

Understanding Summary Statistics

The four summary cards at the top of the Dashboard give you an at-a-glance view of key time tracking metrics for the current filter period. This page explains what each card measures, how the values are calculated, and what affects them.

Total Time

Label: Total Time **Format:** Xh Ym (e.g., "24h 30m")

The sum of the duration of every time entry that matches your current filters. This includes both billable and non-billable entries.

For example, if you have three time entries in the filtered period — one for 2 hours, one for 1 hour 30 minutes, and one for 45 minutes — Total Time shows **4h 15m**.

Billable Time

Label: Billable Time **Format:** Xh Ym (e.g., "18h 15m"), or "—" if zero

The sum of the duration of time entries that are linked to a **billable service**. The billability is determined by the service attached to the time entry, not the project or the team member.

The rules are:

- If a time entry has a service, and that service is marked as billable ? the entry's duration counts toward Billable Time.
- If a time entry has a service that is **not** billable ? the entry is excluded.
- If a time entry has **no service** at all ? the entry is treated as non-billable and excluded.

If no entries in the filtered period are billable, the card displays "—" instead of "0h 0m".

“ **Example:** A law firm logs 20 hours of "Client Consultation" (billable service) and 4 hours of "Internal Training" (non-billable service). Billable Time shows **20h 0m**. The 4 hours of internal training are excluded from this metric but still count toward Total Time.

For more on how services are configured as billable or non-billable, see [How to Create and Manage Services](#).

Working Days

Label: Working Days **Format:** A whole number (e.g., "12")

The number of **distinct dates** that have at least one time entry in the filtered period. This counts actual days where work was logged, not calendar days or business days.

For example, if you have time entries on March 3, March 5, March 5, and March 7 — Working Days shows **3** (March 3, 5, and 7). The duplicate date on March 5 doesn't count twice.

This metric helps you understand how consistently time was logged over the period. A low Working Days count relative to the date range might indicate missed days of time tracking.

Avg. Daily Time

Label: Avg. Daily Time **Format:** Decimal hours (e.g., "2.04 Hours")

The average amount of time logged per working day, calculated as:

“ **Total Time ÷ Working Days = Avg. Daily Time**

This uses the Working Days count (distinct dates with entries), not the total number of calendar days in the period. If Working Days is zero (no entries in the period), the value shows as zero.

“ **Example:** A team member has 24 hours 30 minutes of Total Time across 12 Working Days. The average is $24.5 \div 12 = 2.04$ **Hours** per day.

Unlike Total Time and Billable Time, which use the "Xh Ym" format, Avg. Daily Time is displayed as a decimal to make comparison easier.

How Filters Affect These Numbers

All four cards respond to the active filters on the Dashboard. When you change a filter — narrowing the date range, selecting a specific project, or filtering by client — every card recalculates to reflect only the matching entries.

Scenario	What Changes
----------	--------------

Narrow the date range	All four metrics recalculate for the new range. Working Days may drop if fewer dates have entries.
Filter by a specific project	Only entries for that project are included. Billable Time reflects only the billable services used on that project.
Filter by a specific service	Total Time and Billable Time include only entries with that service. If the service is non-billable, Billable Time shows "—".
Admin filters by a team member	All metrics scope to that team member's entries only.

For details on using filters, see [Filtering Reports](#).
