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# New Timeline - Understanding Hours

Navigating the Hours tab to log your hours simply and beautifully



Written by Stephan

Updated over a year ago

Plans  : Starter, Premium, Unlimited, Unlimited+

User Permissions : Employees, Managers, Team Leads, Admins

*For legacy plans, please refer to the article [here](#).*

While Timely's automatic time tracking is a standout feature, you also have the flexibility to log your hours manually when needed. All manual actions happen within the Hours section, which serves as your hub for planning, logging, and viewing time entries. Timely offers three unique views to make tracking your work effortless and customizable.

Whether you're entering time for completed tasks or planning ahead, these views ensure you stay on top of your schedule with ease. Let's dive into the different ways you can track time manually! 

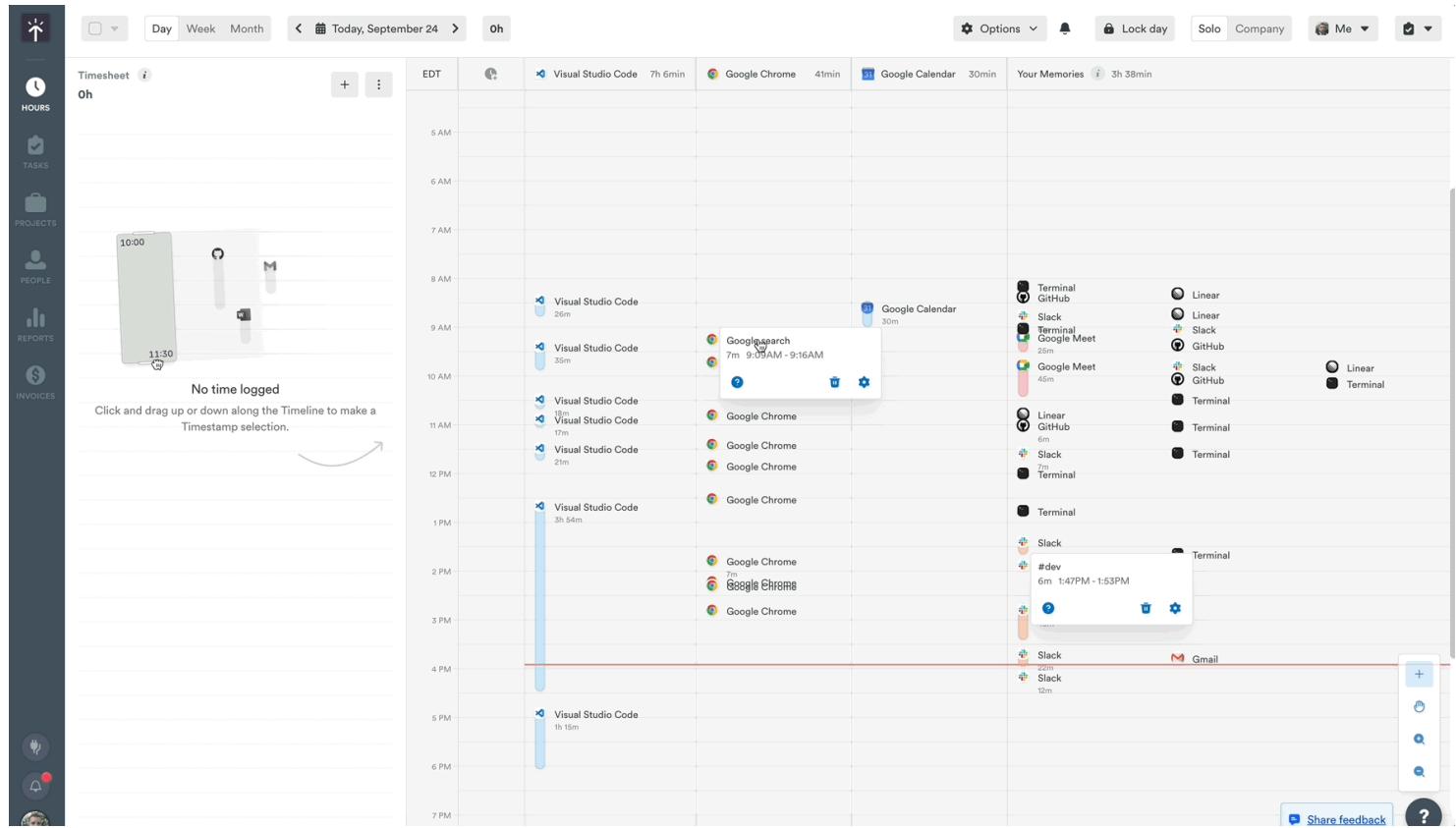
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## Day view

The Day view is an excellent way to isolate your logged and planned time for the day.

If you've downloaded Memory to track your work automatically, this is where you'll find your private Timeline of "memories". It's an accurate history of everything you did on a specific day.



Since your Memory timeline is private to you, **memories won't appear in your entries unless you log them**. Use the timeline to [review and log them](#) as you'd like.

## Week view

The Week view is probably the one you'll use the most. It lets you see logged and planned hours for your current week. You can also use the date selector in the top left to jump to the previous week.

The screenshot shows a month view calendar for the week of September 29 - Oct 5. The top navigation bar includes tabs for Day, Week, Month, and Today, along with filters for Solo, Company, and Me. The main area displays a grid of tasks for each day:

- Sun, 29th**: 0h
- Mon, 30th**: 6h 45m - \$275
  - Lunch Admin 1:00
  - Wrap Up Post-Production • Audio Production 2:45 \$275
  - Concept Store Abe's Sporting Goods 3:00
- Tue, 1st**: 9h 15m - \$1,050
  - Lunch Admin 1:00
  - Video - Color Grading Video Production 1:45
  - Account Management Haus of Fashion 4:00 \$800
  - Evaluation Marketing 2:30 \$250
- Wed, 2nd**: 8h 30m - \$750
  - Editorials Haus of Fashion 2:00 \$200
  - Lunch Admin 1:00
  - Sleek Car Campaign Pink Camel Modeling Agency 3:15 \$325
  - Copywriting and Editing The Design Studio 2:15 \$225
- Thu, 3rd**: 9h 15m - \$475
  - Sound Production Audio Production 2:00 \$200
  - Lunch Admin 1:00
  - Market Research Marketing 2:45 \$275
  - Recycle Workshop Sleek Architects 3:30
- Fri, 4th**: 9h 15m - \$400
  - Automations Neptune Events 1:30
  - Lunch Admin 1:00
  - Video - Color Grading Video Production 2:45
  - New Copy Editorials • Haus of Fashion 4:00 \$400
- Sat, 5th**: 0h

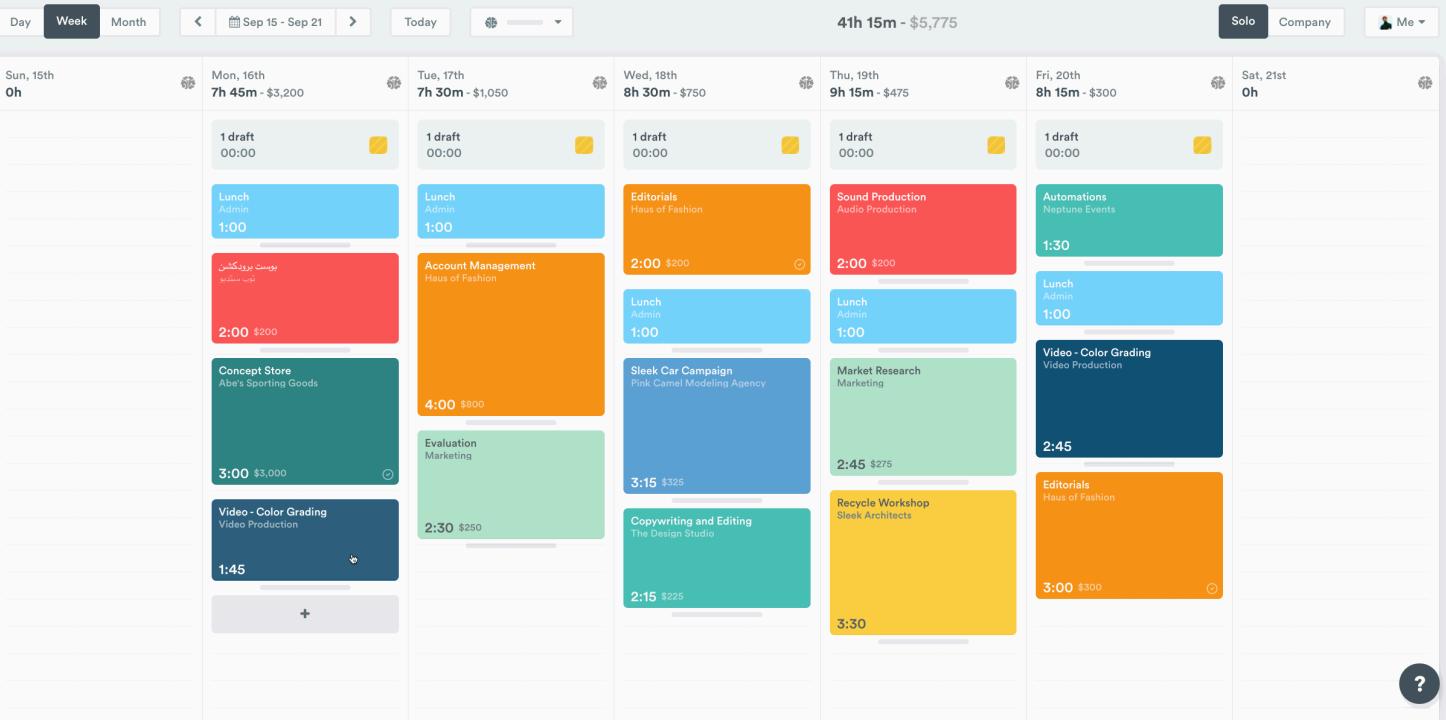
## Month view

Month view is an excellent way to review your logging activity across several weeks. You'll see your total logged and planned hours, and the money you've made for the month. It's ideal for checking you're on-track to hit your growth goals.

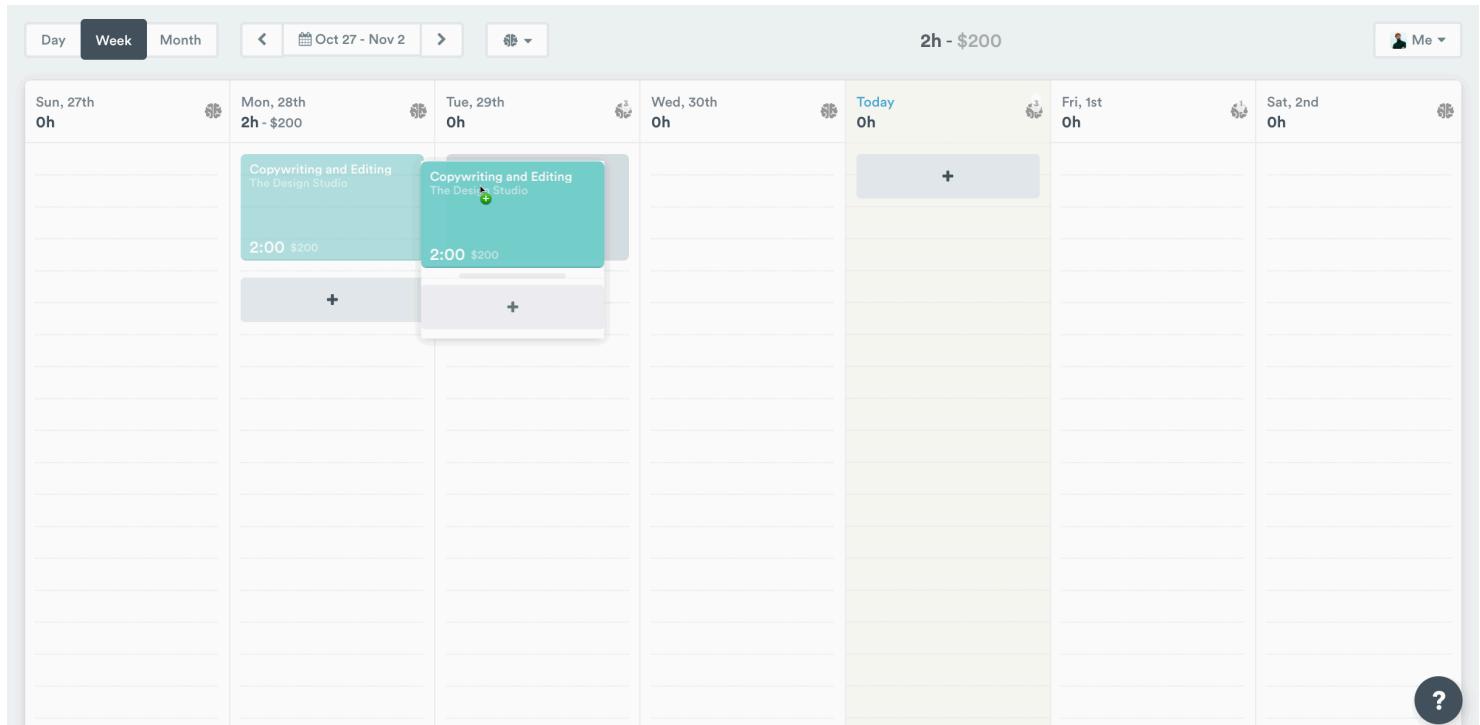
The screenshot shows a month view calendar for October. The top navigation bar includes tabs for Day, Week, Month, and Today, along with filters for Solo, Company, and Me. The main area displays a grid of tasks for each day:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29th 0h	30th 6h 45m <ul style="list-style-type: none"> <li>Lunch 1:00</li> <li>Wrap Up 2:45 \$275</li> <li>Concept Store 3:00</li> </ul>	1st 9h 15m <ul style="list-style-type: none"> <li>Lunch 1:00</li> <li>Video - Color Grading 1:45</li> <li>Account Management 4:00 \$800</li> <li>Evaluation 2:30 \$250</li> </ul>	2nd 8h 30m <ul style="list-style-type: none"> <li>Editorials 2:00 \$200</li> <li>Lunch 1:00</li> <li>Sleek Car Campaign 3:15 \$325</li> <li>Copywriting and Editing 2:15 \$225</li> </ul>	3rd 9h 15m <ul style="list-style-type: none"> <li>Sound Production 2:00 \$200</li> <li>Lunch 1:00</li> <li>Market Research 2:45 \$275</li> <li>Recycle Workshop 3:30</li> </ul>	4th 9h 15m <ul style="list-style-type: none"> <li>Automations 1:30</li> <li>Lunch 1:00</li> <li>Video - Color Grading 2:45</li> <li>New Copy 4:00 \$400</li> </ul>	5th 0h
6th 0h	7th 0h	8th 0h	9th 0h	10th 0h	11th 2h <ul style="list-style-type: none"> <li>Editorials 2:00 \$200</li> </ul>	12th 0h
13th 0h	14th 6h 15m	15th 6h 30m	16th 0h	17th 0h	18th 1h	19th 0h

Week view and Month view also give you the ability to move or copy hours if need be. To move hours from one day to another, simply click and drag!



To copy individual hours, hold the Alt key on your keyboard and drag the entry to another day:



To copy an entire day's worth of entries, click the "..." in the header of the day then select "Copy hours". Pick the day or days those hours are headed to then click "Save":

Day Week Month

&lt; Oct 27 - Nov 2 &gt;

▼

2h - \$200

Me ▾

Sun, 27th 0h	Mon, 28th 2h - \$200	Tue, 29th 0h	Wed, 30th 0h	Today 0h	Fri, 1st 0h	Sat, 2nd 0h
	<p>Copywriting and Editing The Design Studio</p> <p>2:00 \$200</p>			+		



## FAQs

### ***What do the colors represent on my Timeline?***

The color on your entry denotes the specific project a logged entry is tied to. It helps you understand what entries have been added in the Hours tab at a glance.

It also immediately highlights where you might have missed or forgotten to log your hours. By color coordinating entries on your timeline, all the holes in your day will be easily accounted for.

If something has been logged twice, you'll notice that the colors overlap and appear darker.

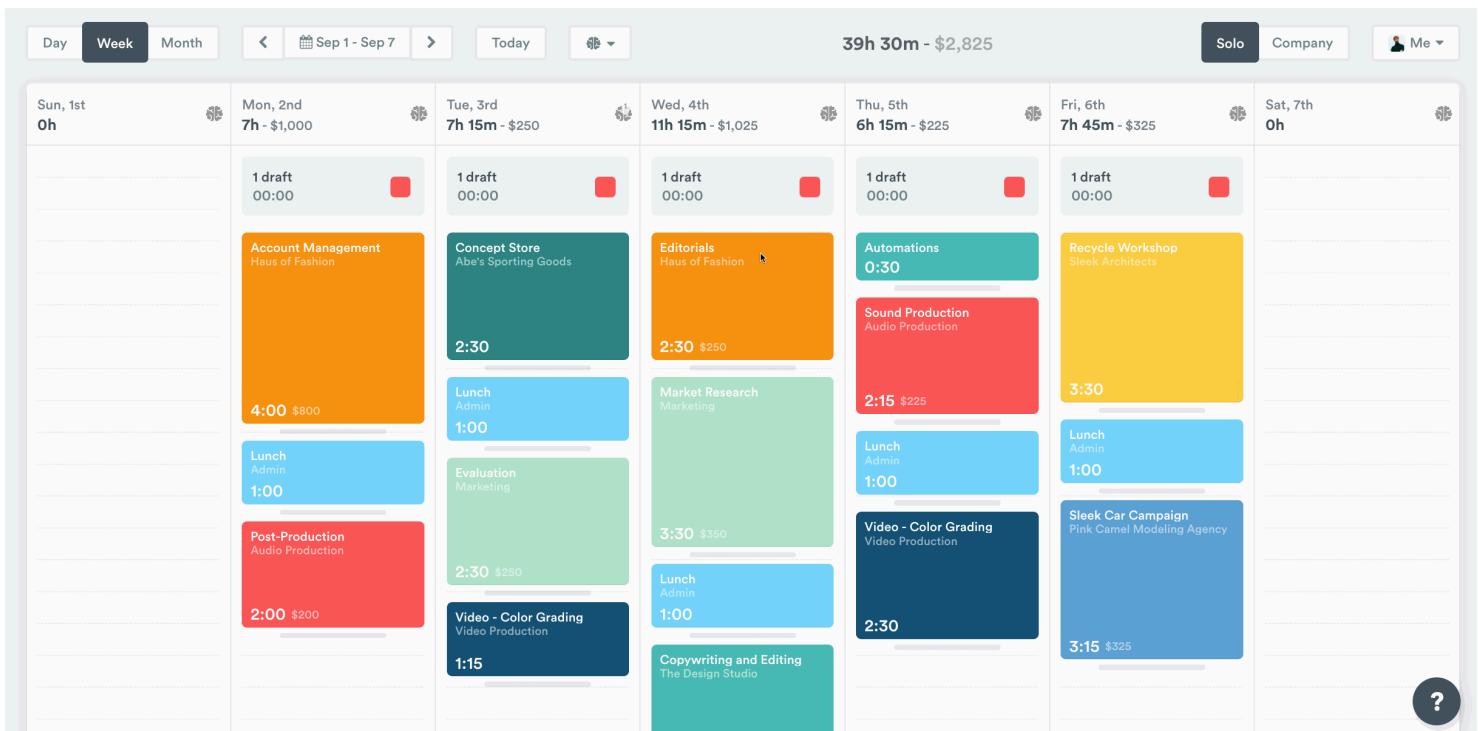
### ***What does the money on a time entry represent?***

The monetary figure that appears next to logged hours on a time entry represents the amount of money you've earned for those hours against a particular project. The amount of money you earn depends on the hourly rate you set for a project. If you set a project budget to be "Not Billable", time entries will only show logged hours.

In the Hours tab, you'll find your total logged and planned hours on the header of your Day, Week and Month views. This gives you an idea of what you've already earned, and what you can expect to make from upcoming work.

### ***How do I view previously logged entries?***

Just head to the Hours tab and select the timeframe you need to see:



If you're not sure where your logged hours gaps are, you can also click back between days, weeks or entire months to pin down the specific date or dates you're looking for.

**Note:** If multiple entries need your attention, we recommend [running a report to gather and review them in bulk](#).

Did this answer your question?



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