

Getting Started With Time Tracking

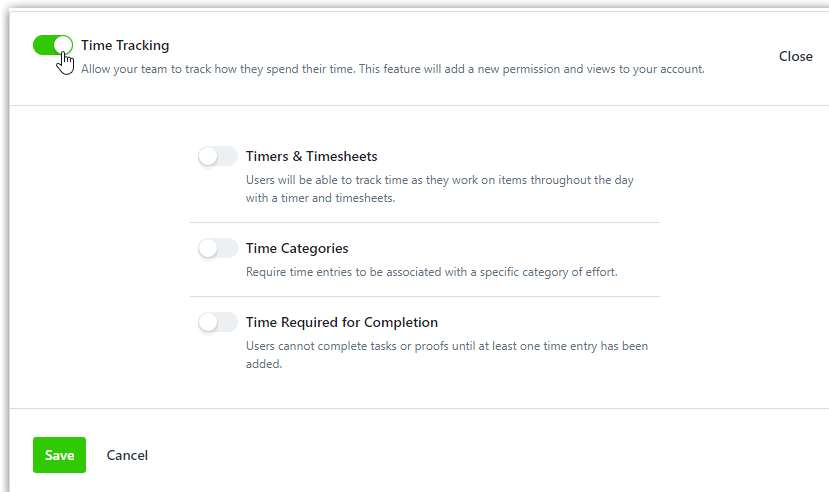
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Time Tracking is only available for Business and Enterprise customers.

Time Tracking

To enable your team to easily track time on tasks and proofs, including additional notes and custom time categories, navigate to the the **Features** sub-navigation in **Account Settings**.

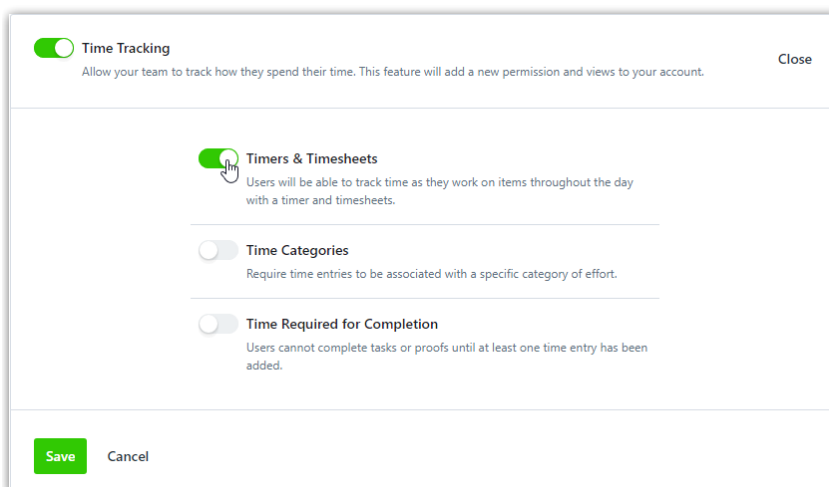
To enable or disable, click the toggle to the left of the **Time Tracking** feature.



The screenshot shows a modal window titled "Time Tracking" with a green toggle switch turned on. Below the title, it says "Allow your team to track how they spend their time. This feature will add a new permission and views to your account." There are three sub-toggles, all of which are currently turned off: "Timers & Timesheets", "Time Categories", and "Time Required for Completion". At the bottom, there are "Save" and "Cancel" buttons.

Timers & Timesheets

Timers (<https://guide-ignite.inmotionnow.com/help/timers>) provides an easy and convenient way for your team to accurately track time by starting and pausing timers as they work on tasks and proofs throughout the day. **Timesheets** (<https://guide.lytho.com/help/timesheets>) provides users with a view to easily see time tracked broken down per project, task, and even category on a day-by-day basis. Enable this feature by toggling on **Timers & Timesheets**. If not enabled, team members will still be able to create individual time entries against tasks and proofs.



This screenshot is similar to the previous one, but the "Timers & Timesheets" sub-toggle is now turned on (green). The other sub-toggles, "Time Categories" and "Time Required for Completion", remain turned off. The "Save" and "Cancel" buttons are still at the bottom.



This subfeature toggle will enable both [Timesheets](https://guide.lytho.com/help/timesheets) and [Timers](https://guide.lytho.com/help/timers) features.

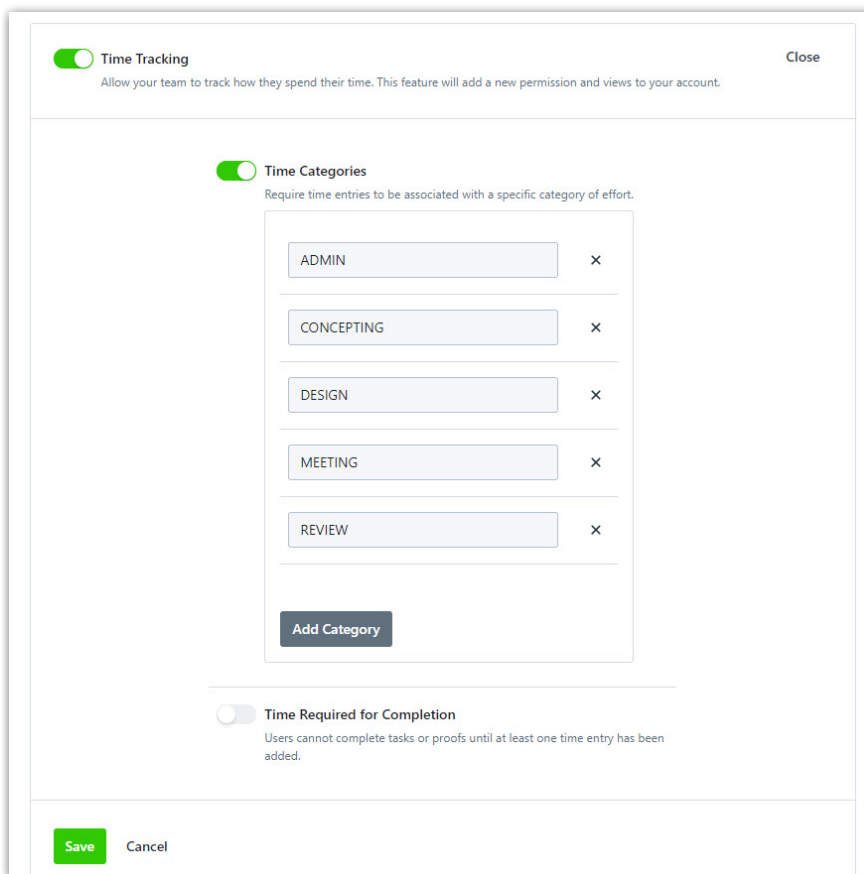
Time Categories

Time Categories requires each time entry to be associated with a specific category of work. The system will provide four default categories that you can edit or remove. Users will have the option to select a specific default time category to their time entries in their [Personal Settings](https://guide-ignite.inmotionnow.com/help/profile-management#preferences).

Click on an individual category title to edit the text and click away to save.

Click on the **X** to the right of a category title to remove it from your account.

You can also add additional categories as needed. Click **Add Category**, near the bottom of the screen, to create an additional time category.



The screenshot shows a 'Time Tracking' settings modal. At the top, there's a toggle for 'Time Tracking' which is turned on, with a description: 'Allow your team to track how they spend their time. This feature will add a new permission and views to your account.' Below this is the 'Time Categories' section, also with a toggle turned on, and a description: 'Require time entries to be associated with a specific category of effort.' This section contains a list of five categories: ADMIN, CONCEPTING, DESIGN, MEETING, and REVIEW. Each category is in a text box with an 'X' icon to its right for removal. At the bottom of this list is an 'Add Category' button. Below the categories is another toggle for 'Time Required for Completion', which is currently turned off, with a description: 'Users cannot complete tasks or proofs until at least one time entry has been added.' At the very bottom of the modal are 'Save' and 'Cancel' buttons.

Provide a name for the category and click **Create Time Category**.


Create Time Category ×

Time Category Name *

CancelCreate Time Category

Now, when a user attempts to add a time entry, these categories will show as available options in the required **Category** field from the **Add Time** modal. The default time category will be automatically selected for all new time entries, but can be changed in the Add Time modal.

Add Time ×

Date
 Sep 24

Time *

Hours

Minutes

Category *

✓ Select time type...

ADMIN

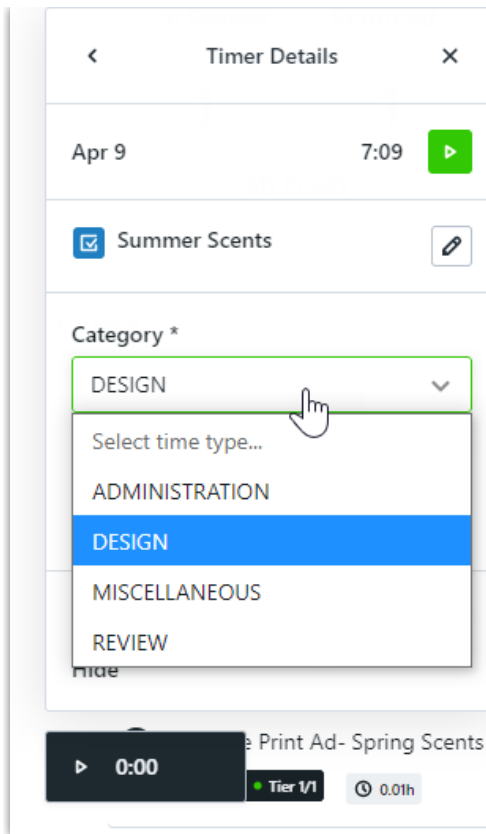
CONCEPTING

DESIGN

REVIEW

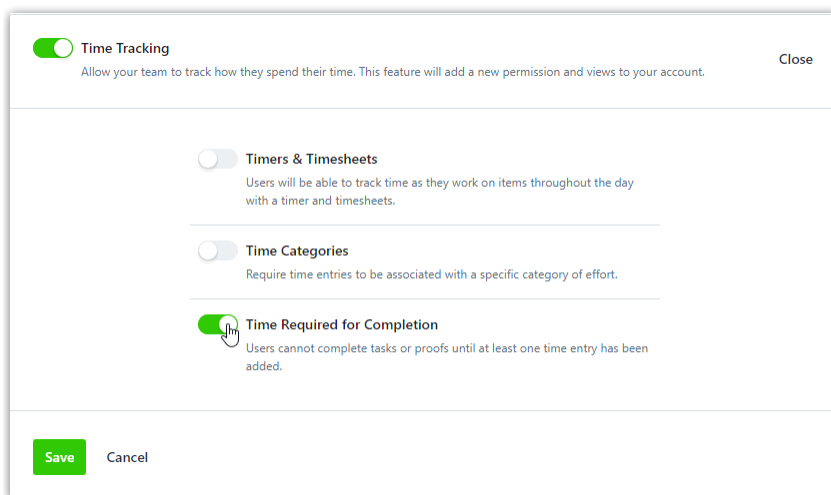
CancelAdd Time

If you have **Timers & Timesheets** enabled, the default time category will be selected in all newly created timers, but can be changed in the **Timers Details**.



Time Required for Completion

If you would like to require all users to enter time before they can complete work, enable **Time Required for Completion**.



Users will be prompted to add their time entry when completing work items with no tracked time.

2023 at 5:50 pm

SCENT

Spring Scent Social Ad Due Jun 18 at 5:00 pm

2/6

×

Add Time Entry

Time has to be tracked before True Soap Spring Scent Ad can be completed.

User

Christy Drucker

Date

May 14

Time *

Hours

Minutes

Category *

DESIGN

Notes

What work was done?

Cancel

Add Time Entry

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