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.

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**:

□□ **View the TimeVibe Getting Started Guide**

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**:

□□ **Access the Full Feature Reference**

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.

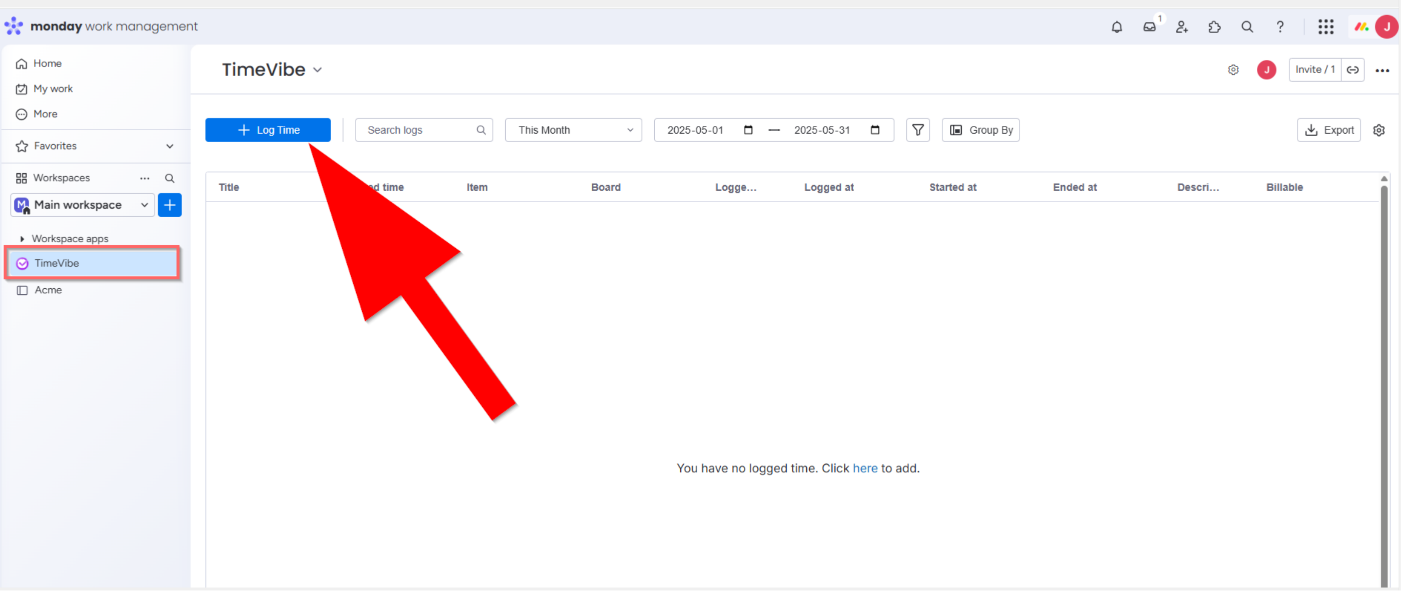
- **Step 4:** Approve the requested permissions so TimeVibe can access boards, users, and dashboards.

- **Step 5:** Wait for the confirmation that installation is complete.

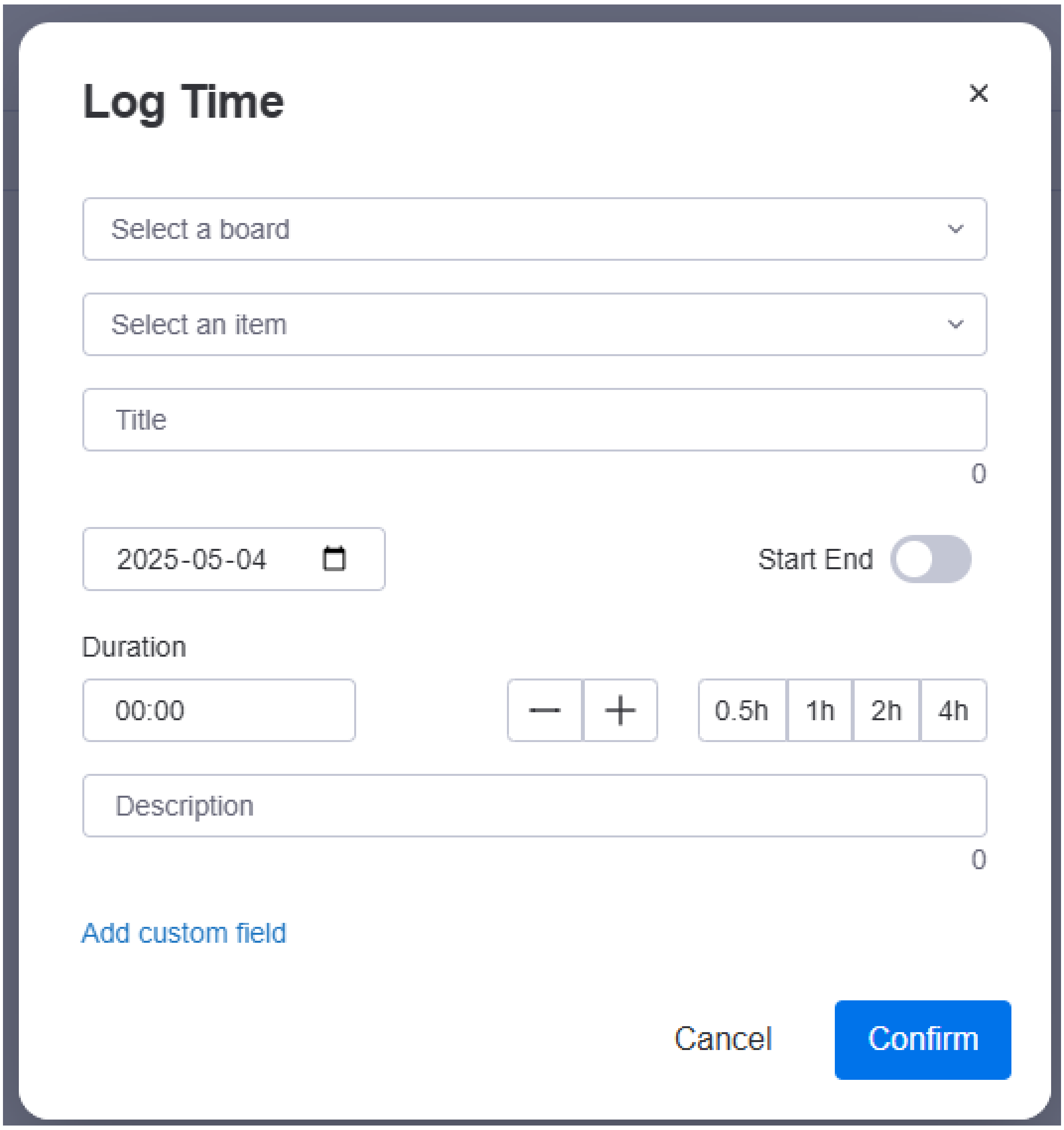
- **Step 6:** That is it. The TimeVibe app is now installed.

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.



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.

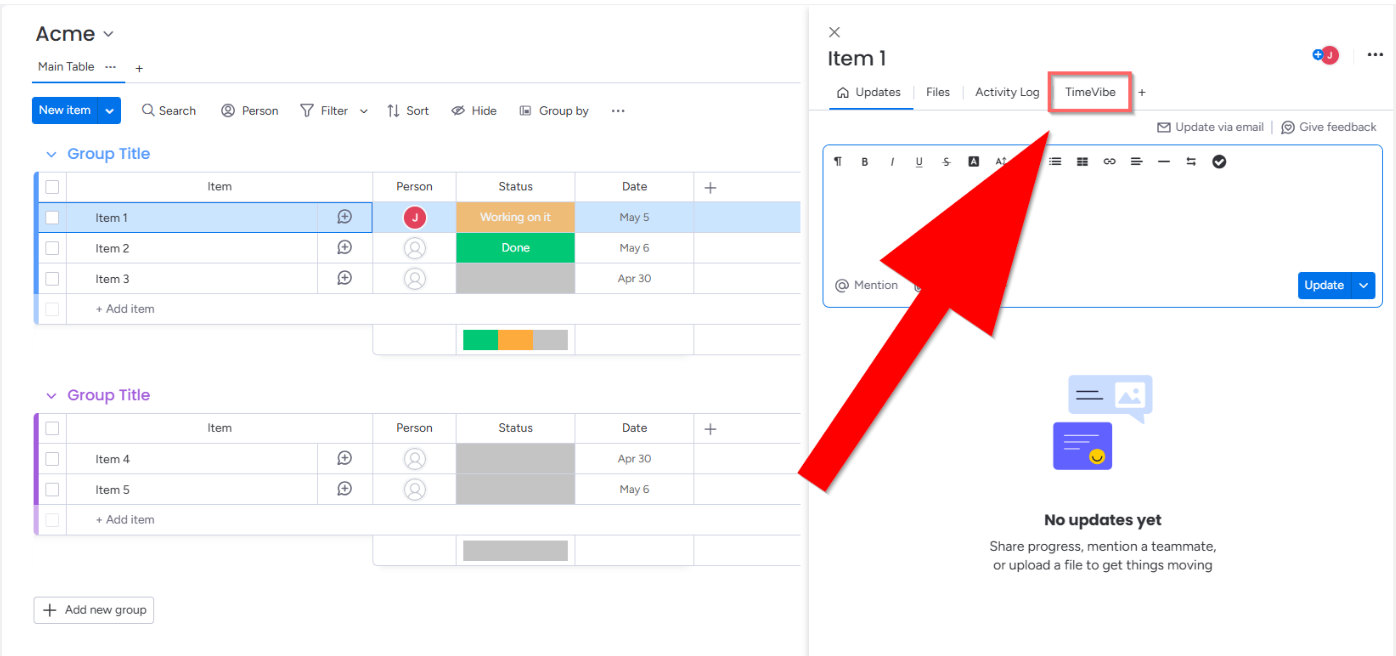
Duration: Time spent for a specific entry.   Use the "-", "+", "0.5h", "1h", "2h", "4h" for speed of entry.

Description: Description of time entered. (optional)

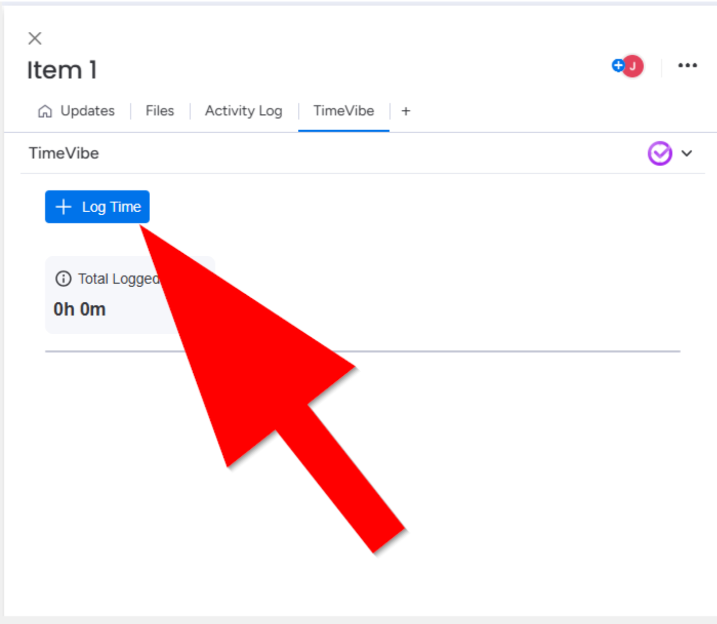
Add custom field: Click on here if you want to add a custom field. The custom field can be a toggle, dropdown, or text field. Fields commonly added by our users are fields like *Billable, Customer, Overtime, Approved, Project* etc.

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.



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.

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)

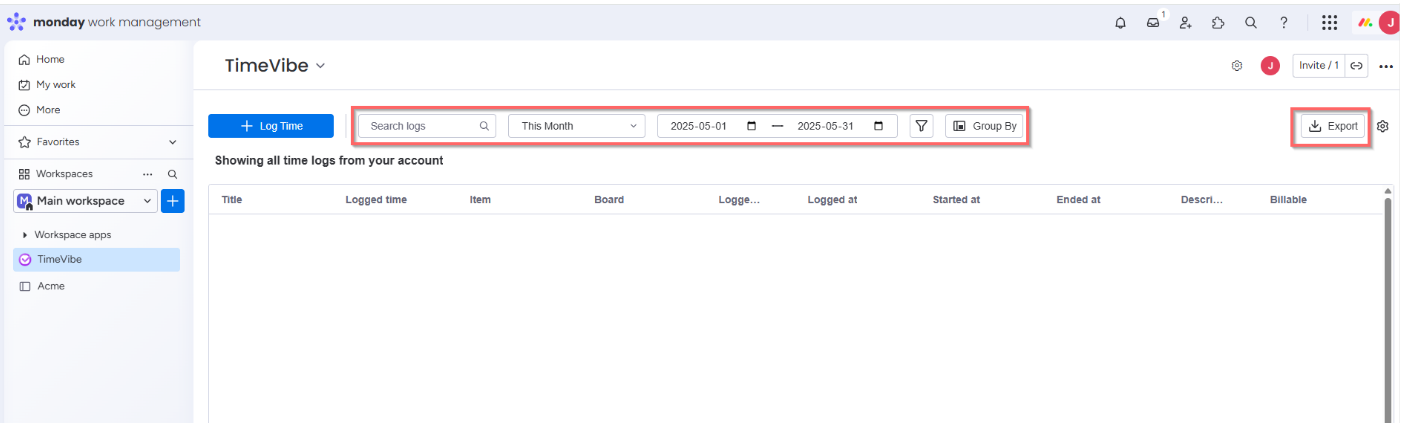
Exporting Time Data

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.

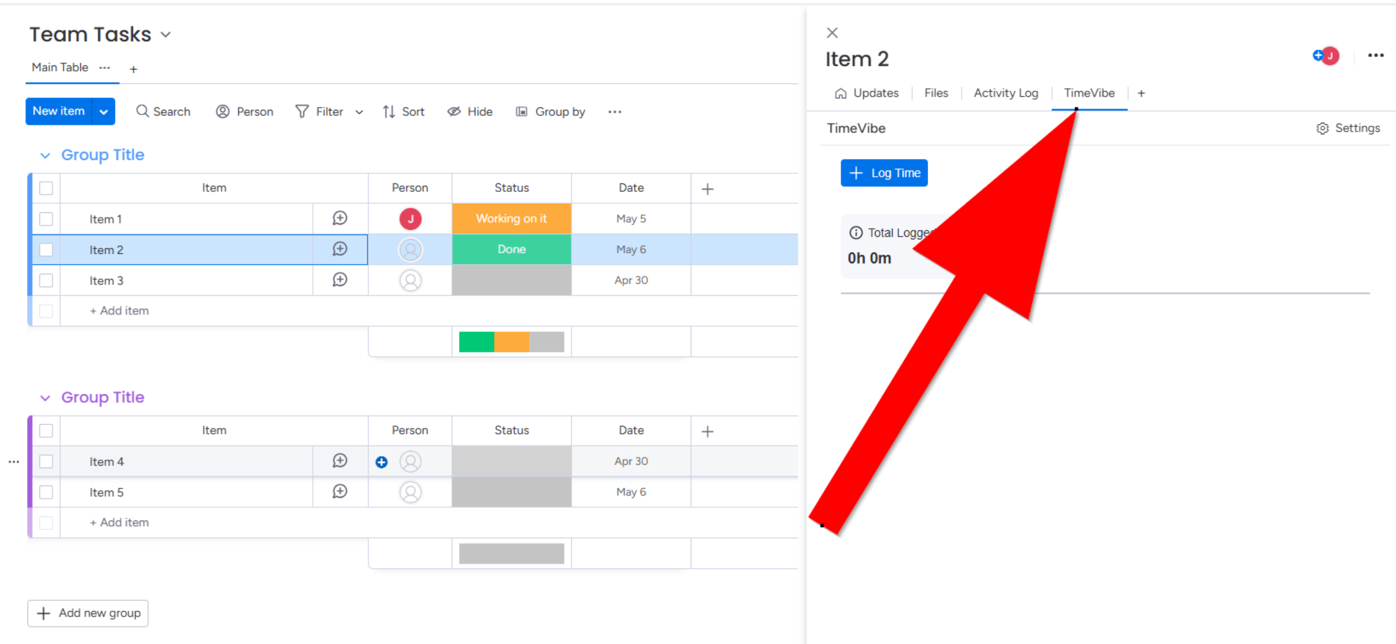
Feature Reference

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.

Logging Time for an Item

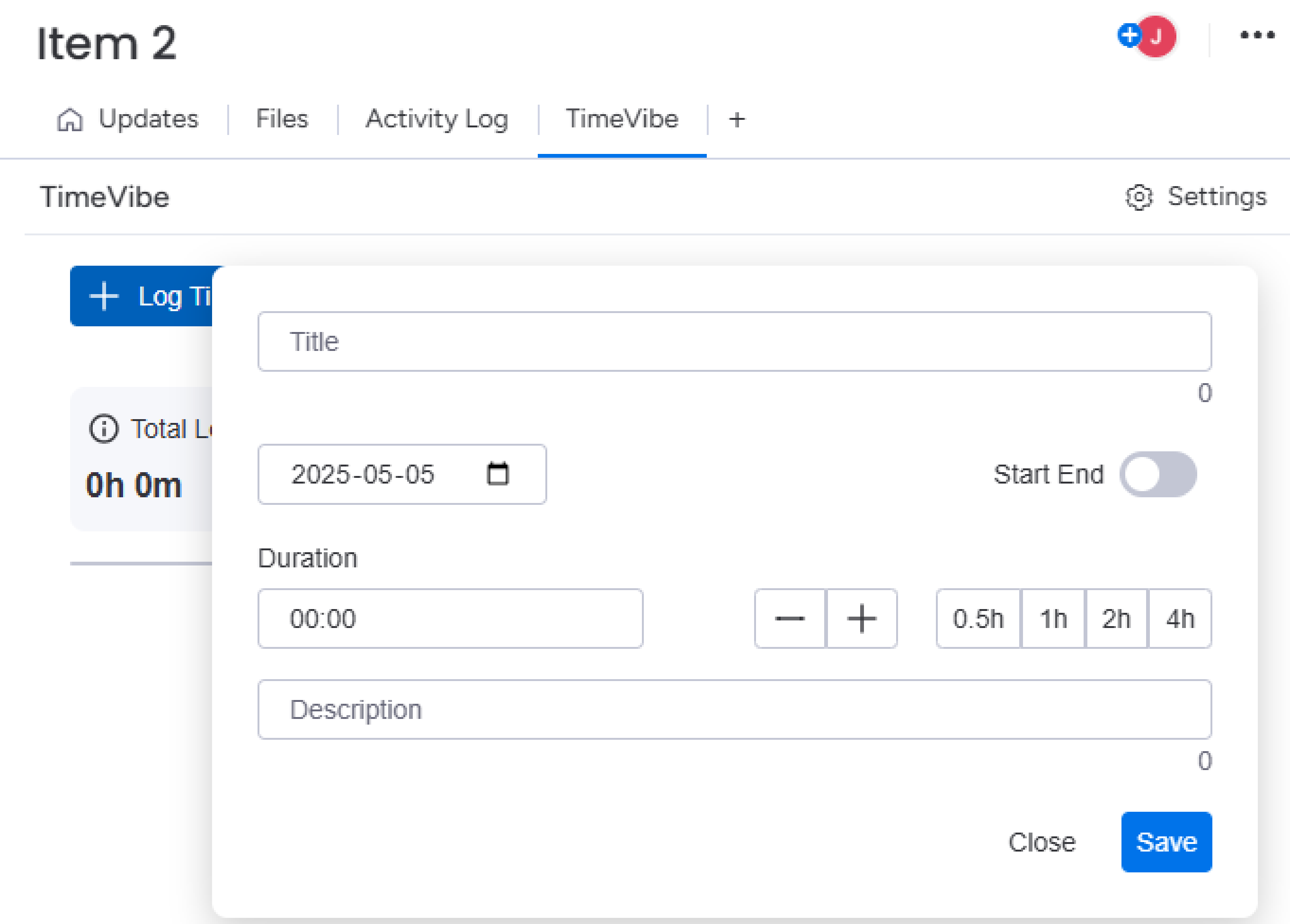
Easily manage time tracking with TimeVibe directly from an item in monday.com. Open the desired item, navigate to the **TimeVibe** tab, and effortlessly add, edit, or delete time entries specific to that item.



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.



Details of each field are as follows:

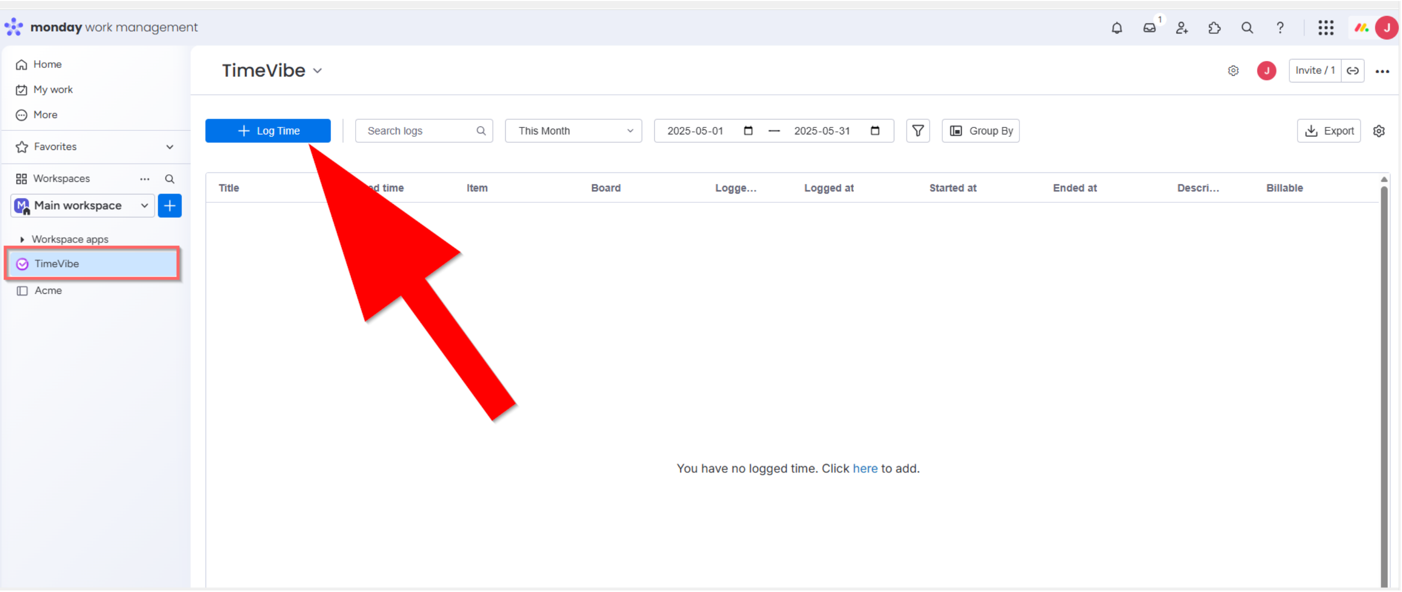
Title: Enter a short description of the work or task.
Date: Select the date of the time entry (defaults to today's date). You can change this if logging past or future time.
Start End: Enable this switch if you want to enter a specific start and end time. Otherwise, you can log just the total duration.
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)
Save Button: Click **Save** to confirm and log the entry. Clicking **Close** will discard the input.

Editing or Deleting Time

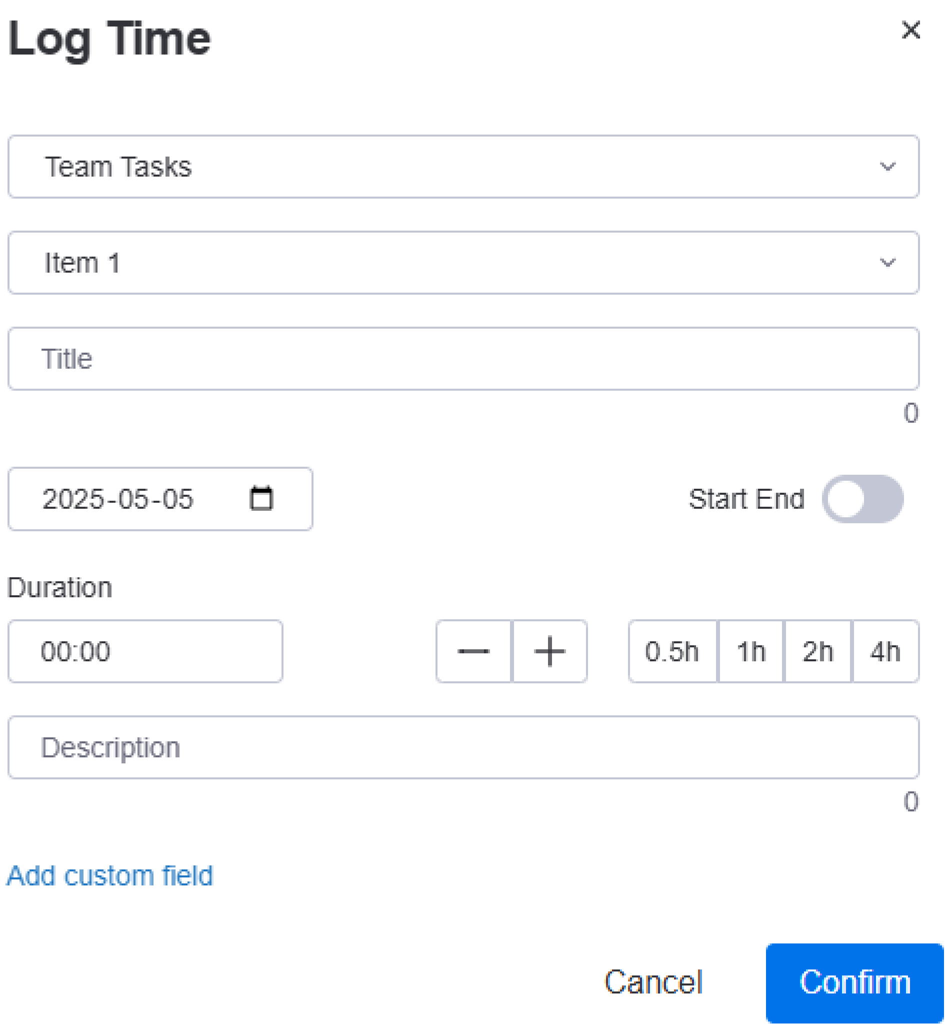
In the TimeVibe tab, each logged time entry has options to **edit** or **delete**. To edit, click the edit icon or button next to the entry, modify the details, and save your changes. To delete, click the delete icon or button, and confirm the removal. These actions respect your user permissions and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

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.



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.

Search
Date

Date Range

Filter

Group by
export

Custom Fields
auto time