

# Getting Started With Time Tracking

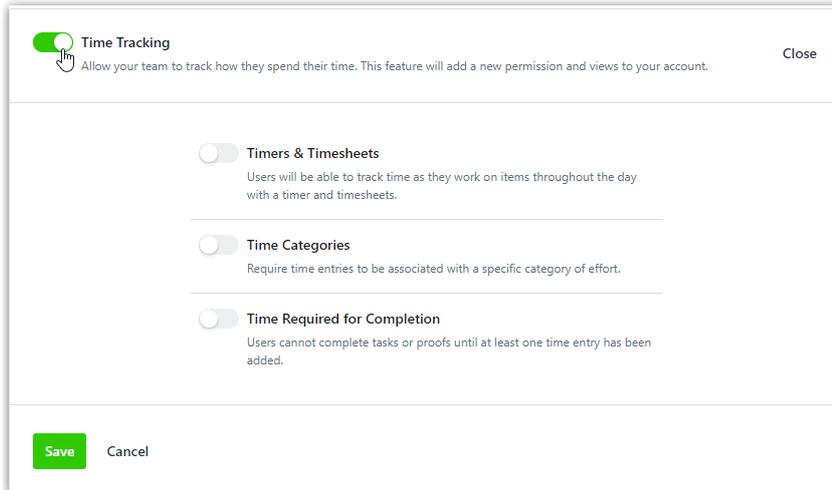
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*Time Tracking is only available for Business and Enterprise customers.*

## 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**.

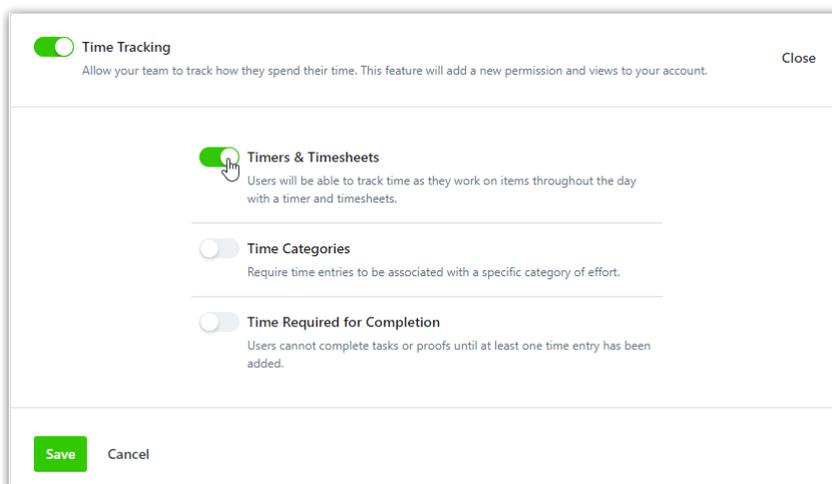
To enable or disable, click the toggle to the left of the **Time Tracking** feature.



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

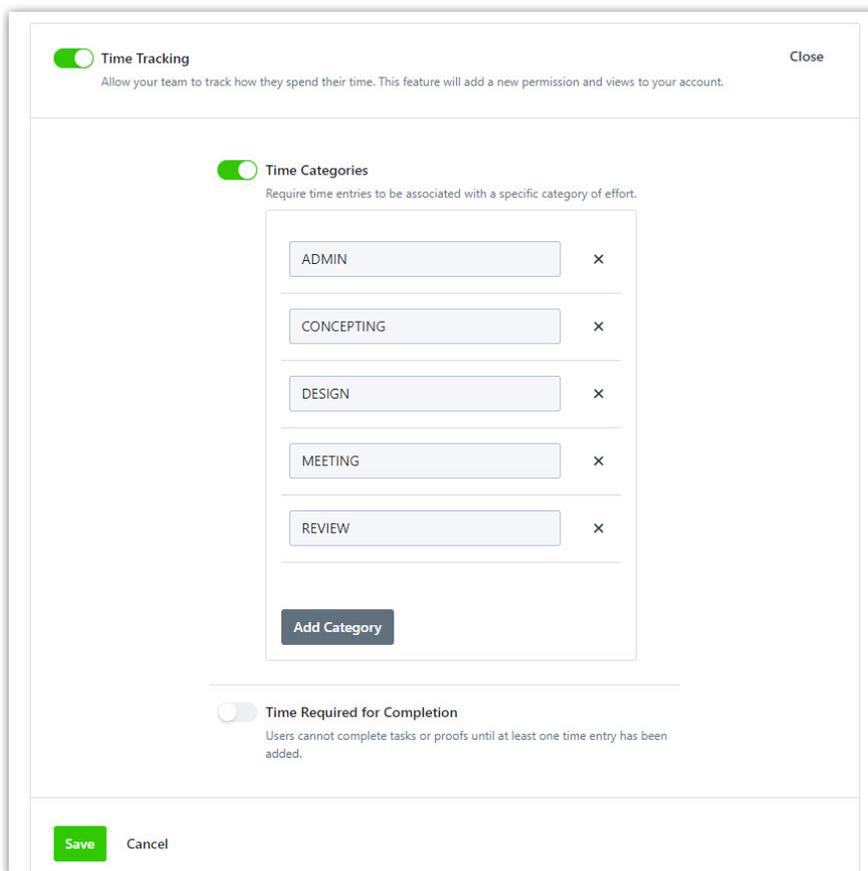
## Time Categories

**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 settings panel for 'Time Tracking' with a 'Close' button in the top right. Below the 'Time Tracking' header is a sub-section for 'Time Categories' with a toggle switch that is turned on. The sub-section title is 'Time Categories' and the description is 'Require time entries to be associated with a specific category of effort.' Below this is a list of five categories: ADMIN, CONCEPTING, DESIGN, MEETING, and REVIEW. Each category is in a light blue box with an 'X' icon to its right. At the bottom of the list is a dark blue button labeled 'Add Category'. Below the list is a section for 'Time Required for Completion' with a toggle switch that is turned off and the text 'Users cannot complete tasks or proofs until at least one time entry has been added.' At the bottom left of the panel are two buttons: 'Save' (green) and 'Cancel' (grey).

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

### Create Time Category ×

**Time Category Name \***

Cancel Create 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 \***

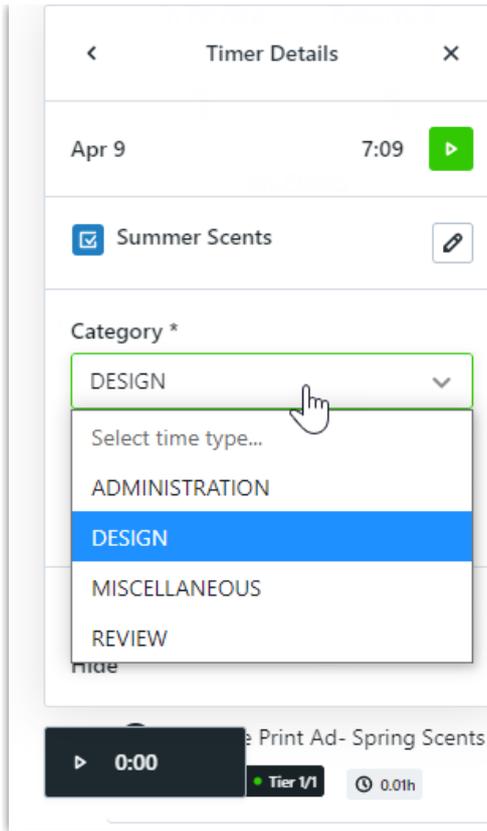
Hours	Minutes
<input type="text"/>	<input type="text"/>

**Category \***

- ✓ Select time type...
- ADMIN
- CONCEPTING**
- DESIGN
- REVIEW

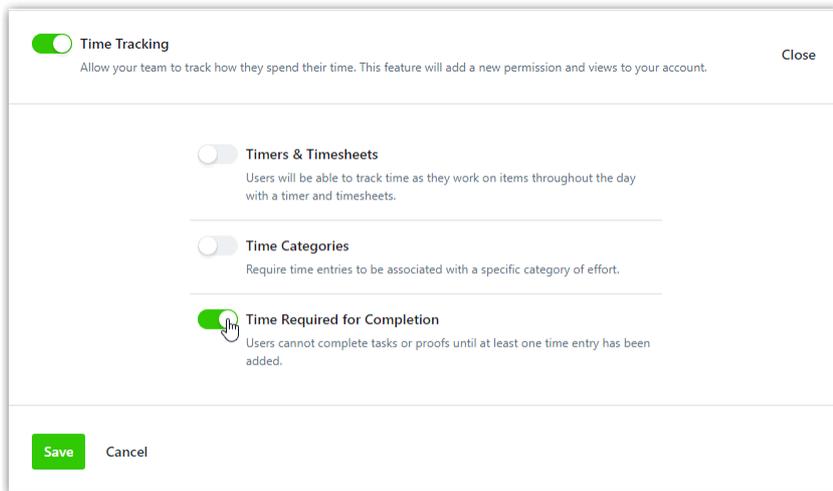
Cancel Add Time

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.

### 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
<input type="text"/>	<input type="text"/>

Category \*  
DESIGN

Notes  
What work was done?

Cancel **Add Time Entry**

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