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 **Item View** to manually track time, view logs, and use custom fields within individual board items.
2. Adding Time within a Workspace	Use the **TimeVibe Workspace View** 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 **Excel** or a **new Monday board**. Exports include active filters and grouping configurations.
4. Custom Fields	Extend time entries with user-defined metadata. Supports **Toggle**, **Dropdown**, and **Text** fields. Use fields like `Billable`, `Customer`, `Project`, and more.
5. Auto Time	Automate time tracking with **status-based triggers** and **user activity events**. Includes configuration for **sub-item rollups** and **notification alerts**.

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

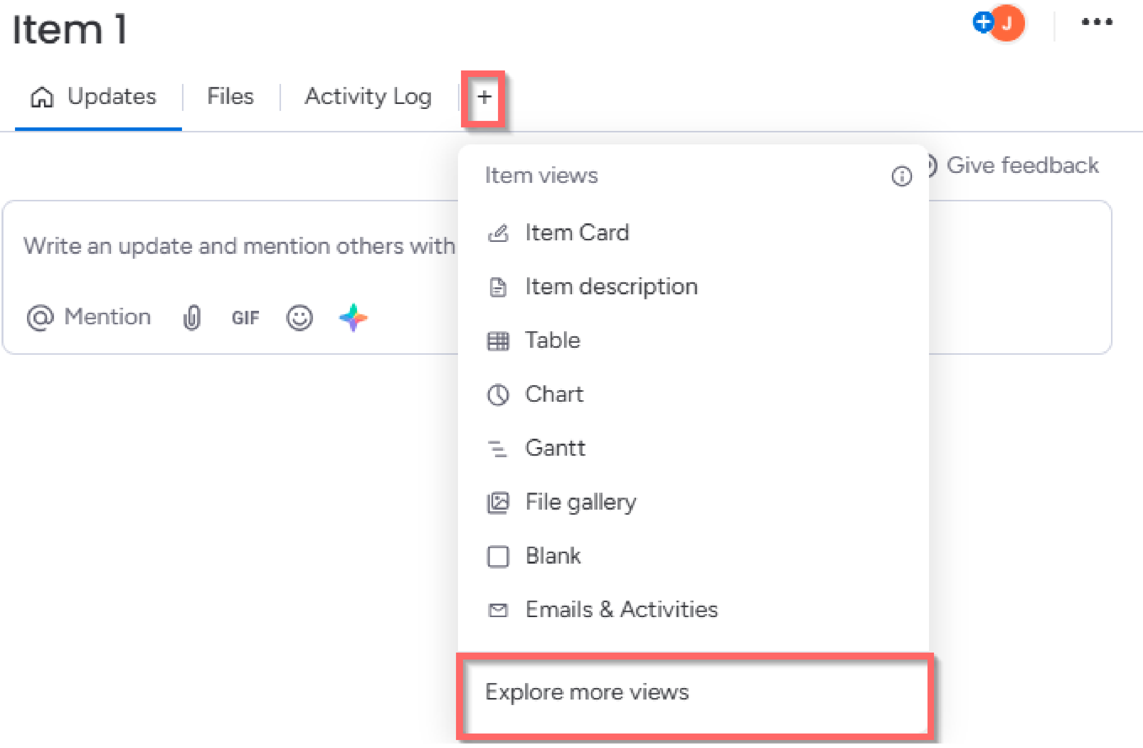
You can access and work with TimeVibe from at Item.   Open the item you want to work with and select the TimeVibe tab to add, edit or remove time for that specific item.

Adding TimeVibe to the Item View

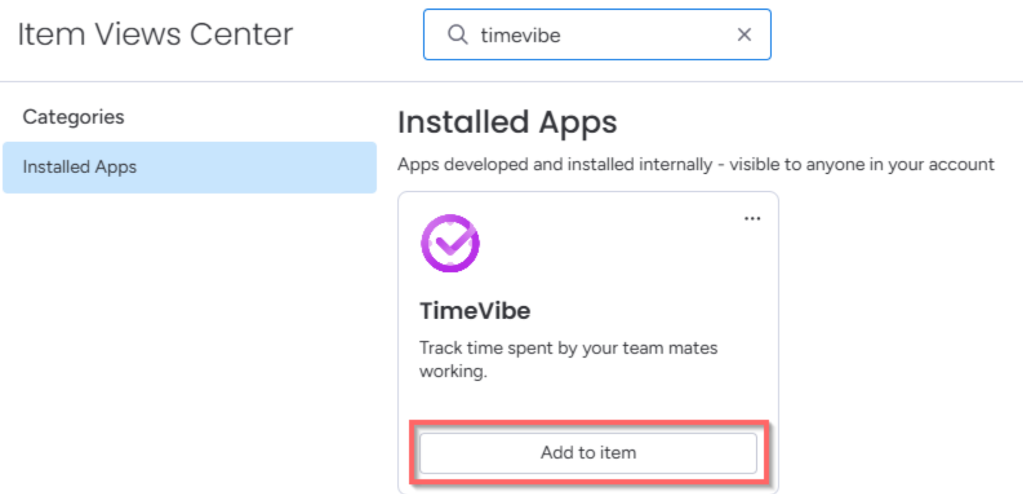
To use **TimeVibe** directly on an item, you must add it to the **Item View**. This allows you to track, view, and manage time logs at the item level.

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**.

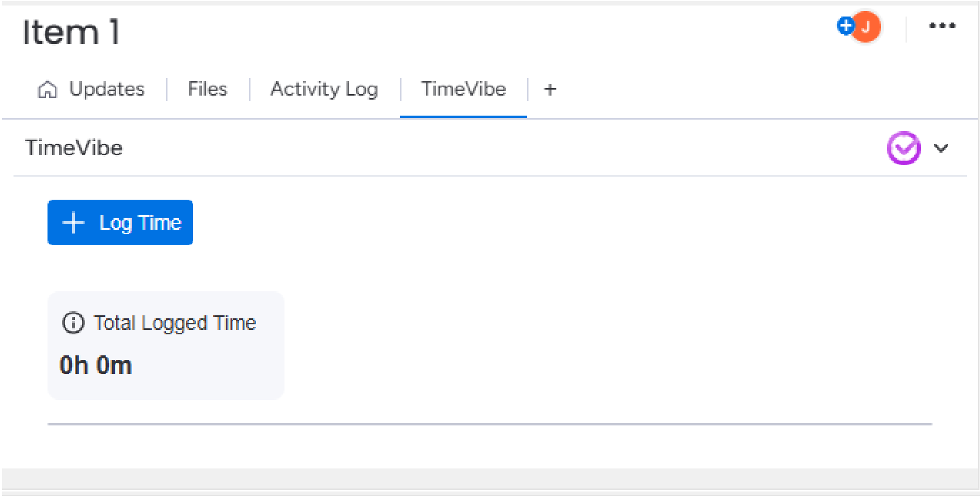


4. Search for **TimeVibe** in the app list.
5. Click Add to Item.



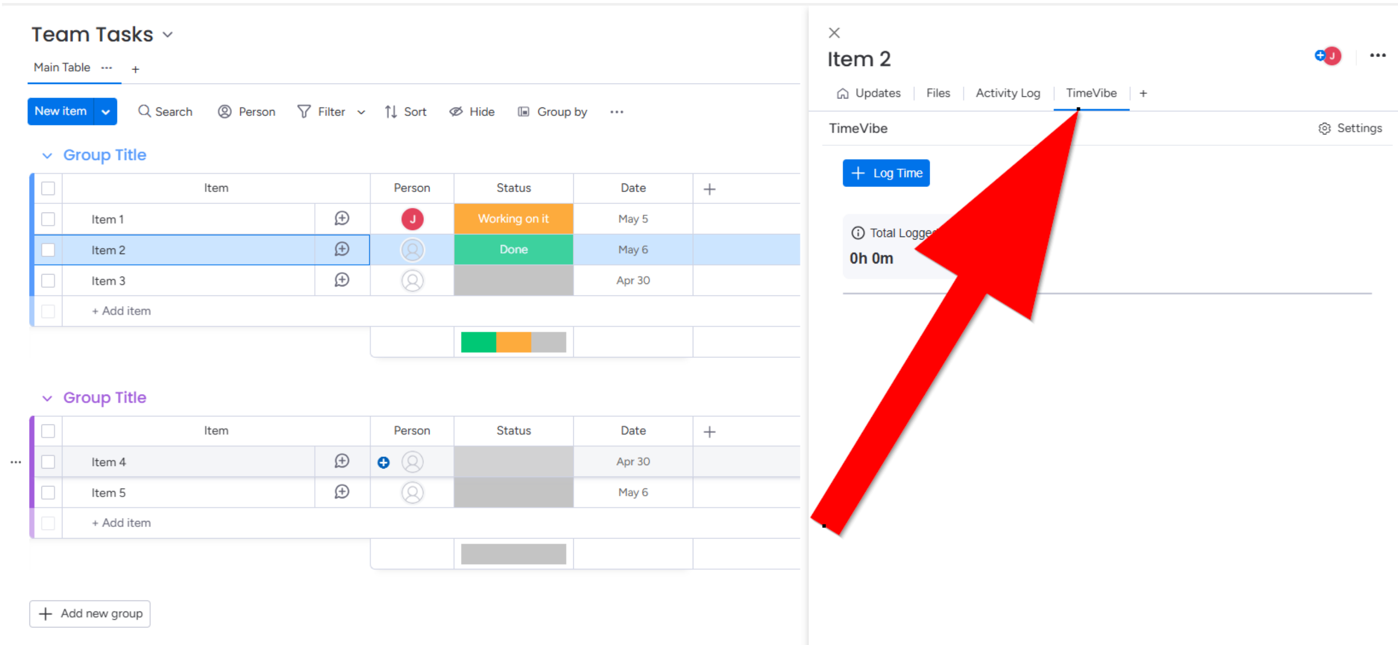
Once added, TimeVibe will load inside the item panel and be available for all items on that board.

> **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.



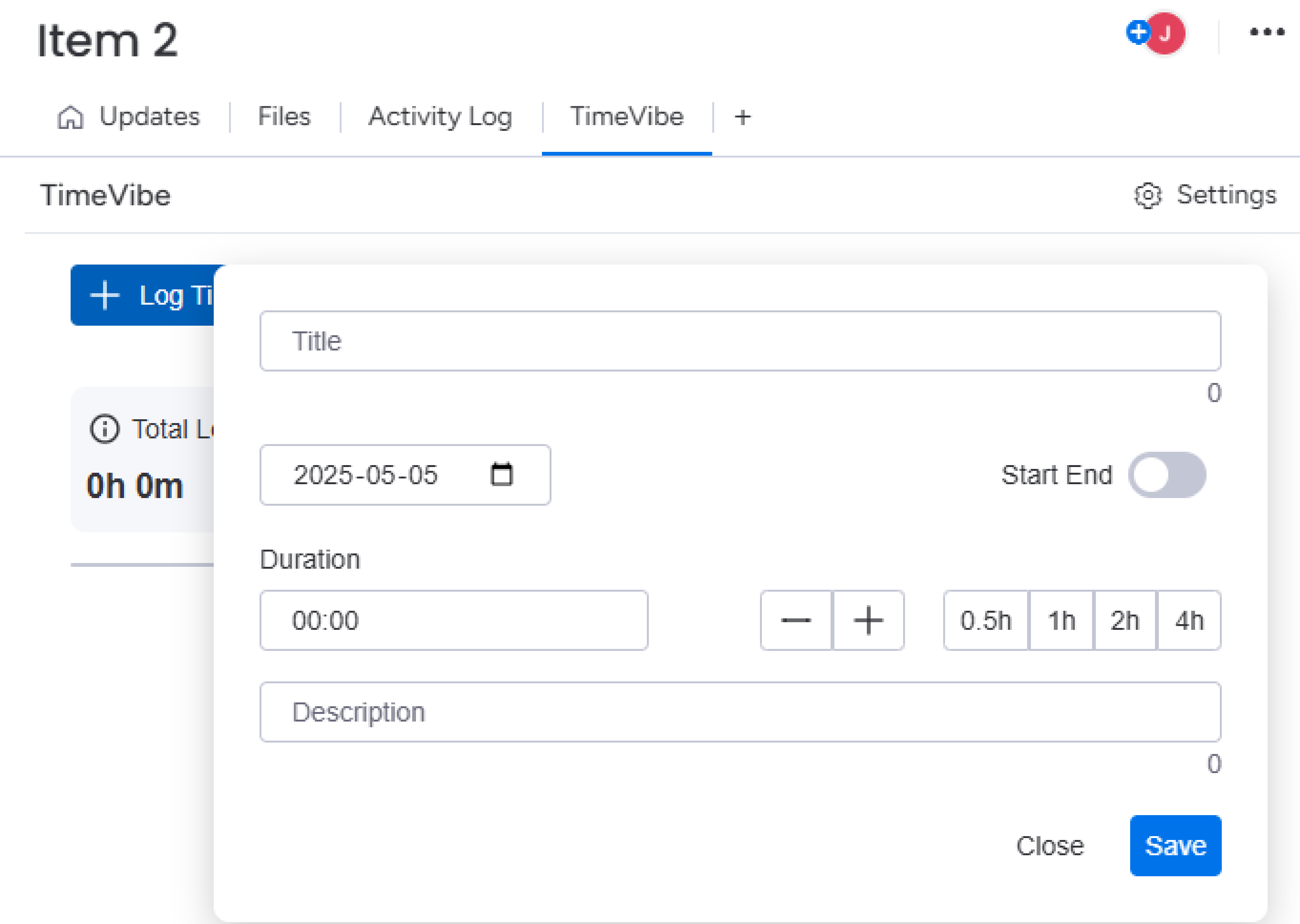
Logging Time for an Item

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.



Details of each field are as follows:

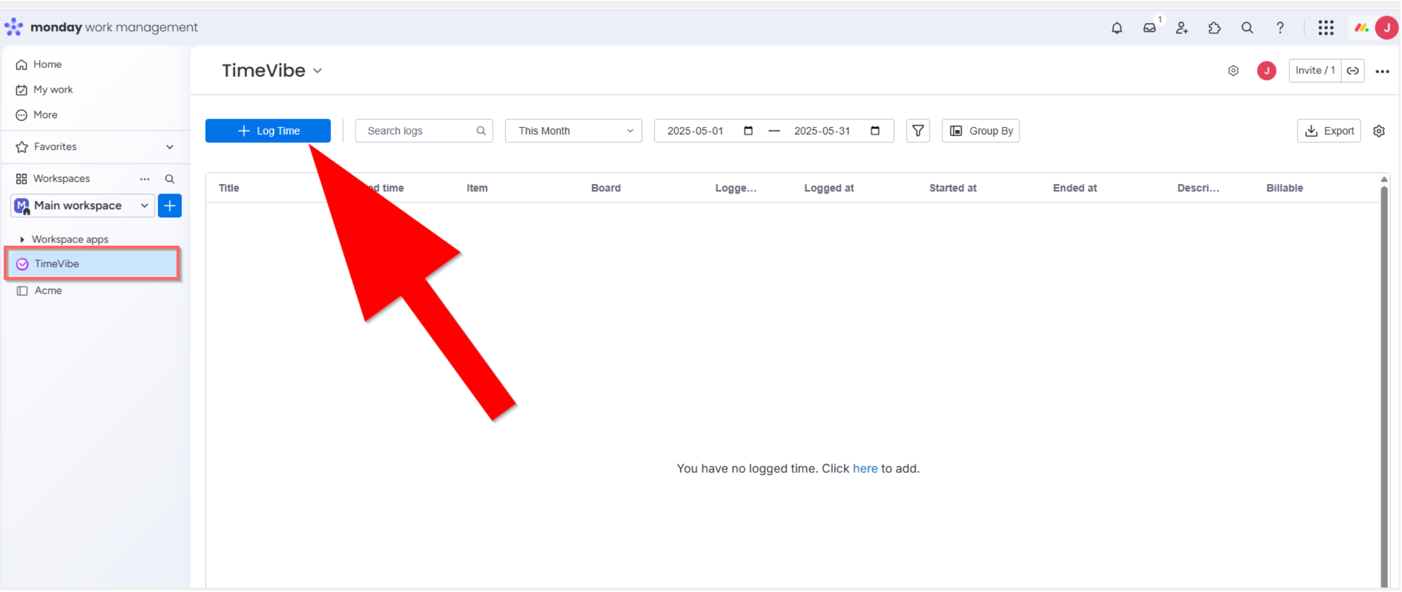
Title: Enter a short description of the work or task.
Date: Select the date of the time entry (defaults to today's date). You can change this if logging past or future time.
Start End: Enable this switch if you want to enter a specific start and end time. Otherwise, you can log just the total duration.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

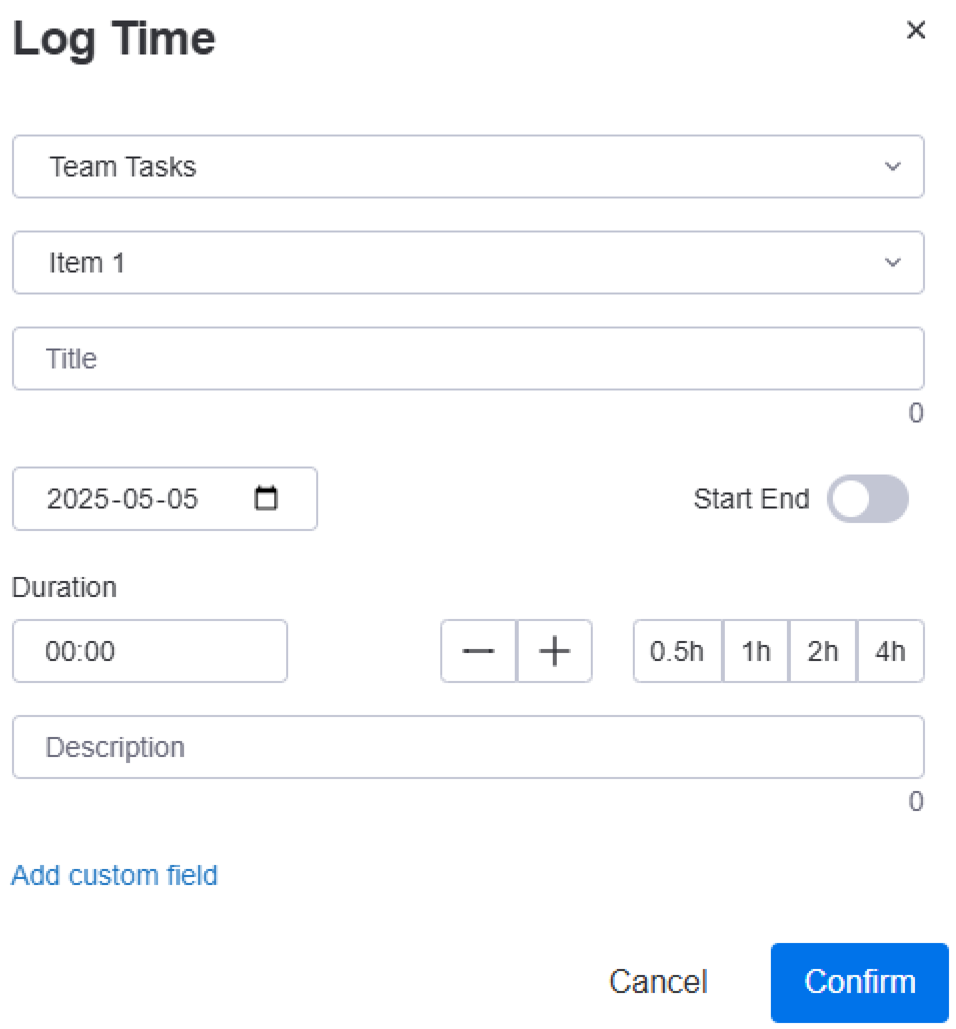
In the TimeVibe tab, each logged time entry has options to **edit** or **delete**. To edit, click the edit icon or button next to the entry, modify the details, and save your changes. To delete, click the delete icon or button, and confirm the removal. These actions respect your user permissions and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

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.



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 you 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 `.xlsx` 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:

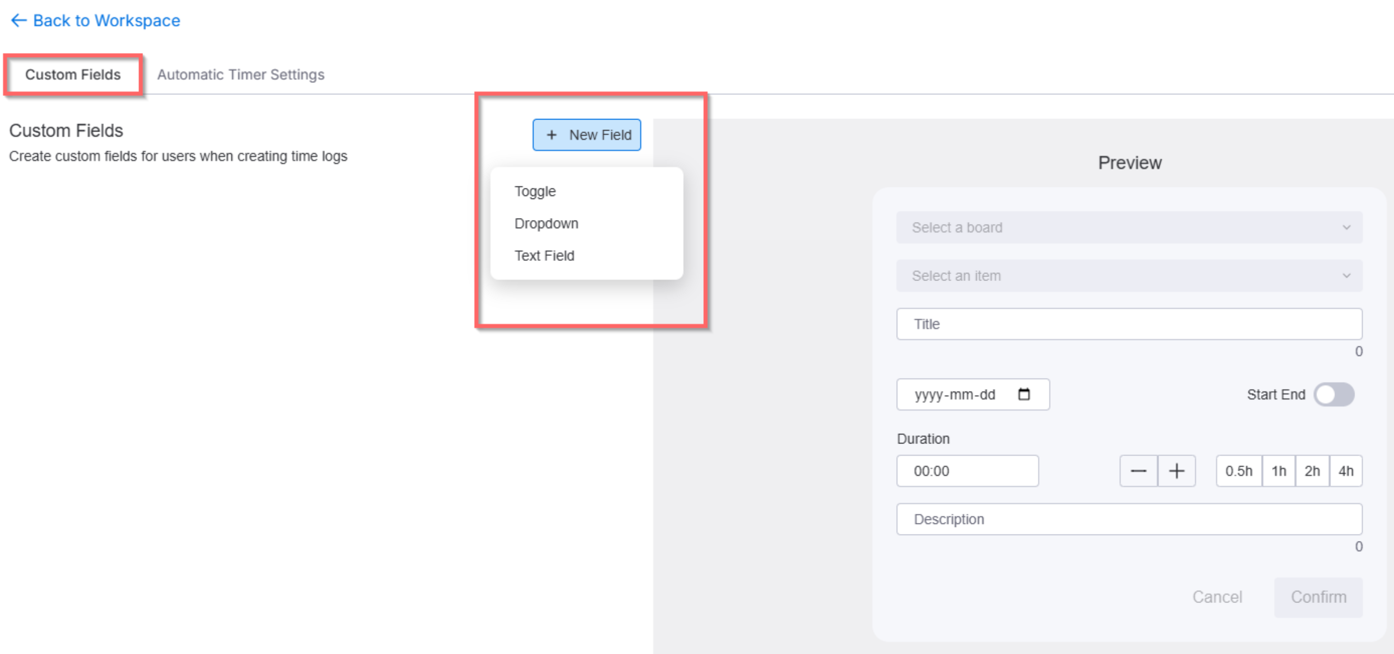
- Tracking billing status with a **Billable** toggle
- Assigning work to a specific **Customer** or **Project**
- Indicating **Overtime** or **Approved** status
- Logging classifications like **Task Type** or **Department**

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 cusom field is immediately available in all time entry dialogs within the app context.



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.

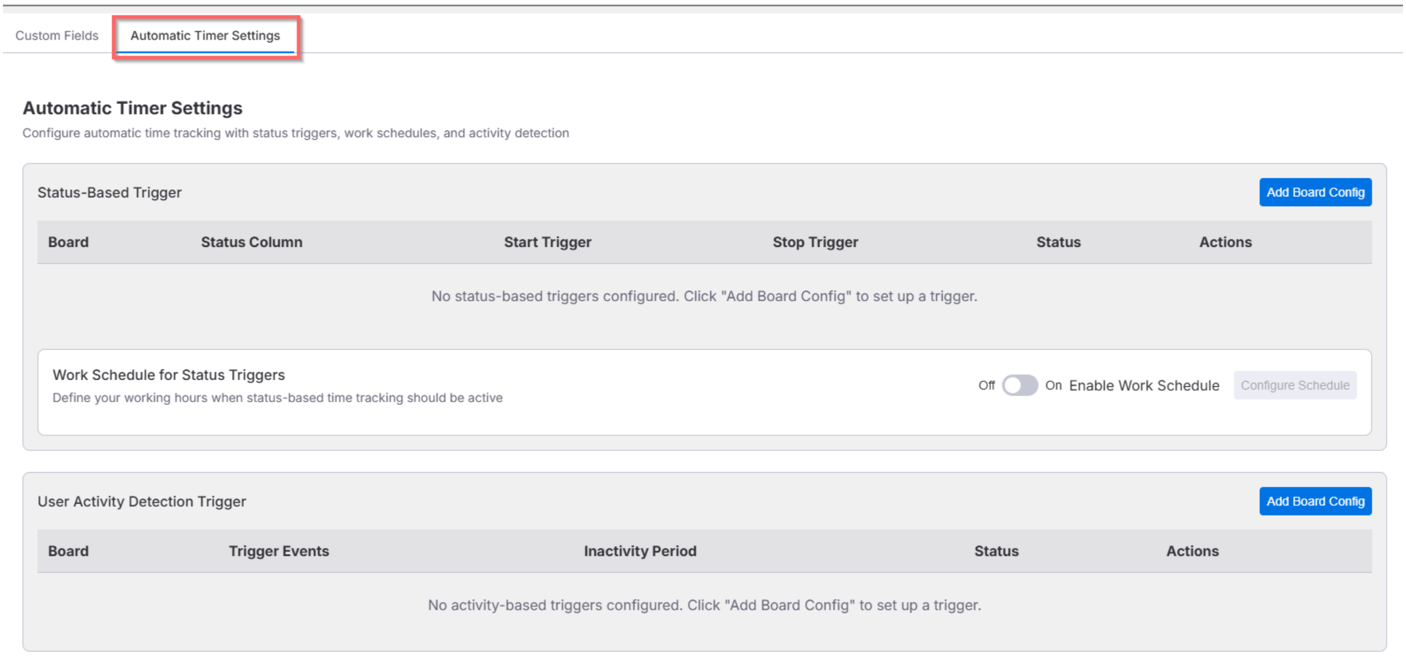
5. Auto Time

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



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

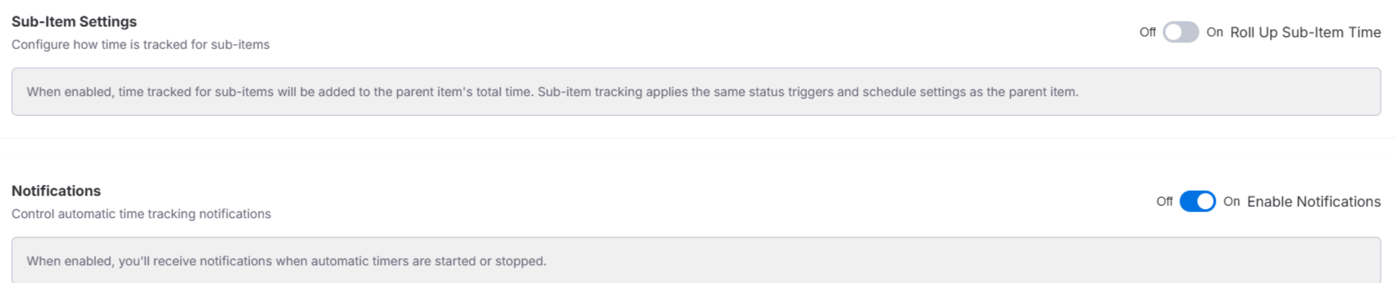
You can choose to include time tracked on sub-items in the total time shown on the parent item.

- 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.



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