

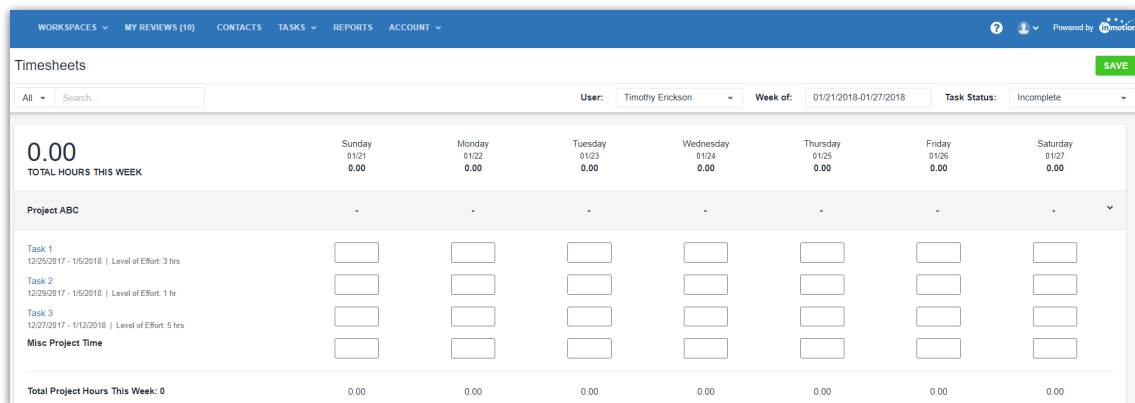
# Time Tracking

Published on 06/19/2018

## Using Timesheets

Timesheets are a way to track your time worked per task, organized by project.

1. Navigate to **Workspaces > Timesheets**.
2. If you are assigned to a project as a team member, you will be able to see all existing project tasks on your Timesheet. Start by clicking the project name to see individual tasks.
3. Now, you can enter in the amount of time that you have spent on project tasks per week in an easy to use, summarized view.






	Sunday 01/21	Monday 01/22	Tuesday 01/23	Wednesday 01/24	Thursday 01/25	Friday 01/26	Saturday 01/27
<b>0.00</b> TOTAL HOURS THIS WEEK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Project ABC</b>	-	-	-	-	-	-	-
Task 1 12/25/2017 - 1/5/2018   Level of Effort: 3 hrs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Task 2 12/29/2017 - 1/5/2018   Level of Effort: 1 hr	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Task 3 12/27/2017 - 1/13/2018   Level of Effort: 5 hrs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Misc Project Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Project Hours This Week: 0</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00

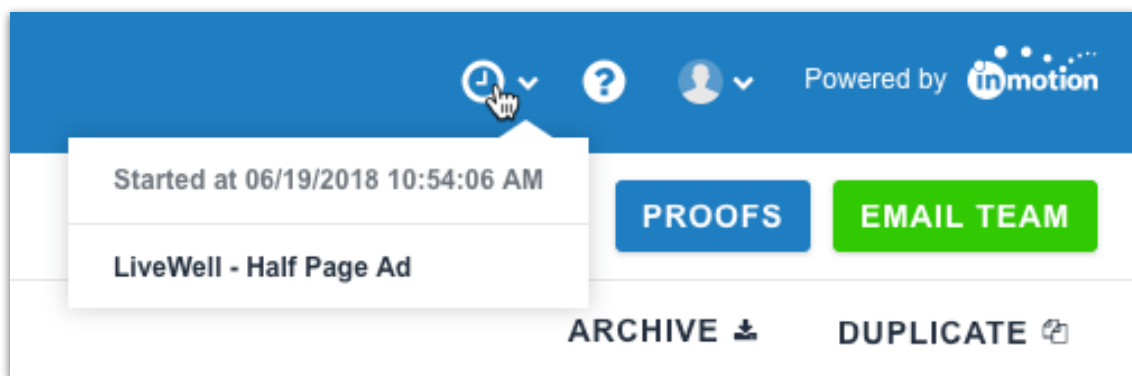
## Using Schedule Timers

Task timers provide a convenient way to track your time spent per task while you are actively working on a project.

1. Navigate to the relevant **Project Dashboard**.
2. Next to each task in the **Schedule** column, you will find a stopwatch icon. You can start and stop the timer by clicking here. Note: When the timer is on, the stopwatch will have a green background and the **My Time Spent** counter will continue to increase.

Schedule		EDIT
<input type="checkbox"/>	<b>Create V1 and post for review</b> Gwen Derby Start: Mon 09/25/17 9:00 AM Due: <b>Tue 09/26/17 5:00 PM</b> Level of Effort: 3 hrs <b>My Time Spent: 10 Minutes</b>	
<input type="checkbox"/>	<b>Provide Feedback on V1</b> Christy Drucker, Paul Morad Start: Tue 09/26/17 9:00 AM Due: <b>Thu 09/28/17 5:00 PM</b> Level of Effort: 30 mins <b>My Time Spent: 0 hours</b>	
<input type="checkbox"/>	<b>Create V2 and post for review</b> Gwen Derby Start: Fri 09/29/17 9:00 AM Due: <b>Fri 09/29/17 5:00 PM</b> Level of Effort: 1 hr <b>My Time Spent: 0 hours</b>	

- If a timer is running, a clock icon will also display in the right-hand side of the navigation bar so that you can keep track of your time if you navigate away from the relevant project. Simply click the icon to see the project name with a running timer. Select the project name to navigate back to the project.



The screenshot shows the top navigation bar of the inMotion interface. On the right side, there is a blue bar containing a timer icon (a clock face with a hand cursor), a question mark icon, a user profile icon, and the text "Powered by inmotion". Below the timer icon, a dropdown menu is open, displaying the text "Started at 06/19/2018 10:54:06 AM" and "LiveWell - Half Page Ad". To the right of the dropdown menu, there are two buttons: "PROOFS" (blue) and "EMAIL TEAM" (green). Below these buttons, there are two more buttons: "ARCHIVE" (blue) and "DUPLICATE" (blue).

- If the time needs to be adjusted, you can click on the task link for **My Time Spent** and add or remove time spent on the task.

Create V1 and post for review

Level of Effort: 3 hr 0 min

06/19/2018

hr

min

ADD

Tue 6/19/2018

0

hr

10

min

DELETE

Total: 0 hr 10 min

CANCEL

SAVE

- The total time spent on the project per user and per project is displayed on the bottom left-hand side of the **Project Dashboard** page under **Project Timer**. From here you can also view a log of all time entries made to the project.

Project Timer

VIEW LOG

My Total Time Spent:  
10 Minutes

My Misc Time  
0 hours 0 minutes

Total Time ALL:  
3 Hours 20 Minutes

## My Tasks

If you prefer to see a list of all your assigned tasks at once, you can utilize the **My Tasks** view to quickly add time across multiple projects.

- Navigate to **Tasks > My Tasks**.
- Be sure to enable the **Task Status** column.

Share Report ▼

Columns ▼

- ☒ Task Name
- ☐ Task Description
- ☒ Task Members
- ☒ Task Status
- ☒ Task Start Date
- ☒ Task Deadline
- ☒ Task LOE
- ☐ My Time
- ☐ Total Time

Select: [All](#) | [None](#)

**APPLY**

3. From the **Task Status** column, click **Add Time** to enter task time.



true hand soap								
WORKSPACES ▾ MY REVIEWS (6) CONTACTS TASKS ▾ REPORTS ACCOUNT ▾								
Tasks: My Tasks								
Share Report ▾ Columns ▾ CLEAR FILTERS								
Task Name	Task Members ▾	Task ... ▾	Task Start Date ▾	Task Deadline	Task LOE	Project Name ▾	Project Ow... ▾	Project Deadline
Send print file to Marketing	Paul Morad	<input checked="" type="checkbox"/> Add Time	10/9/2017 9:00 AM	10/9/2017 5:00 PM	00:10	LiveWell - Half Page Ad	Christy Drucker	10/9/2017 5:00 PM
Approve V2	Christy Drucker, Paul Morad	<input type="checkbox"/> Add Time	10/2/2017 9:00 AM	10/4/2017 5:00 PM	00:30	LiveWell - Half Page Ad	Christy Drucker	10/9/2017 5:00 PM
Create V2 and post for review	Gwen Derby, Paul Morad	<input type="checkbox"/> Add Time	9/29/2017 9:00 AM	9/29/2017 5:00 PM	01:00	LiveWell - Half Page Ad	Christy Drucker	10/9/2017 5:00 PM
Provide Feedback on V1	Christy Drucker, Paul Morad	<input type="checkbox"/> Add Time	9/26/2017 9:00 AM	9/28/2017 5:00 PM	00:30	LiveWell - Half Page Ad	Christy Drucker	10/9/2017 5:00 PM
Item 1 to 4 of 4 Page: 1 of 1 GO Page size: 4 CHANGE								

4. Enter the date, hour(s) and minute(s) and click **ADD** to create the entry. Click **SAVE** to exit.

Approve V2

Level of Effort: 0 hr 30 min

06/19/2018

hr

30

min

ADD

Total: 0 hr 0 min

CANCEL

SAVE