

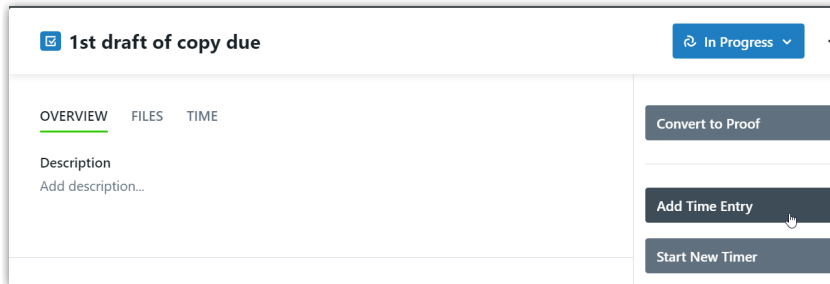
# Time Entries

Published on 01/27/2022

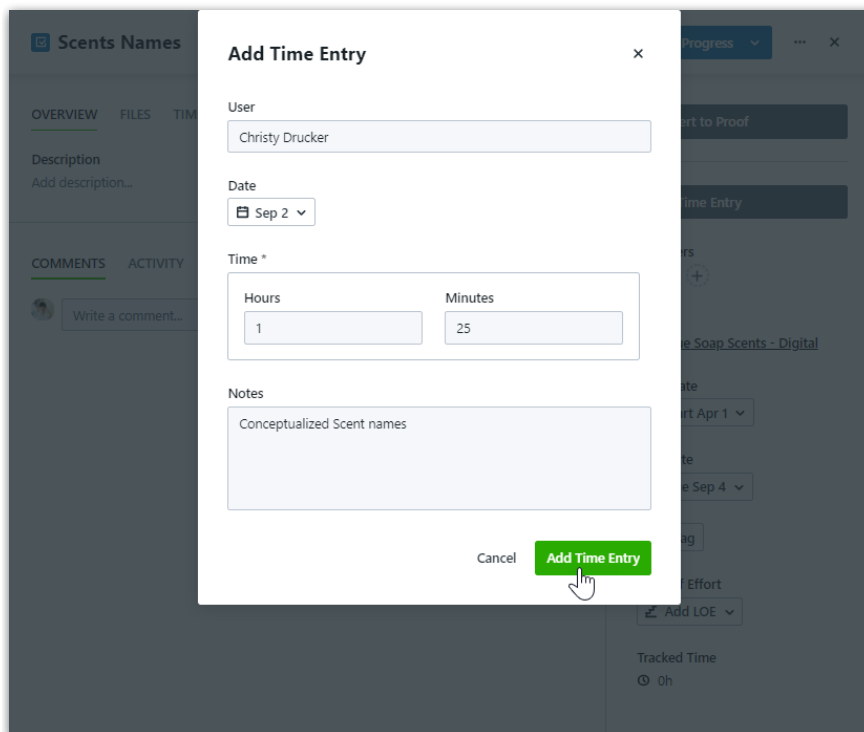
*Time Tracking is only available for Business and Enterprise customers.*

## Adding New Time

To add time to a task or proof, navigate to the relevant work item. On the right-hand side of the task or proof details modal, select the **Add Time Entry** button to add a new entry manually or the **Start New Timer** button to begin counting time with our [Timers](https://guide.lytho.com/help/timers) (<https://guide.lytho.com/help/timers>) feature.



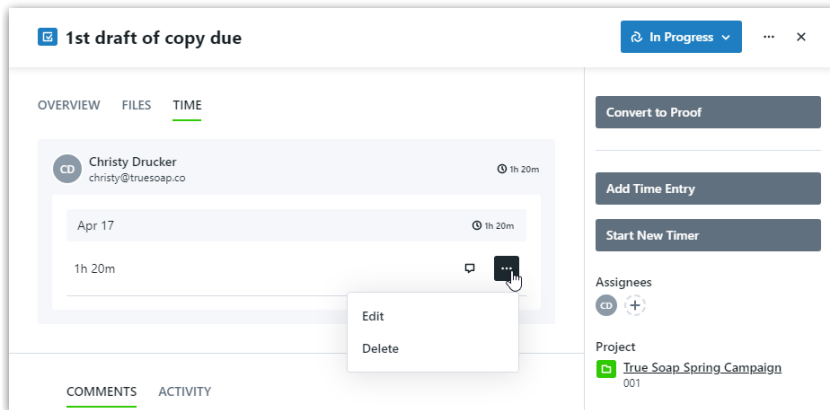
From the **Add Time Entry** option, select the relevant date, and enter the tracked time in hours and minutes. When available, choose a time type from the required **Category** menu and add any relevant notes as necessary. The default time category specified in each Team Member's personal settings will be pre-selected on all new time entries.



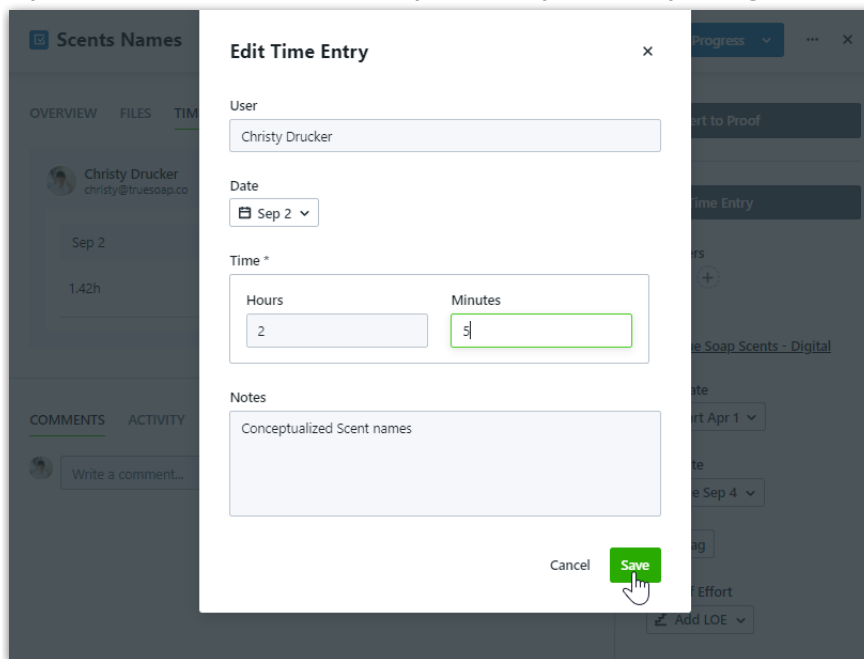
Click **Add Time Entry** to finalize your entry.

## Managing Time Entries

To view or edit time on a task or proof, select the **TIME** tab from the work details modal. To manage an entry, select the action menu to the right of the individual time entry. Choose **Edit** to update the time entry or **Delete** to remove it from the work item.



If you choose to edit the time entry, make any necessary changes in the **Edit Time** modal and click **Save**.



The total time recorded by all users on a task or proof will show beneath **Tracked Time** on the right-hand side of the modal. From the **TIME** tab, you can also view the total time tracked per user on that task or proof.

1st draft of copy due

In Progress

OVERVIEWFILES

TIME

CDChristy Drucker  
christy@truesoap.co

1h 20m

Apr 17

1h 20m

COMMENTS

ACTIVITY

LS

Add a comment...

Convert to Proof

Add Time Entry

Start New Timer

Assignees

CD+

Project

True Soap Spring Campaign  
001

Priority

Add Priority

Start Date

Add Start Date

Due Date

Add Due Date

Add Tag

Level of Effort

5h

Tracked Time

1h 20m

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