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Search for articles...

88

Away Time

In this article:

- What is the away time?
- Set up the away time
- Private time
- Limit the option of adding the offline time

The Away time tab is located under the **Computer Activities** reports on the left side menu:

C TimeCamp	ACTIVITIES REPORTS			<u>0</u> + Ø	?
TRACK A Timesheet	Away time Sites and Apps	≌ ∨ → Today, 26 July	Day Week Calend	dar 2 2 · :	
REPORTS A	品 Activity categories 曲 Timeline ② Goals	hat are you working an?	note Add many	ually START TIMER ►	
\$ Finance > □ Computer Activities < :		e: Working day		+ 0 0	
MANAGE A	 User statistics Screenshots 				
 >> Tags (2) Geofencing >> Billing Rates TEAM ∧ >>> Users 			-		
Attendance Timesheet Approvals Cuents		No time logged too Start a timer or add them manually to	day change that!		
Clients Invoices				🖄 Submit for Approval	

What is the away time?

The desktop application registers time when computer is actively used. **If for a certain time (previously defined in settings) you don't use a mouse or keyboard**, the application will register your time away from the computer.

Away Time						\$\$\$ (?)	ă†
Date People <							
Shows only activities longer than 1 min. Go Activities	hidden currently: 0 From	То	Activity	Task	Tags	Action	
2022-07-11 C Emily Admin				Add offline activity			
	7:43	11:30	🖉 Away time				
	12:01	12:07	🖉 Away time				
				Add offline activity			

You can leave it unchanged or set the activity such as Lunch, Meeting, Offline work, etc. Those values also can be defined in settings The away time is treated as an unpaid break, but **if you assign an activity this time will be counted into an effective working time**.

Date	User	From	То	Activity	Task	Tags	Action
2022-07-11 Monday	Emily Admin			Add off	ne activity		
		7:43	11:30	Other work-related OK			
		12:01	12:07	Other work-related Offline work			
				Lunch Add off	ne activity		
2022-07-12 Tuesday	Emily Admin			Call Add off	ne activity		
				No	time		

If you track time using the web application and the desktop app works as a background, you can set activities or also manually fill in the away time directly in this section.

If you track time using the desktop app widget, the system will automatically send an inquiry and a new window will appear asking about the offline activity.

C TimeCamp What were you Duration: 00:01:15	doing since 13:04 ?	Translations
Other work-related	Offline work	Lunch
Call	✓ Log it	Skip

The ability to add and manage the away time can be limited by the account Administrator

Set up the away time

The administrator's privileges are required to access and change settings.

Step 1

To set up the away time function navigate to your **Account Settings** and use the shortcut from the General tab to get to the **Computer Activities settings**.

<	fuesday, 17 January	Day C	alendar 8 2 v 🛙 Bulk edit :	Emily Admin documentation@timecamp.com
Select task and pr	roject	note	Add manually 2 N	2 ◎ Profile Settings ☆ Account Settings Subscription
1:00	2:00 3:00 4:00 5:00 6:00 7:00 8:00 9:00 1 1 1 1 1 1 1 1 1 1	10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 	18:00 19:00 20:00 21:00 22:00 23:00	(¹) Log out
Day type: Working	day			
	*			
	No Seems II	recent time entries		
+			🖄 Submit for approval	
C TimeCamp <	Settings My profile General Modules General settings for People Y			음+ ý ⑦ റ
ANALYZE				3
85 Dashboard	Company name:	User group name:	Enabled modules:	Go to settings
Computer Activities	innoonnp root	r copio	Computer Activities	OO to settings
MANAGE	Start week on:	Date format:	Invoicing	Go to settings
Projects			🗂 Attendance	Go to settings
(%) Geofencing	Time format: 24-hour (16:34)	Duration format:	() Time Tracking	Go to settings
\$ Billing Rates			C Timesheet Approvals	Go to settings
TEAM			() Billing	Go to settings
🕾 Users				
Timesheet Approvals			computer Activities	Go to settings
CLIENTS			🗠 GPS Location Tracking	Go to settings
Clients			🛇 Tags	Go to settings
Showless			Enable addition	al module
SHOW MSS.				Delete account

Now find the option **Stop tracking when computer is unused for** and select the amount of idle time you allow the computer to maintain before the app stops tracking time. If you choose for example a 5-minute period, it means that the desktop app will stop recording time and activities if computer is unused for 5 minutes.

Choose a t	ask, when desktop appli	cation can not	match any key	word 🛞		
p tracking whe	n computer is unused	for: ⑦				
5 min						
2 min	leskton applic	ation can not	match any ke	wword for:		
E min	lesktop applie	ation cannot	materiariy ke	yword for.		
5 min						
9 min	daily hours lim	nit is reached:	0			
30 min	Wed	Thu	Fri	Sat	Sun	
5 h	8:00:00	8:00:00	8:00:00	0:00:00	0:00:00	
custom						

Step 3

The next step is optional. If you'd like users to assign activity to their away time mark the checkbox next to **Choose away time activity after** option. Select the time you want the system to wait before asking your employees about their time away from the computer. As the administrator of the account, you can also list and define various acceptable activities for your employees to manage the time they spent away from the system.

Allow users to have private time each day for: ①	
30 min	~
Choose away time activity after. ③	
5 min	```
line away time activities (separated by commas):	
Other work-related, Offline work, Lunch, Call, Meeting, Paperwork	
Other work-related, Offline work, Lunch, Call, Meeting, Paperwork	
Other work-related, Offline work, Lunch, Call, Meeting, Paperwork	
Other work-related, Offline work, Lunch, Call, Meeting, Paperwork Croces a task, when desktop application can not match any keyword (g) Allow users to log overtime activities	
Other work-related, Offline work, Lunch, Call, Meeting, Paperwork Choose a task, when asstrop approation can not match any keyword (g) Allow users to log overtime activities Stop tracking when computer is unused for: ①	
Other work-related, Offline work, Lunch, Call, Meeting, Paperwork Choose a task, when desktop application can not match dry keyword (g) Allow users to log overtime activities Stop tracking when computer is unused for: (g) (5 min)	~
Other work-related, Offline work, Lunch, Call, Meeting, Paperwork Choose a task, when desktop application can not match any keyword @ Allow users to log overtime activities Stop tracking when computer is unused for: @ 5 min Switch to "no task" when desktop application can not match any keyword for:	~

Please keep in mind, that the option "Choose away time activity after" refers to the pop-up window asking about activity for users who track time with the desktop app widget.

Private time

The Administrator of the account can also define the amount of Private time every user can have during the workday. **The private time is counted into the active work time**, it won't be added as Away time. If user selects an option to use their Private time, the application will stop registering activities and will add the period of private time as a separate activity.

To define the amount of Private time please go to your settings and use the shortcut from the General tab to get to the **Computer Activities settings**. Next, find the option "**Allow users to have private time each day**" and set the value.

w users to have	private time each day for: ⑦	
0 min		2
0 min 20 min	way time activity before first and after last activity on a computer tivity after: ③	
30 min unlimited		`
custom	s (separated by commas):	

After the option of having private time is defined, users can simply **open the desktop app menu and select the Private time option**.



The application will stop registering activities immediately. If the break is finished, **open the desktop app menu again and unselect Private time**.



If user stopped the timer, private time would be added as a separate activity to the unassigned computer activities on Timesheet.

If user didn't stop the timer, private time would be added as a separate activity to the time entry.

Select task and project note 18:18 – 18:18 Oh 00m Start timer ADD TIME 100 2:00 3:00 4:00 5:00 6:00 7:00 8:00 10:00 11:00 15:00 16:00 17:00 18:00 18:00 20:00 21:00 22:00 23:00	ENTRY
100 200 300 400 500 600 700 800 900 1000 1100 1200 1300 1400 1500 1600 1700 1800 1900 2000 2100 2200 2300	
Translations Trainings Tra	24m
Setup & Configuration Trainings \$ note 12:28 - 13:27 Oh 2 Cliente: Architecture Inc.	21m
Search activities 0h 00m v Chronological Gro	buped
> opp.knowledgeowt.com (KnowledgeOwt - Google Chrome) 13:08 - 13:27 0h 0f	/8m
> Private Time 13:13 - 13:19	0h 05m
	2111
> online screen capture (Darmowy Program do Przechwytywania Ekranu Apowersoft) 1306 - 1324 0h 0	Jlm
> mylivechatirs.com ((1) Chats - Google Chrome, Chats - Google Chrome) 1320 - 1321 0h0	Jim
Jocsgoogle.com (Nowe artykuy KB - Dokumenty Google - Google Chrome)	Jim
> Immecamp.com (imjects basics - linmecamp knowledge base - Google Chrome, Computer linme Dashboard - linmeCamp knowledge base - Google 1300 - 1522 Unit Unit 1000 - 10000 - 1	Um
Trimecomp bold conector (rogs timecamp.) Isso - rais 0 not Trimecamp.	000
A Mindows Ender 123 123 123 123 123 123 123 123 123 123 12	000
The second	0m
participation contracts and a second se	

The difference between Private and Away time is that Private time is counted as effective working time. The away time is counted separately as an unpaid break.

Limit the option of adding the offline time

There are a few options and settings that you can adjust to prevent users from adding and editing the away time.

• The first way is to block the ability of adding the away time to a specific user.

You can adjust this option in personal settings of each user. Please go to the **Users** module on the left side menu, **click on the name of user** you'd like to edit and unmark the checkbox next to the **Can add offline time** option. After disabling this setting user won't be able to manually add the offline time in the Away time section, and **only the away time registered by desktop app will be available** here.

Add	litional email: 🕥	
Exte	rrnal user ID: 🛞	
Cho	ange password	
Tim	e tracking permissions:	
2	Can track to all projects, tasks (1)	
	Can manage and see all invoices, rates, projects (Time Tracking Administrator)	
	Can create new projects	
	Can manage and see all invoices, rates	
2	Should send timesheets for approval	
С	an add offline time	
Vac	cation hours: 10	
0		
Live	chat window:	
2	Show live chat widget with customer support representative on every page on bottom r	ight corner
Emo	ail notifications:	
2	Weekly computer-time team summary	
2	Alert when someone change my time entry	

 The second way is to turn off the option of assigning an offline activity to the away time registered by the desktop app to the entire group or certain groups of users.

To do that please go to the **Computer Activities settings** and unmark the checkbox next to the **Choose away time activity after** option. If this setting is disabled and the application registers the away time, users won't be able to set the activity. **Without assigning the offline activity this time won't be counted to the effective working time**.

Keep all computer usage tracking information entirely private and not shared with anyone besides the user that tracked that time.	
Allow users to have private time each day for: ①	
30 min	~
 Do not allow adding away time activity before first and after last activity on a computer 	
Choose away time activity after: ③	
10 min	
Define away time activities (separated by commas):	
Choose a task, when desktop application can not match any keyword ③	

• The additional option that helps to **limit editing the away time** is the option **Disable split away time data**. If this settings is enabled users won't be able to split the time of the registered breaks.

5 min							~
vitch to 'no	o task" when d	esktop applic	ation can not	match any ke	ryword for:		~
op trackin	g time, when a	daily hours lim	nit is reached:	•			
MON 8-00-00	8:00:00	8:00:00	8:00:00	8:00:00	0:00:00	0-00-00	
0.00.00							
Disable s	plit away tim	e data 🔞					