

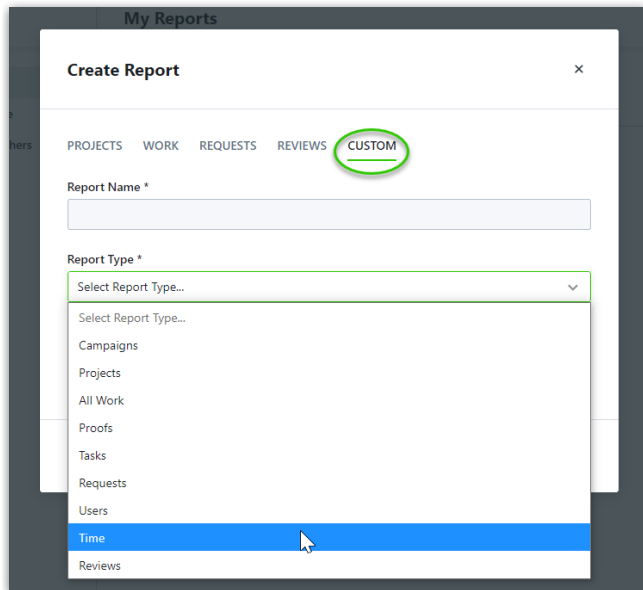
Time Report

Published on 01/27/2022

For teams using Workflow's time tracking feature, the Time Report shows how much time users logged against tasks and proofs, allowing you to understand where your team's efforts are being spent. Include request information and custom field data for additional insights into how creative bandwidth has been consumed across the organization.

**Time reports are only available to Business & Enterprise customers*

To create a Time report, select **CUSTOM** and choose **Time** under **Report Type**.



Available Columns & Filters

	Available Columns	Available Filters
Archived Status	✓	✓
Associated Work Type		✓
Campaign ID	✓	
Campaign Name	✓ (Selected By Default)	✓
Category	✓ (Selected By Default)	✓
Custom Fields	✓	✓
Date		✓
Date Worked	✓ (Selected By Default)	
Members		✓
Notes	✓ (Selected By Default)	

	Available Columns	Available Filters
Project ID	✓	
Project Name	✓ (Selected By Default)	✓
Request ID	✓	
Request Name	✓	
Request Number	✓	
Request Status	✓	
Request Type	✓	✓
Requester Name	✓	✓
Task ID	✓	
Total Time Tracked	✓ (Selected By Default)	
Work Name	✓ (Selected By Default)	

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