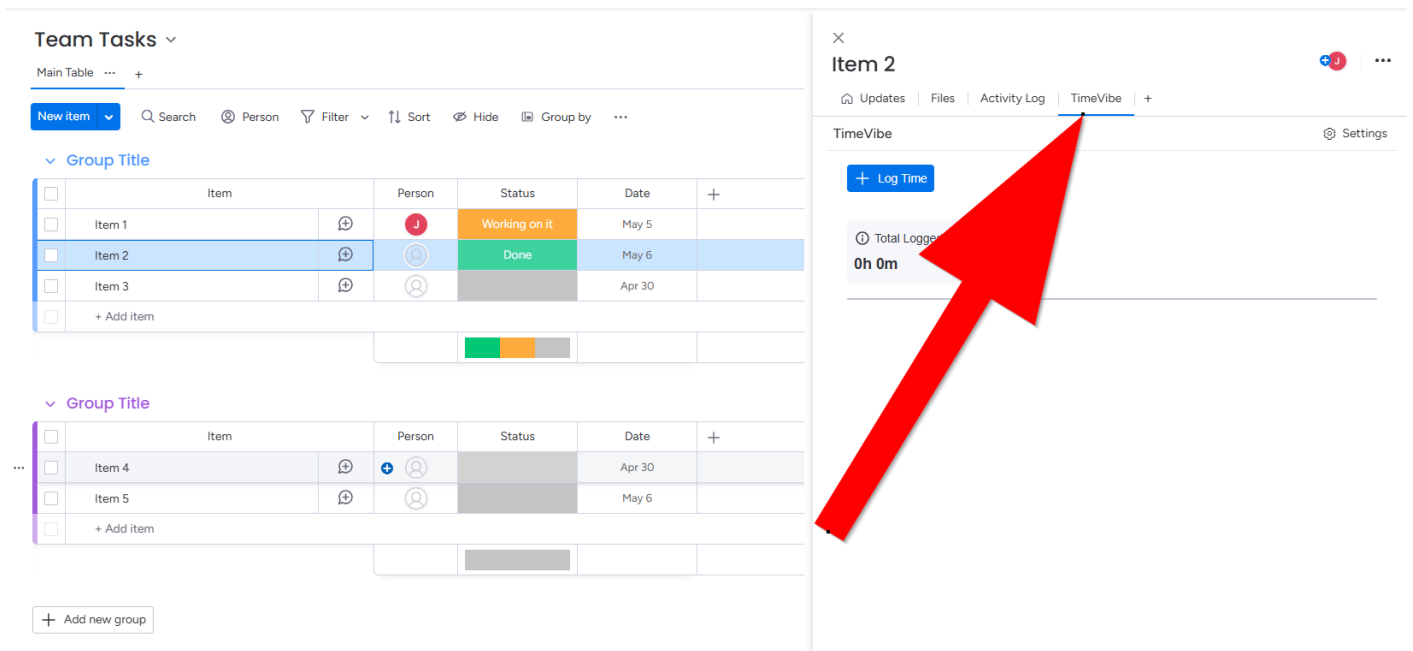
Once added, TimeVibe will load inside the item panel and be available for all items on that board.

“  **Note:** If you don't see TimeVibe in the list, make sure the app is installed on the board from the workspace or board-level app marketplace.



## Logging Time for an Item

Easily manage time tracking with TimeVibe directly from an item in monday.com. Open the desired item, navigate to the **TimeVibe** tab, and effortlessly add, edit, or delete time entries specific to that item.



## Adding Time

In the TimeVibe tab, click the blue **+ Log Time** button. This will open the Log Time popup, where you can input your time details. The screen shows the total logged time for the item (starting at 0h 0m if no entries exist) and provides an interface to add new time records efficiently.

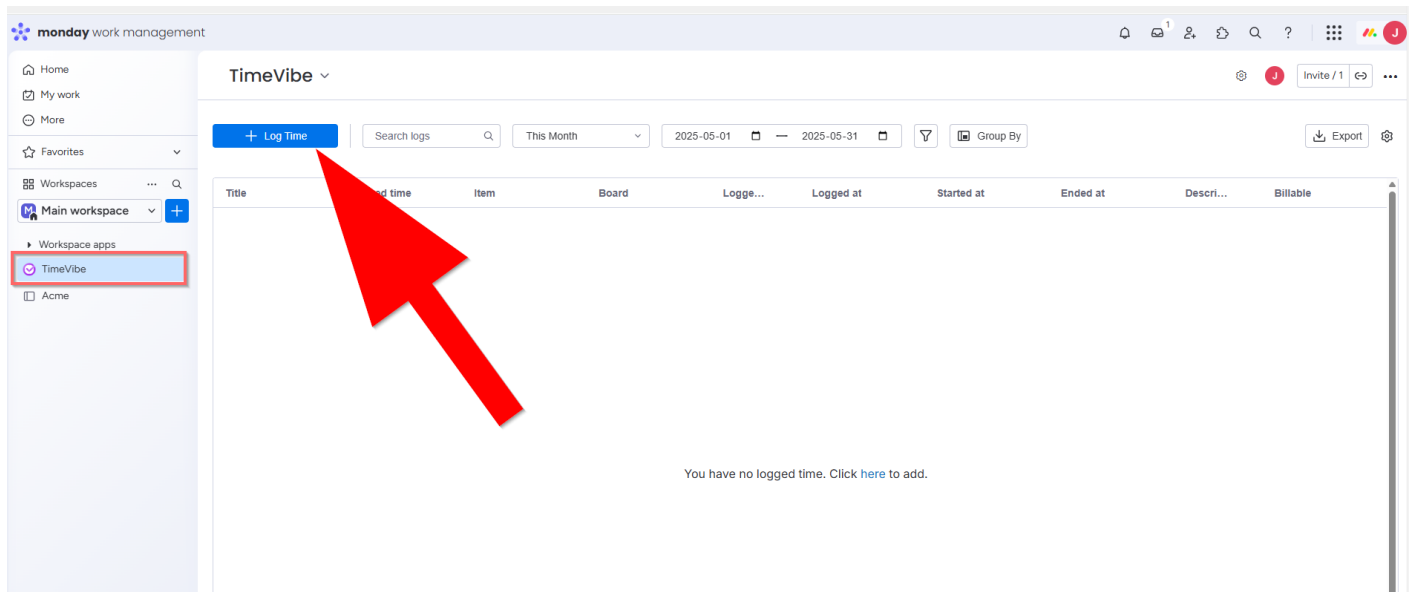
① Total L  
0h 0m

In the TimeVibe tab, each logged time entry has options to **edit** or **delete**. To edit, click the edit icon or button next to the entry, modify the details, and save your changes. To delete, click the delete icon or button, and confirm the removal. These actions respect your user permissions and

will update the total logged time accordingly.

## 2. Adding Time within a Workspace

Click the TimeVibe app in your workspace. This loads a screen showing all logged time for that workspace. To add time, click the **+ Log Time** button. This will display the Log Time popup.



In the Log Time popup, you can add time for a specific item in a board.

## Log Time

×

Team Tasks

▼

Item 1

▼

Title

0

2025-05-05

📅

Start End

☐

Duration

00:00

−

+

0.5h

1h

2h

4h

Description

0

[Add custom field](#)

Cancel

Confirm

Details of each field are as follows:

**Select a board:** Select a specific board in your workspace

**Select an item:** Select a specific item for the board you selected.

**Title:** Enter a short description of the work or task.

**Date:** Select the date of the time entry (defaults to today's date). You can change this if logging past or future time.

**Start End:** Enable this switch if you want to enter a specific start and end time. Otherwise, you can log just the total duration.

**Duration:** Enter total time spent using the input field or by clicking the quick buttons (0.5h, 1h, 2h, 4h) or the +/- controls for fine-tuning.

**Description:** Description of time entered. (optional)

**Add custom field:** Click on here if you want to add a custom field. The custom field can be a toggle, dropdown, or text field. Fields commonly added by our users are fields like *Billable*, *Customer*, *Overtime*, *Approved*, *Project* etc.

**Save Button:** Click **Save** to confirm and log the entry. Clicking **Close** will discard the input.

## Workspace View Features

In the **TimeVibe Workspace View**, you can view and filter your time logs by configuring the header shown below.



## Search Time Logs

- Use the search bar in the header to quickly find time entries by:
  - Title
  - Item
  - Board
  - Custom field values (e.g., Project, Customer)

## Filter by Date

- Apply a date range filter to limit results to a specific timeframe.
- Useful for:
  - Generating weekly or monthly time reports
  - Isolating time entries during a sprint or billing cycle

## Filter by Column

- Filter results based on board column values (e.g., Status, Person, Priority).
- Only columns configured for the board are available for filtering.
- Supports multiple filter conditions at once.

## Group by Column

- Group time entries by a selected column, such as:
  - Person
  - Status
  - Project (if configured as a dropdown or text field)
- Grouping helps visualize where time is being spent and how it's distributed across the board.

# 3. Exporting & Reporting from the TimeVibe Workspace

The **Export** feature in the **TimeVibe Workspace View** not only lets you extract time log data—it also serves as a **reporting tool**. By exporting filtered and grouped views, you can generate customized reports for time tracking, project summaries, billing, or team utilization.

# How to Export

1. Open the **TimeVibe Workspace View** from your board.
2. In the **top-right corner**, click the **“Export”** button.
3. In the export panel:
  - Enter a descriptive **name** in the `Export Name` textbox (e.g., `"March Time Report"` ).
  - Choose an export format:
    - **Excel File (.xlsx)** – Download a spreadsheet of time entries.
    - **Monday Board** – Create a new board containing all exported entries as items.
4. Click **Export** to proceed.

The export respects your **current view state**, including:

- Applied filters (e.g., date range, status, person)
- Column-based filters
- Grouping by columns
- Search queries

## Export as Reporting

Exporting from TimeVibe allows you to build tailored **reports**, such as:

- **Weekly team activity reports**
- **Billable vs. non-billable time summaries**
- **Per-project time analysis**
- **Approval and overtime logs**
- **Client-specific timesheets**

Use grouping and filters before exporting to shape the report to your exact needs.

## Export Options Overview

| Option       | Description   |
|--------------|---|
| Excel File   | Exports visible time logs in <code>.xlsx</code> format for analysis or sharing. |
| Monday Board | Creates a new board where each exported time log becomes an item.               |
| Export Name  | Used to label the export file or board, useful for identifying reports.         |

# 4. Custom Fields

**TimeVibe** supports configurable **Custom Fields** that extend the standard time entry model with user-defined metadata. This feature enables teams to capture additional context relevant to their workflows—such as billability, task classification, client tags, or project phases—directly at the point of time logging.

Common use cases include:

- Tracking billing status with a **Billable** toggle
- Assigning work to a specific **Customer** or **Project**
- Indicating **Overtime** or **Approved** status
- Logging classifications like **Task Type** or **Department**

## How to Add a Custom Field in TimeVibe

To add a custom field:

1. Navigate to the **App Menu** in the upper-right corner of the board.
2. Click on **Settings** under the **TimeVibe** section.
3. Select the **Custom Fields** tab.
4. Click **+ New Field**.
5. Select the input type: **Toggle**, **Dropdown**, or **Text Field**.
6. Fill out the field configuration form (  name , optional  description , and ☐ optional flag ).
7. For dropdowns, supply a non-empty list of  options .

After saving, the custom field is immediately available in all time entry dialogs within the app context.

[← Back to Workspace](#)

Custom Fields Automatic Timer Settings

Custom Fields  
Create custom fields for users when creating time logs

+ New Field

Toggle  
Dropdown  
Text Field

Preview

Select a board

Select an item

Title

yyyy-mm-dd

Start End

Duration

00:00

0.5h 1h 2h 4h

Description

Cancel Confirm

## Commonly Added Fields

Many teams using TimeVibe create custom fields such as:

| Field Name | Type     | Example Use Case                               |
|------------|----------|--|
| Billable   | Toggle   | Marking time as billable or non-billable       |
| Customer   | Text     | Identifying the client receiving the service   |
| Overtime   | Toggle   | Flagging entries that qualify for overtime pay |
| Approved   | Toggle   | Manager sign-off on logged time                |
| Project    | Dropdown | Associating time with a specific initiative    |

These fields are fully optional and can be customized to suit your organization’s specific workflow or reporting requirements.

## 5. Auto Time

**Auto Time** is a core feature in **TimeVibe** that enables automatic time tracking based on predefined **status-based triggers** and **user activity events**. This allows teams to streamline time capture with minimal manual input, ensuring accurate and consistent time logs driven by board behavior and user interaction.

Auto Time is ideal for workflows where time tracking should be initiated, paused, or stopped based on board status updates or user engagement patterns.

### How to Configure Auto Time

1. Open the **App Menu** and select **Settings** under **TimeVibe**
2. Navigate to the **Automatic Timer Settings** tab
3. Setup **Status-Based** or **User Activity** triggers
4. Define relevant triggers and parameters
5. Save configuration — changes take effect immediately for all users in the current workspace context

## Automatic Timer Settings

Configure automatic time tracking with status triggers, work schedules, and activity detection

### Status-Based Trigger

[Add Board Config](#)

| Board | Status Column | Start Trigger | Stop Trigger | Status | Actions |
|-------|---------------|---------------|--------------|--------|---------|
|-------|---------------|---------------|--------------|--------|---------|

No status-based triggers configured. Click "Add Board Config" to set up a trigger.

#### Work Schedule for Status Triggers

Define your working hours when status-based time tracking should be active

Off ☐ On ☒ Enable Work Schedule

[Configure Schedule](#)

### User Activity Detection Trigger

[Add Board Config](#)

| Board | Trigger Events | Inactivity Period | Status | Actions |
|-------|----------------|-------------------|--------|---------|
|-------|----------------|-------------------|--------|---------|

No activity-based triggers configured. Click "Add Board Config" to set up a trigger.

## Additional Auto Time Settings

The **Auto Time** feature in **TimeVibe** offers advanced configuration to handle sub-items and user notifications, providing greater control over how time is tracked and surfaced across complex workflows.

## Sub-Item Settings

You can choose to include time tracked on sub-items in the total time shown on the parent item.

- When enabled, time logged on any sub-item is **added to the parent item's total**.
- Sub-items use the **same Auto Time rules** (status triggers and schedule) as the parent.

## Notifications

Stay informed when timers start or stop automatically.

- TimeVibe can send you notifications when Auto Time is triggered.
- Notifications appear in the Monday.com interface.

### Sub-Item Settings

Configure how time is tracked for sub-items

Off ☐ On ☒ Roll Up Sub-Item Time

When enabled, time tracked for sub-items will be added to the parent item's total time. Sub-item tracking applies the same status triggers and schedule settings as the parent item.

### Notifications

Control automatic time tracking notifications

Off ☐ On ☒ Enable Notifications

When enabled, you'll receive notifications when automatic timers are started or stopped.

