

How to Add Time Entries for a Task

It is important to track the amount of time that is spent on a project. This time period is determined by the amount of time that is spent on each task/sub-tasks by users and teams. With ProProfs Project, tracking the time spent on each task/sub-task is made easier with the time entry feature. Time Entries are made by the users who enter the approximate time they have spent on a task or sub-task.

Benefits of Time Entries:

- Is used to calculate the total time on a project, which is further used to generate the invoice
- Used to generate the user reports which can be used to gauge their performance
- Can be used to find tasks that create bottlenecks by filtering out time entries according to tasks

The following will be discussed further in the article:

- [How to Add Time Entries](#)
- [How to View Time Entries](#)
- [Timesheets](#)

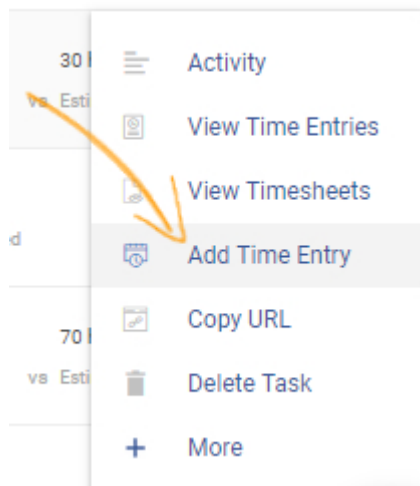
How to Add Time Entries

Here's how you can add time entries for a task:


Step 1: Click on the General Settings drop-down next to a task.



Step 2: Click on **Add Time Entry** option.



Step 3: In the side window that opens, select the project, task, and sub-task, if any. Then enter the due date of the task/sub-task. Finally, enter the number of hours spent on the task that day. You can also provide a description if needed.

 **Add Time Entry**

Project

Task

Subtask

Due Date

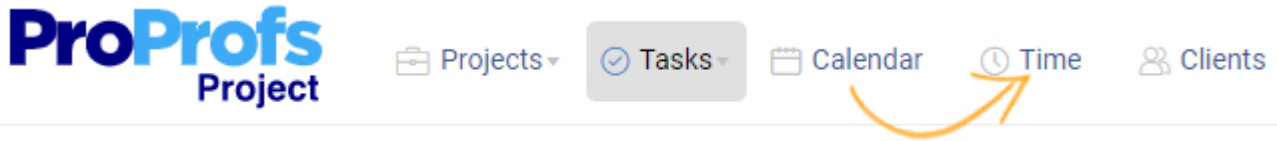
Hours

Description
5 out of 10 articles ready.

Step 4: Click on **Save**.

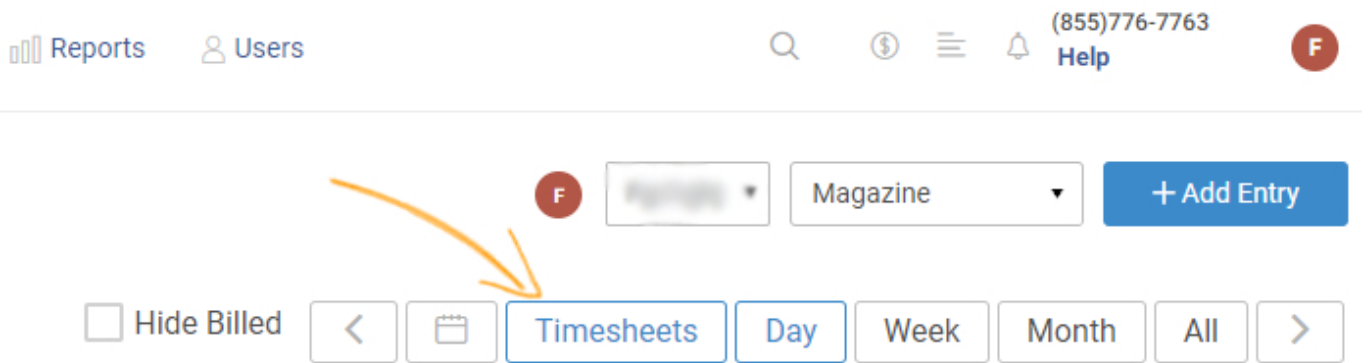
How to View Time Entries

To view time entries made by users, click on the **Time** icon in the menu toolbar.



Timesheets

Timesheets are special sheets that compile and show the total time spent on a task in the past week. They are a simple filter option in the time-entry page.



Suggested Reading: [Task Features & Settings](#)