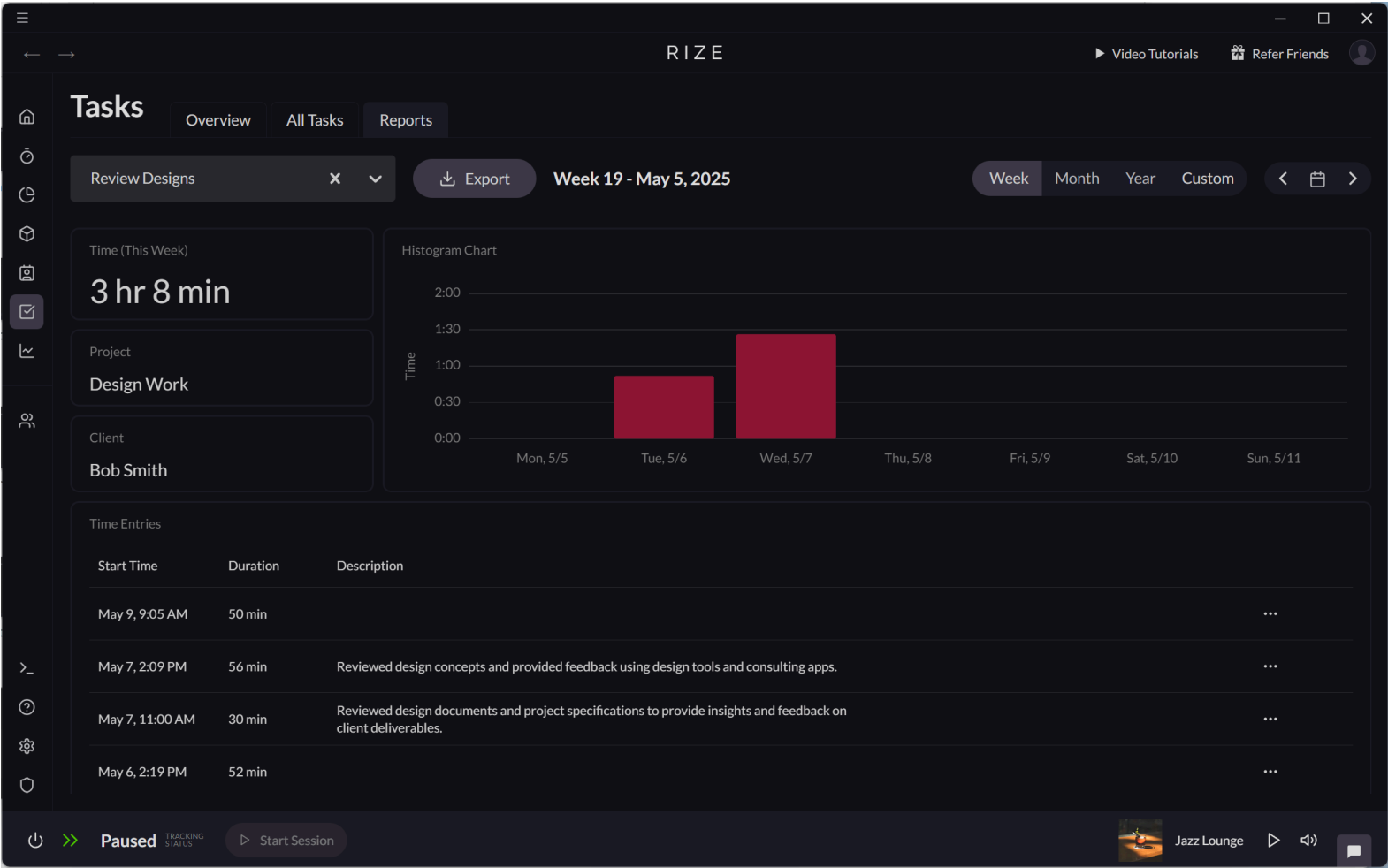# Task Reports

Rize's Task Reports make it easy to analyze your time, generate detailed reports, and share them with team members. These reports provide key insights, including:

- Total time spent per task
- Histograms showing time distribution
- Full descriptions and details for each entry

Viewing Task Reports

Task Reports are available in the *Tasks > Reports* section. Choose a task from the "Select a task" dropdown to view its report. You can adjust the time range, make edits, or review time entry descriptions.

Exporting Reports

Rize can export your Task Reports in .csv or .pdf format.

1. Choose a task from the "Select a task" dropdown.

2. Adjust the date range for your report, if necessary.

3. Click "Export" and select your desired file format.

Review Designs

Week 19 - May 5, 2025

Time (This Week)	Project	Client
3 hr 8 min	Design Work	Bob Smith

Histogram Chart

Time Entries

Start Time	Duration	Description
May 9, 9:05 AM	50 min	
May 7, 2:09 PM	56 min	Reviewed design concepts and provided feedback using design tools and consulting apps.
May 7, 11:00 AM	30 min	Reviewed design documents and project specifications to provide insights and feedback on client deliverables.
May 6, 2:19 PM	52 min	