# Welcome to TimeCamp Help!

Search for articles...

### 88

## **Computer Activities Basics**

### In this article:

- Overview
- Computer Activities settings

TimeCamp is a time-tracking system with multiple features that allow you to monitor computer activity. After adjusting the settings application can not only monitor your time but also register names of visited websites and apps and how much time you spent working on them.

#### Computer Activities reports are located on the left side menu:

C TimeCamp	Timesheet		≗+ ¢ ⑦ <b>∩</b>
TRACK (C) Timesheet (E) Expenses	<		Day Week Calendar & A I
REPORTS (): Time \$ Finance	What are you working on?	note	Add manually START TIMER
Computer Activities	Day type: Working day		+ 🖸 🗷
Tags Geofencing S Billing Rates TEAM			
<ul> <li>B Attendance</li> <li>Timesheet Approvals</li> <li>CUENTS</li> <li>Clients</li> </ul>		• • • • • • • • • • • • • • • • • • •	
Invoices			Submit for Approval

Computer Activities reports are available only in Premium and Ultimate plans.

To track computer time and activities a TimeCamp desktop app should be installed on your computer.

### Overview

In the Computer Activities reports you can check the amount of registered away time, e.g when you were on a break or were doing offline work, check what activities were tracked, and define their categories.

Various types of computer activities reports also allow you to compare the efficiency of your work, define goals and check app statistics such as the last synchronization time or the number of loggings.

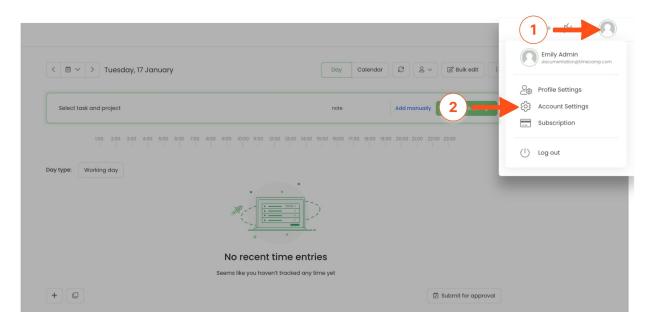
Keep in mind that in the background desktop app tracks only computer time and activities. For tracking time to projects and tasks, you should use manual or automatic time tracking mode.

The computer activities feature will allow you to **define the specific timeframes during the workday when activities should be tracked**, and decide if the application should **track only the computer time or both the computer time and activities**. Also, you can **set up the amount of private time** for users and **add the away time activity**.

Administrators and Supervisors are able to view registered activities for users who they manage.

## **Computer Activities settings**

Here you can find the description of some settings that can help to organize your work and define time-tracking rules. Click on your avatar in the upper-right corner and select the **Account Settings** option. You'll be redirected to the General tab where you can use the shortcut to get to the **Computer Activities settings**.



C TimeCamp	Settings			2+ ½ (? <b>A</b>
TRACK	My profile General Modules			
(S) Timesheet	General settings for People 🗸			
ANALYZE				(3)
88 Dashboard	Company name:	User group name:	Enabled modules:	
(% Reports	TimeCamp Test	People	🖨 Computer Activities	Go to setting
Computer Activities	Start week on:	Date format:		Go to settings
MANAGE	Monday	YYYY-MM-DD (Year-Month-Day)		
C Projects			Attendance	Go to settings
🛇 Tags	Time format:	Duration format:		
ළු Geofencing	24-hour (16:34) ~	HH:MM (2:30)	© Time Tracking	Go to settings
\$ Billing Rates			Ca Timesheet Approvals	Go to settings
TEAM			(§ Billing	Go to settings
Attendance			la Computer Activities	Go to settings
Timesheet Approvals			GPS Location Tracking	Go to settings
CLIENTS				
Dients			🛇 Tags	Go to settings
Invoices			Enable additio	nal module
Show less				
				Delete account

- **Track computer activity** the desktop app will track computer time (turn on/off times, usage, the away time).
- Track only computer activities when a timer for task is running- the desktop app will register computer time and activities only when you start a timer for a task. If the timer is not running, no activities and computer usage will be registered.
- Track window titles the desktop app will register the names of all websites and applications you visit while working.

<	Settings				e⁺ ¢ ⑦ ∩
	My profile General Modules Billing Rates				
	People ~				
~	Track computer activity ③	Track time in specific hours: ③			
£	Track only computer activites when a timer for task is running		from	to	
~	Track window titles ③	Monday	11:00:00	13:00:00	
	winw reals to relate rithe refligrator ny reskrob obbication				
1	Dismiss computer activities overlapping other computer activities that are already logged	Tuesday	HH:MM:SS	HH:MM:SS	
	When starting, keep tracking to the last task Allow for closing the desktop application ①	Wednesday	HH:MM:SS	HH:MM:SS	
	Keep all computer usage tracking information entirely private and not shared with anyone besides the user that tracked that time.	Thursday	HH:MM:SS	HH:MM:SS	
	Allow users to have private time each day for: ①	Friday	HH:MM:SS	HH:MM:SS	
	30 min v				
	Do not allow adding away time activity before first and after last activity on a computer	Saturday	HH:MM:SS	HH:MM:SS	
	Choose away time activity after: 1	Sunday	HH:MM:SS	HH:MM:SS	
	5 min v				
	Define away time activities (separated by commas):	Use different settings for notebooks			
	Lunch, Offline work, Other, Meeting				
	Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not match any keyword  Choose a task, when desktop application can not were set appli				

• Allow users to delete time registered by desktop application - if this option is enabled users will be able

to delete their registered activities. if the option is disabled only the Administrator of the account will be able to remove activities.

- Dismiss computer activities overlapping other computer activities that are already logged if you installed the TimeCamp desktop app on multiple devices and work on them at the same time this setting won't allow overlapping activities. Additionally, it prevents adding offline activities (away time) over the already logged computer activities.
- When starting, keep tracking to the last task if enabled, the desktop app will automatically start tracking time to the previously selected task after your turn on your computer or return from the break.
- Allow for closing the desktop application this setting will allow users to close the desktop app without requesting an Administrator's password. If this option is disabled, users have to enter the Administrator's password to close the TimeCamp desktop app.
- Keep all computer usage tracking information entirely private and not shared with anyone besides the
  user that tracked that time if enabled each user will have access only to their own tracked time.
  Administrators and Supervisors won't be able to view time tracked by users they manage. All activities
  will be entirely private.

<	Settings				8+	¢ ?	0
	My profile General Modules Billing Rates						
	People v						
	✓ Track computer activity ⑦	Track time in specific hours: ③					
	Track only computer activites when a timer for task is running		from	to			
	✓ Track window titles ⑦						
0	Allow users to delete time registered by desktop application	Monday	11:00:00	13:00:00			
0	Dismiss computer activities overlapping other computer activities that are already logged	Tuesday	HH:MM:SS	HH:MM:SS			
0	When starting, keep tracking to the last task	Wednesday	HH:MM:SS	HH:MM:SS			
	Allow for closing the desktop application ③	wednesudy					
0	Keep all computer usage tracking information entirely private and not shared with anyone besides the user that tracked that time.	Thursday	HH:MM:SS	HH:MM:SS			
	HIOW USERS TO HAVE PRIVATE TIME EACH ANY IOL.	Friday	HH:MM:SS	HH:MM:SS			
	30 min v						
	Do not allow adding away time activity before first and after last activity on a computer	Saturday	HH:MM:SS	HH:MM:SS			
		Sunday	HH:MM:SS	HH:MM:SS			
	5 min v						
	Define away time activities (separated by commas):	Use different settings for notebooks					
	Lunch, Offline work, Other, Meeting						
	4						
	Choose a task, when desktop application can not match any keyword ③						
	Allow users to log overtime activities						
	Stop tracking when computer is unused for: ①						
	5 min v						

- Allow users to have private time each day for refers to private time available in the desktop app. The application will stop registering activities after user selects the Private time option from the menu.
- Do not allow adding away time activity before first and after last activity on a computer if enabled users won't be able to manually add the offline time before thefirst and last registered activities.
- Choose away time activity after refers to defining the idle time for users who use the desktop app widget. If enabled the system will automatically send an inquiry to the user and ask about their offline activity.

• **Define away time activities** - allows to list and define various acceptable activities for your employees to manage the time they spent away from the system.

Dismiss computer activities overlapping other computer activities that are already logged	Tuesday	HH:MM:SS	HH:MM:SS
When starting, keep tracking to the last task Allow for closing the desktop application ①	Wednesday	HH:MM:SS	HH:MM:SS
Keep all computer usage tracking information entirely private and not shared with anyone besides the user that tracked that time	Thursday	HH:MM:SS	HH:MM:SS
Allow users to have private time each day for: ③		10100	
30 min ~	Friday	HH:MM:SS	HH:MM:SS
Do not allow adding away time activity before first and after last activity on a computer	Saturday	HH:MM:SS	HH:MM:SS
♂ Choose away time activity after: ⑦	Sunday	HH:MM:SS	HH:MM:SS
5 min 🗸			
Define away time activities (separated by commas): Lunch, Offline work, Other, Meeting	Use different settings for notebooks		
Allow users to log overtime activities			
Stop tracking when computer is unused for: ①			
5 min v			
Switch to "no task" when desktop application can not match any keyword for:			
immediately ~			
Stop tracking time, when daily hours limit is reached: ①			
Mon Tue Wed Thu Fri Sat Sun			
8:00:00 8:00:00 10:00:0C 8:00:00 8:00:00 0:00:00 0:00:00			
Disable split away time data ①			

To learn more about the away time settings please visit this article.

- Choose a task, when desktop application can not match any keyword this setting refers to the automatic time tracking mode. If application can't match any keyword, the desktop app will show a new window where you can manually assign a task.
- Allow users to log overtime activities allows users to track computer time before and after timeframes defined in the Track time in specific hours table. Users will be able to choose a "Log overtime" option in the desktop app menu if they are working beyond predefined hours.
- Stop tracking when computer is unused for if the computer is unused for a certain time, e.g. 5 minutes, the desktop app will stop recording time and activities. This time will be added as the away time.

Dismiss c logged	omputer acti	vities overlap	ping other co	mputer activi	ies that are a	lready		Tuesday	HH:MM:SS	HH:MM:SS
When starting, keep tracking to the last task								Wednesday	HH:MM:SS	HH:MM:SS
Allow for closing the desktop application										
		ige tracking ir er that tracke		tirely private o	and not share	d with		Thursday	HH:MM:SS	HH:MM:SS
Allow users to	have private	e time each d	ay for: ③					Friday	HH:MM:SS	HH:MM:SS
30 min						~ )				
Do not all	ow adding av	way time activ	vity before firs	and after la	st activity on a	a computer		Saturday	HH:MM:SS	HH:MM:SS
<ul> <li>Choose a</li> </ul>								Sunday	HH:MM:SS	HH:MM:SS
5 min						~				
Define away t			by commas)					Use different settings for notebooks		
Lunch, Offlin	ne work, Othe	er, Meeting								
Allow users t p tracking wh							~			
Switch to "no	ask" when d	esktop applic	ation can no	t match any k	eyword for:					
immediate	У					~				
Stop tracking	time, when c	aily hours lim	nit is reached	: ⑦						
Mon	Tue	Wed	Thu	Fri	Sat	Sun				
8:00:00	8:00:00	10:00:0C	8:00:00	8:00:00	0:00:00	0:00:00				
Disable s	olit away time	e data								
Save settin	gs Bac	k to modules	list							

- Switch to "no task" when desktop application can not match any keyword for- this setting refers to the automatic time tracking mode. If the setting is enabled and application will switch to "no task" and stop tracking time if can't match any keyword after the customized time.
- Stop tracking time, when daily hours limit is reached define the number of hours users can track each day. For example, if you set the limit of 8 hours on Monday and the user started work at 8 am the desktop app will stop tracking computer time and activities after 4 pm. If you keep this setting unchanged no limit will be set.
- **Disable split away time data** refers to the Away time feature. If this setting is enabled users won't be able to split the time of the registered breaks.

C Dismiss computer activities overlapping other computer activitie logged	s that are already	Tuesday	HH:MM:SS	HH:MM:SS
<ul> <li>When starting, keep tracking to the last task</li> <li>Allow for closing the desktop application ①</li> </ul>		Wednesday	HH:MM:SS	HH:MM:SS
Keep all computer usage tracking information entirely private an anyone besides the user that tracked that time.	d not shared with	Thursday	HH:MM:SS	HH:MM:SS
Allow users to have private time each day for: ③		Friday	HH:MM:SS	HH:MM:SS
30 min	~			
<ul> <li>Do not allow adding away time activity before first and after last</li> </ul>	activity on a computer	Saturday	HH:MM:SS	HH:MM:SS
✓ Choose away time activity after: ⑦		Sunday	HH:MM:SS	HH:MM:SS
5 min	~			
Define away time activities (separated by commas):		Use different settings for notebooks		
Lunch, Offline work, Other, Meeting				
	11			
Choose a task, when desktop application can not match any key	word ③			
Allow users to log overtime activities				
Stop tracking when computer is unused for: ③				
5 min	~			
Switch to "no task" when desktop application can not match any k	eyword for:			
immediately	~			
Stop tracking time, when daily hours limit is reached: ③				
Mon Tue Wed Thu Fri	Sat Sup			
Mon         Tue         Wed         Thu         Fri           8:00:00         8:00:00         10:00:00         8:00:00         8:00:00	Sat Sun			
Mon         Tue         Wed         Thu         Fri           8:00:00         8:00:00         10:00:00         8:00:00         8:00:00	Sat         Sun           0:00:00         0:00:00			
8:00:00 8:00:00 10:00:00 8:00:00 8:00:00				

• **Track time in specific hours** - define working hours when the desktop app should track computer time and activities. The application will not register any data before or after the defined hours.

If you leave any field blank while filling at least one field, then application won't track time during the days which fields were left blank. For example, if you set tracking hours from 6 AM till 6 PM on Monday but leave Tuesday-Sunday blank, then time will be tracked only on Monday in the chosen period.

My profile General Add-ons Billing Rates			
People V	Track time in specific hours: ③		
Track computer activity		from	to
Track only computer activites when a timer for task is running			
	Monday	08:00:00	18:00:00
Allow users to delete time registered by desktop application			
Dismiss computer activities overlapping other computer activities that are already logged	Tuesday	08:00:00	18:00:00
When starting, keep tracking to the last task			
Allow for closing the desktop application (2)	Wednesday	08:00:00	18:00:00
Keep all computer usage tracking information entirely private and not shared with anyone besides the user that tracked that time.	Thursday	08:00:00	18:00:00
Allow users to have private time each day for: ③			
30 min	Friday	08:00:00	18:00:00
<ul> <li>Do not allow adding away time activity before first and after last activity on a computer</li> <li>Choose away time activity after: ①</li> </ul>	Saturday	HH:MM:SS	HH:MM:SS
10 min	Sunday	HH:MM:SS	HH:MM:SS
Define away time activities (separated by commas):			
Other work-related, Offline work, Lunch, Meeting, Call, Paperwork	Use different settings for notebooks		