Overview

Getting Started with TimeVibe on monday.com

Welcome to TimeVibe: Precision Time Tracking & Team Insights! This guide will help you install, set up, and start using the TimeVibe App to track time on your monday.com tasks. Whether you're managing a project or monitoring team productivity, TimeVibe makes it easy to log and review time spent on items across your boards.

Installing TimeVibe

To begin using TimeVibe, you’ll need to install it in your monday.com workspace. Follow these steps:

1. **Go to the monday.com App Marketplace**: Open your monday.com account and navigate to the App Marketplace from the left sidebar.
2. **Search for TimeVibe**: Type "TimeVibe" into the search bar and select the app when it appears.
3. **Install the App**: Click "Add to your account" or "Install," then choose whether to install it for all workspaces or a specific one.
4. **Confirm Installation**: Follow the on-screen prompts to complete the process. Once installed, TimeVibe will appear in your workspace’s "Apps" section.

Setting Up TimeVibe

After installation, TimeVibe is ready to use with minimal setup. Here’s how to get started:

1. **Access the App**: In your workspace, go to the "Apps" section and click on TimeVibe to open it.
2. **Choose Your View**: TimeVibe offers two ways to interact with it:
   - Workspace View: Log time for any item across your workspace.
   - Item View: Log time for a specific task directly from its details page.

No complex configuration is required—TimeVibe is designed to work seamlessly within your existing monday.com setup.

Logging Time with TimeVibe

TimeVibe lets you manually log time spent on tasks, giving you control over your records. Here’s how to do it:

From the Workspace View

1. Open TimeVibe from the "Apps" section in your workspace.
2. Click **"Log Time"** to start a new entry.
3. Select the board and item you worked on from the dropdown menus.
4. Enter the **start time** and **end time** for your work session (e.g., 9:00 AM to 11:00 AM).
5. (Optional) Add a description (e.g., "Client meeting") or tags for better organization.
6. Click **"Save"** to record the time log.

From the Item View

1. Open the specific item (task) on your board.
2. Find the TimeVibe section in the item's app panel (add it if it's not visible).
3. Click **"Log Time"**.
4. Input the **start time** and **end time**, plus any description or tags if needed.
5. Click **"Save"** to store the log with that item.

Viewing and Managing Time Logs

Once you've logged time, you can review and manage your entries easily:

In the Workspace View

- Open TimeVibe from the "Apps" section to see all time logs across your workspace.
- Use filters to sort logs by date, user, board, or item (e.g., "Show logs from this week").
- Export your logs to a CSV file by selecting the export option, perfect for reports or analysis.

In the Item View

- Open the item and go to the TimeVibe section.
- View all logs tied to that task.
- Edit or delete logs if needed (e.g., adjust an end time) by clicking on the entry.

Troubleshooting Tips

If you run into issues, try these quick fixes:
- App Not Showing Up? Check that it's installed and you have permission to access it in your workspace.
- Logs Not Saving? Ensure start and end times are entered correctly and in a valid format (e.g., HH:MM AM/PM).
- Can't Find Item View? Add TimeVibe to the item's app panel via the "Apps" menu in the item details.

For more help, reach out to our support team (details typically found in the app settings or on our website).

Why Use TimeVibe?

TimeVibe helps you:
- Track time spent on tasks with precision.
- Gain insights into team productivity by logging time separately for each user.
- Keep all your time data within monday.com, no extra tools needed.

Start logging your time today and see how TimeVibe transforms your workflow!

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