

Timesheets

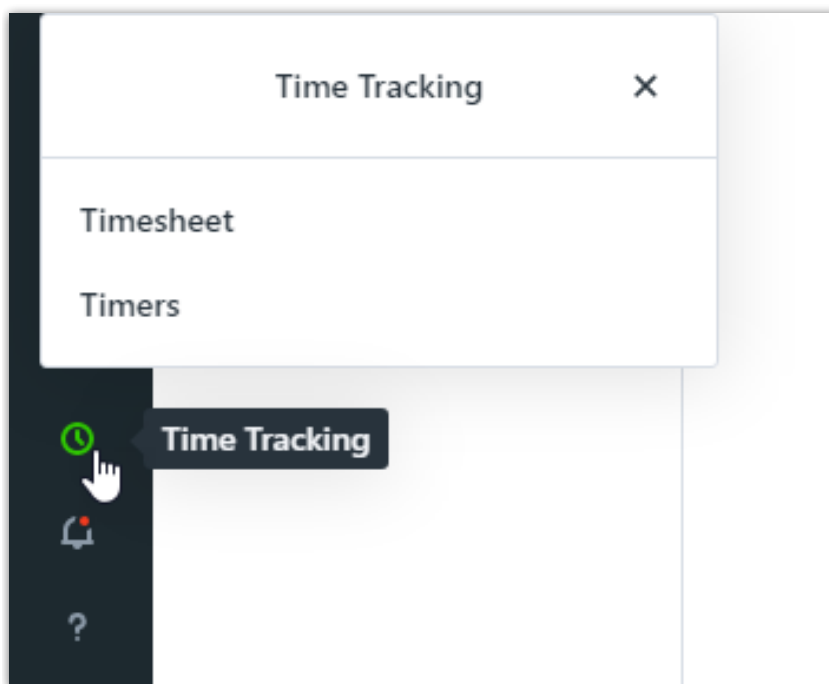
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When [Time Tracking](https://guide.lytho.com/help/time-tracking-proof) is important to your team, there can be a lot of different records to manage. Use Timesheets to create a view that is easy to use and quick to view!

Timesheets are only available to Business and Enterprise Customers.

Navigating to Timesheets

Once Timesheets has been [enabled in your account](https://guide-ignite.inmotionnow.com/help/getting-started-time-tracking#timers), select the stopwatch icon labeled **Time Tracking** from the bottom of the left-hand navigation bar and select **Timesheets**.



If you are using a smaller screen you may need to scroll down on the navigation bar to see the Time Tracking button.

Using Timesheets

The Timesheets view shares macro and micro views of how each team member has logged their time. It can be used to log and review time across multiple projects, based on the filters you choose.

Timesheets

Member: A. Christy Drucker Week of: Apr 22 - Apr 28, 2024

Total Hours This Week	Mon Apr 22	Tue Apr 23	Wed Apr 24	Thu Apr 25	Fri Apr 26	Sat Apr 27	Sun Apr 28	Total
4:35	-	4:35	-	-	-	-	-	4:35

Filters: Archived Status: Not Archived Work Status Stage: (2) Clear

Standalone Work Items

Projects

Cafeteria Photo Update	-	-	-	-	-	-	-	-
Commencement - Campus Info for families Spring 2024 Commencement	-	0:15	-	-	-	-	-	0:15
Countdown to Graduation - Blog Spring 2024 Commencement	-	0:50	-	-	-	-	-	0:50
LIT Athletics Website Refresh	-	-	-	-	-	-	-	-
St. Patrick's @ LIT Spring 2024 Social Content	-	-	-	-	-	-	-	-

On the top section of this page, you can select the week that you want to view. This will bring up a day-by-day breakdown of the total time entered by that user. The **Total** time tracked for the week can be found on the far right.

Timesheet

Member: A. Christy Drucker Week of: Apr 22 - Apr 28, 2024

Total Hours This Week	Mon Apr 22	Tue Apr 23	Wed Apr 24	Thu Apr 25	Fri Apr 26	Sat Apr 27	Sun Apr 28	Total
4:35	-	4:35	-	-	-	-	-	4:35



Users with the **Manage Tracked Time** and **View All Work** permissions can switch between member timesheets.

On the bottom section of the page, the day-by-day breakdown is further broken down by project. The projects shown are open projects that the selected user is assigned to. You can filter out projects using the [Custom View](https://guide.lytho.com/help/custom-views) (<https://guide.lytho.com/help/custom-views>) filter bar.

Filters: Archived Status: Not Archived Work Status Stage: (2) Clear

Standalone Work Items


Projects

Cafeteria Photo Update	-	-	-	-	-	-	-	-
Commencement - Campus Info for families Spring 2024 Commencement	-	0:15	-	-	-	-	-	0:15
Countdown to Graduation - Blog Spring 2024 Commencement	-	0:50	-	-	-	-	-	0:50
LIT Athletics Website Refresh	-	-	-	-	-	-	-	-
St. Patrick's @ LIT Spring 2024 Social Content	-	-	-	-	-	-	-	-

By clicking on the arrow ">" next to a project, you can see the currently open tasks and proofs assigned to each project as well as the time associated.

Countdown to Graduation - Blog Spring 2024 Commencement	>	-	0:50	-	-	-	-	-	0:50
Proof for review		-	0:30	-	-	-	-	-	0:30
Send deliverable to requester		-	0:20	-	-	-	-	-	0:20
Business School Open House Promo		-	-	-	-	-	-	-	-

If no tasks or proofs are open in the project, a message will appear asking you to change your filters or add tasks to the project.

Winter Scents Ad	▼	-	-	-	-
 <p>No tasks - try changing your filters or add tasks through the project.</p>					

If you have the [Time Categories](https://guide.lytho.com/help/getting-started-time-tracking#time-categories) feature enabled, you can further breakdown the time per task or proof by time by category.

Back to School social media ad	▼	3:20
<input checked="" type="checkbox"/> Review previous ad's copy	▼	0:20
DESIGN		0:20
<input checked="" type="checkbox"/> Copy	>	3:00

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