



Tasks >

Task Reports

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.

The screenshot shows the Rize application interface. At the top, there's a navigation bar with icons for Home, Tasks, and Task Reports. The main title is "Task Reports". Below the title, a sub-section title is "Review Designs". On the left, there's a sidebar with icons for Home, Overview, All Tasks, and Reports. Under the Reports section, there's a dropdown menu showing "Time (This Week)" with a value of "3 hr 8 min", and sections for "Project" (Design Work) and "Client" (Bob Smith). In the center, there's a histogram chart titled "Histogram Chart" showing time spent by day. The x-axis lists days from Monday, 5/5 to Sunday, 5/11. The y-axis shows time in hours and minutes from 0:00 to 2:00. Two bars are visible: one for Tuesday, 5/6 from approximately 0:45 to 1:00, and a taller one for Wednesday, 5/7 from approximately 0:45 to 1:45. Below the chart, there's a table titled "Time Entries" with columns for Start Time, Duration, and Description. The table lists four entries: May 9, 9:05 AM (50 min), May 7, 2:09 PM (56 min - description: Reviewed design concepts and provided feedback using design tools and consulting apps.), May 7, 11:00 AM (30 min - description: Reviewed design documents and project specifications to provide insights and feedback on client deliverables.), and May 6, 2:19 PM (52 min). At the bottom, there are buttons for "Paused" (status: TRACKING STATUS), "Start Session", and a media player bar with controls for volume, track selection, and playback. The overall theme is dark with light-colored text and highlights.

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.

1 of 2

Automatic Zoom

Review Designs

Week 19 - May 5, 2025

Time (This Week)

3 hr 8 min

Project

Design Work

Client

Bob Smith

Histogram Chart

Time

Mon, 5/5 Tue, 5/6 Wed, 5/7 Thu, 5/8 Fri, 5/9 Sat, 5/10 Sun, 5/11

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	