MARKETPLACE APP · PRODUCTIVITY-UTILITY

Worklog

The professional-services suite: track billable hours by client and project, and turn them into polished invoices.

Updated July 2026

MODEL	TIER	CAPABILITIES	INTELLIGENCE
Licensed · opt-in	**Suite**	**35+**	**AI-powered**

OVERVIEW

Worklog is MangoApps' way of tracking time you bill to a client, apart from shift scheduling and pay-period attendance. Log hours, or a start and end time, against a project and client, mark it billable, and Worklog fills in the rate — client default, then project, then business.

Projects and clients can be private or shared with the team, each rolling up its own hours and earnings; a client also shows what's still uninvoiced. Turn a client's uninvoiced entries into an auto-numbered PDF invoice and email it directly — invoices carry a Net-30 due date, move through draft, sent, paid, or cancelled, and remind you if one goes unpaid.

Ask the built-in AI agent to log, edit, or delete an entry, pull an hours summary, or draft that invoice from chat — you still review and send it. Admins can require a project, client, or description per entry.

WHY TEAMS CHOOSE IT

- Log billable and non-billable time by date, with either hours or start/end times, against a project and client.
- Create a new project or client inline while logging an entry—no context switch.
- Import past time entries in bulk from CSV, or re-log a prior entry with one "Log again" click.
- Generate auto-numbered PDF invoices from billable entries and email them straight to the client.
- Ask the built-in AI agent to log time, pull an hours summary, or draft an invoice from chat.
- Track each invoice from draft through sent, paid, and overdue—with automatic reminder emails.

CAPABILITIES

Time Entry

- ✓ Log time by date with hours or start/end times
- ✓ Billable vs. non-billable flag per entry
- ✓ Assign each entry to a project and/or client
- ✓ Create a project or client inline while logging
- ✓ "Log again" — prefill a new entry from an existing one
- ✓ Attach photos and videos to an entry
- ✓ Bulk CSV time-entry import (columns match the export)
- ✓ Automatic rate fill — client rate, then project rate, then business default
- ✓ Admin-configurable entry rules (require project, client, or description; allow or block future dates)

Project Tracking

- ✓ Create and manage projects with hex color labels
- ✓ Default hourly rate per project
- ✓ Private (owner-only) or shared project visibility
- ✓ Rolled-up total hours and earnings per project

Client Management

- ✓ Client directory with name, email, phone, and contact info
- ✓ Default hourly rate per client
- ✓ Private (owner-only) or shared client visibility
- ✓ Total hours, earnings, and uninvoiced amount per client

Invoicing

- ✓ Generate PDF invoices from billable time entries
- ✓ Auto-numbered invoices, unique per business & user (INV-YYYY-####)
- ✓ Statuses: draft, sent, paid, cancelled
- ✓ Line-item detail with date, hours, rate, and amount
- ✓ Email the invoice PDF to the client (auto-marks it sent)
- ✓ Branded invoice PDF — company name, contact block, and optional logo
- ✓ Automatic Net-30 due date with overdue tracking
- ✓ Cancel an invoice, releasing its entries back to uninvoiced

AI Agent & Reporting

- ✓ Dashboard stats: hours, billable hours, and earnings with period filters
- ✓ Filter entries by project, client, billable status, and date range
- ✓ CSV export of filtered entries (User column on admin exports)
- ✓ Configurable CSV export (date format, hourly rates, non-billable rows)
- ✓ AI agent (Ask AI): log, edit, and delete time entries by chat
- ✓ AI agent: generate a draft invoice and summarize uninvoiced work by client
- ✓ Admin read-only oversight of all users' entries (opt-in)

Notifications

- ✓ Weekly summary digest email (admin toggle, off by default)
- ✓ Incomplete-day reminder email (previous weekday, active users)
- ✓ Overdue-invoice reminder email to the invoice owner

Limits & Specs

Max hours per single entry	**24 (hard ceiling; admin-configurable to a lower value)**
Invoice number format	**INV-YYYY-#### (auto; unique per business & user)**
CSV import limits	**2,000 rows / 1 MB per file**
Supported currencies	**USD, EUR, GBP, CAD, AUD (admin-configurable)**
Supported export formats	**CSV (time entries), PDF (invoices)**

USE CASES

- **Consultant time logging**
  A consultant logs billable hours per client at the end of each day, choosing hours or start/end times and adding a work description.
- **Client billing**
  Generate an auto-numbered PDF invoice covering all of a client's uninvoiced billable work, then email it directly from the invoice page.
- **Project cost tracking**
  Assign entries to projects to see rolled-up total hours and earnings per project, helping managers watch budgets.
- **Team time oversight**
  An admin opts into a read-only view of every user's entries and exports a filtered CSV (with a User column) for reporting.
- **Chat-driven time capture**
  A user logs time, checks weekly hours, and drafts an invoice through the Worklog agent in the Ask AI sidebar —no forms.

PRICING & LICENSING

Pricing	**License required (per-tenant opt-in)**
License	**Required (opt-in per business)**
Tier	**Suite**

Pricing is tailored to your organization — **talk to sales for pricing & a live demo**. Final commercial terms per your agreement.

FAQ

What is the difference between billable and non-billable entries?

Billable entries are tracked at an hourly rate and can be rolled into client invoices. Non-billable entries track internal work that is not charged to a client and are excluded from invoice totals.

Can I log time without a project or client?

Yes. Both the project and client are optional by default—you can log time with just a date, hours, and description. An admin can make either field required in Settings.

Can I email invoices to clients directly from the app?

Yes. Generate a PDF invoice from a client's billable entries, then use "Email to client" to attach the PDF and send it to the client's email—this automatically marks a draft invoice as sent. The client record needs an email address, and you can also download the PDF and send it yourself.

Can I import existing time entries?

Yes. Upload a CSV (up to 2,000 rows / 1 MB) whose columns match the export. Valid rows are created and any failing rows are reported by line number, so a partial file still imports what it can.

Who can see my WorkLog entries?

By default you see only your own entries, projects, and clients. Admins can enable a read-only oversight view to see all users' entries for reporting; row actions still stay owner-only.

How is the hourly rate on an entry decided?

If you don't type a rate, Worklog fills one in automatically: it uses the client's default rate first, then the project's default rate, then the business-wide default hourly rate from Settings. You can always override the filled-in rate on any individual entry.

What's the difference between Worklog and Timesheets?

Worklog is for personal, billable time you track against projects and clients and then turn into client invoices—it's built around what you can bill. Timesheets is for pay-period time and attendance: it syncs clock-in/out punches, routes a weekly sheet to a manager for approval, and hands approved hours to Payroll Processing or Payroll Connect to turn into pay. Use Worklog to bill clients; use Timesheets to get hours approved and paid.

What can the built-in AI agent do?

From the Ask AI sidebar you can chat with the Worklog agent to log, edit, and delete time entries, pull an hours summary for a period, and generate a draft invoice that summarizes uninvoiced work by client—no forms required. It drafts rather than sends, so you review the invoice before emailing it.

What happens to an invoice after I send it?

Invoices move through draft, sent, paid, and cancelled. Each invoice gets an automatic Net-30 due date, and once it's sent, an owner reminder email goes out when it becomes overdue. Mark it paid when the client pays, or cancel it to release its entries back to uninvoiced. Worklog does not add tax—the tax amount is always 0.

How much does Worklog cost?

Worklog is a licensed add-on, not bundled free with every plan—a business admin opts in and enables it per tenant. Ask your MangoApps account team for current pricing.