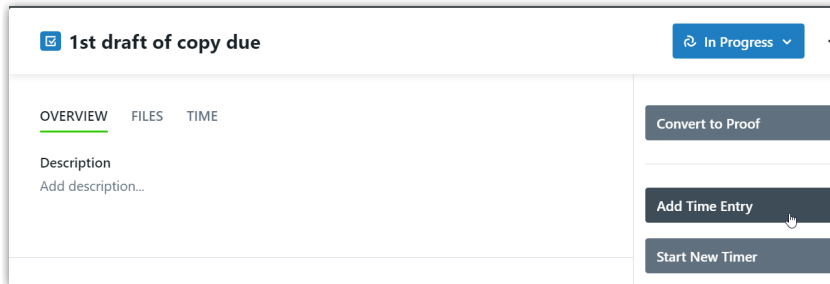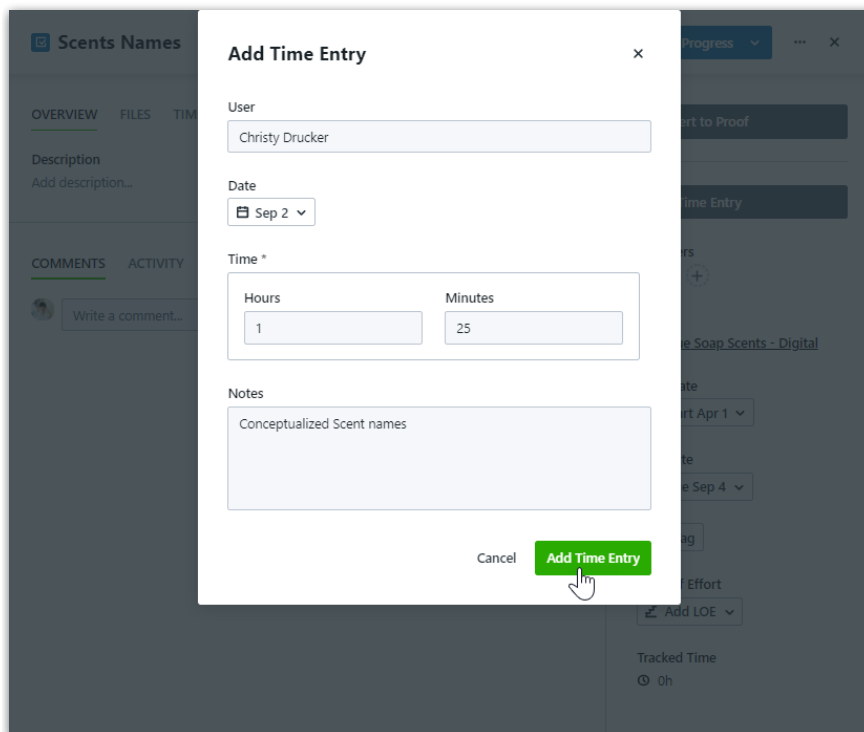# Time Entries

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) feature.
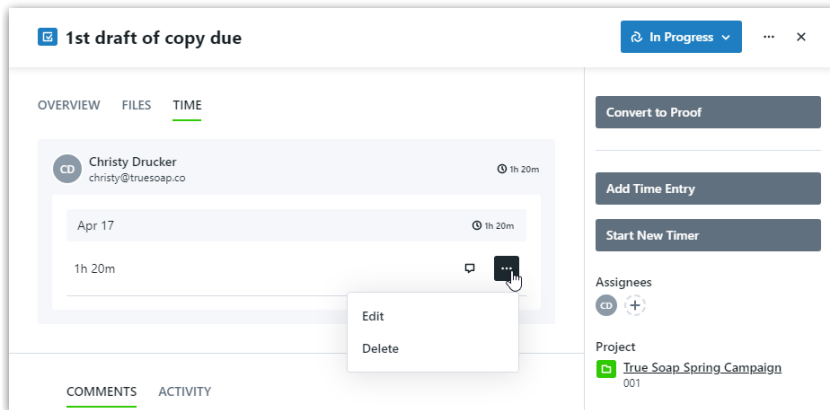

From the **Add Time Entry** option, select the relevant date, and enter the tracked time in hours and minutes. When available, choose a time type from the required **Category** menu and add any relevant notes as necessary. The default time category specified in each Team Member's personal settings will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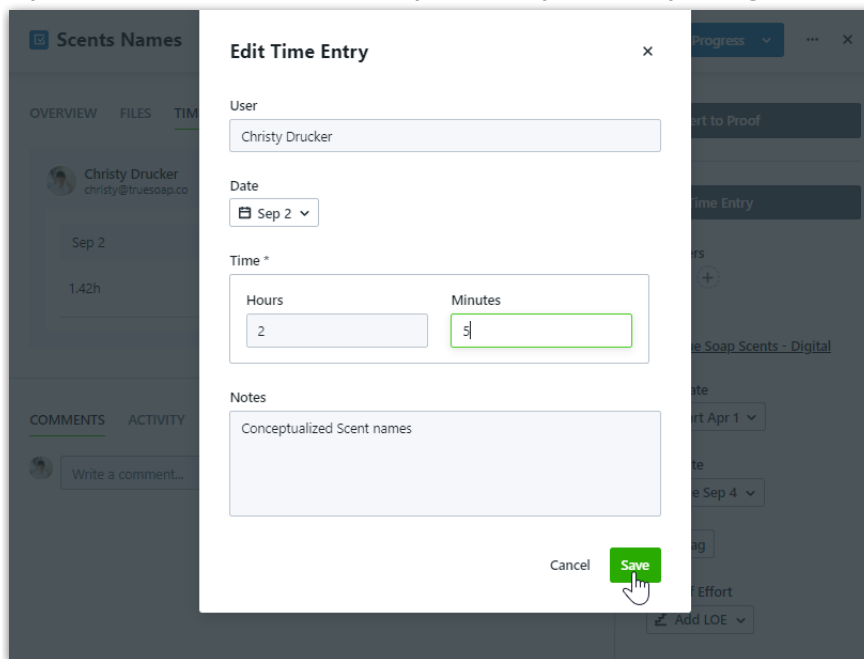

Click **Add Time Entry** to finalize your entry.

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.