

Slack Slash Commands

The `/invup` slash command lets you check your time tracking progress directly in Slack. You can pull up summaries for the current week, last week, or any month — without opening the Invup web app.

All commands are visible only to you (they don't post to the channel).

Quick Reference

Command	What it does
<code>/invup help</code>	Shows all available commands
<code>/invup report</code>	This week's time summary
<code>/invup report this-week</code>	This week's time summary (same as above)
<code>/invup report last-week</code>	Last week's time summary
<code>/invup report [month]</code>	A specific month's time summary

`/invup help`

Shows the list of available commands with their syntax.

Example:

```
/invup help
```

Response:

“ Available commands: `/invup report` — This week's summary `/invup report last-week` — Last week's summary `/invup report [month]` — Monthly summary (e.g., `/invup report march`) `/invup help` — Show this help message

`/invup report`

Generates a summary of your time entries for the **current week** (Monday through Sunday). This is the default report — running `/invup report` and `/invup report this-week` produce the same result.

Example:

```
/invup report
```

Response includes:

- **Header** with the date range (e.g., "Mon Mar 17 – Sun Mar 23")
- **Total hours** for the week
- **Project breakdown** — each project you logged time to, showing:
 - Project name (and client name, if linked)
 - Duration and percentage of total
 - A visual progress bar
- **Working days count** — how many of your configured working days had logged time (e.g., "Logged 4 of 5 working days")

If no time has been logged for the week, the response says: *"No time logged this week yet. Use the daily prompt to record your hours!"*

`/invup report last-week`

Same format as the weekly report, but for the **previous week** (Monday through Sunday).

Example:

```
/invup report last-week
```

`/invup report [month]`

Generates a summary for a **specific month**. You can use the full month name or a common abbreviation.

Accepted month names:

Full name	Abbreviations
January	jan
February	feb
March	mar
April	apr
May	—
June	jun

Full name	Abbreviations
July	jul
August	aug
September	sep, sept
October	oct
November	nov
December	dec

Month names are case-insensitive — `March`, `march`, and `MARCH` all work.

Examples:

```
/invup report march
/invup report jan
/invup report september
```

Response includes everything in the weekly report, plus:

- **Weekly breakdown** — hours logged per week within the month (e.g., "Week 1 (Mar 1–Mar 7): 38h 30m")

Which year is used?

If the requested month hasn't occurred yet in the current year, Invup uses the **previous year**. For example, if it's March 2026 and you run `/invup report december`, you'll get December 2025.

Error Messages

Message	What it means
"This workspace isn't connected to Invup."	The Slack workspace doesn't have an active Invup integration. Ask an admin to connect it.
"Your Slack account isn't linked to Invup. Please ask your admin to connect you."	Your Slack email doesn't match any team member in Invup. See Mapping Team Members to Slack Users .
"Unknown command: <code>/invup [text]</code> "	You entered a command that doesn't exist. Run <code>/invup help</code> to see available commands.
"Unknown argument: <code>[text]</code> "	The argument after <code>report</code> wasn't recognized as a valid time period or month name.
"Can't generate a report for a future month."	You requested a month that hasn't started yet in the current year.

Notes

- All reports use your **organization's timezone** to determine week and month boundaries. If your organization is set to Eastern Time, weeks run Monday 00:00 ET to Sunday 23:59 ET.
 - The **working days count** respects your organization's working days setting. If your organization works Monday through Saturday, the count reflects six working days per week instead of five.
 - Reports are **private** — they're only visible to you in Slack (ephemeral messages). Other people in the channel cannot see them.
 - Reports show data for **your entries only** — admins don't see the entire organization's data through slash commands. Use the Invup web dashboard for organization-wide reporting.
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