

Welcome to TimeCamp Help!

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Podio

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Podio is a platform for creating no-code solutions and automating workflows. The feature set includes organizing team communication, business processes, data, and content in project management workspaces according to project needs.

Overview

The integration will be enabled for the entire account, so **all users will be able to track time on imported tasks**. The integration will be connected to the account of the person who enabled the integration.

Workspaces will be imported as tasks under the Podio project. Apps with their items will be imported as subtasks under the tasks (workspaces) in TimeCamp.

If someone from your Team added private workspaces in Podio and the person who created the integration has no access to those workspaces, they won't be imported to TimeCamp. **Only items the owner of integration has access to could be imported.**

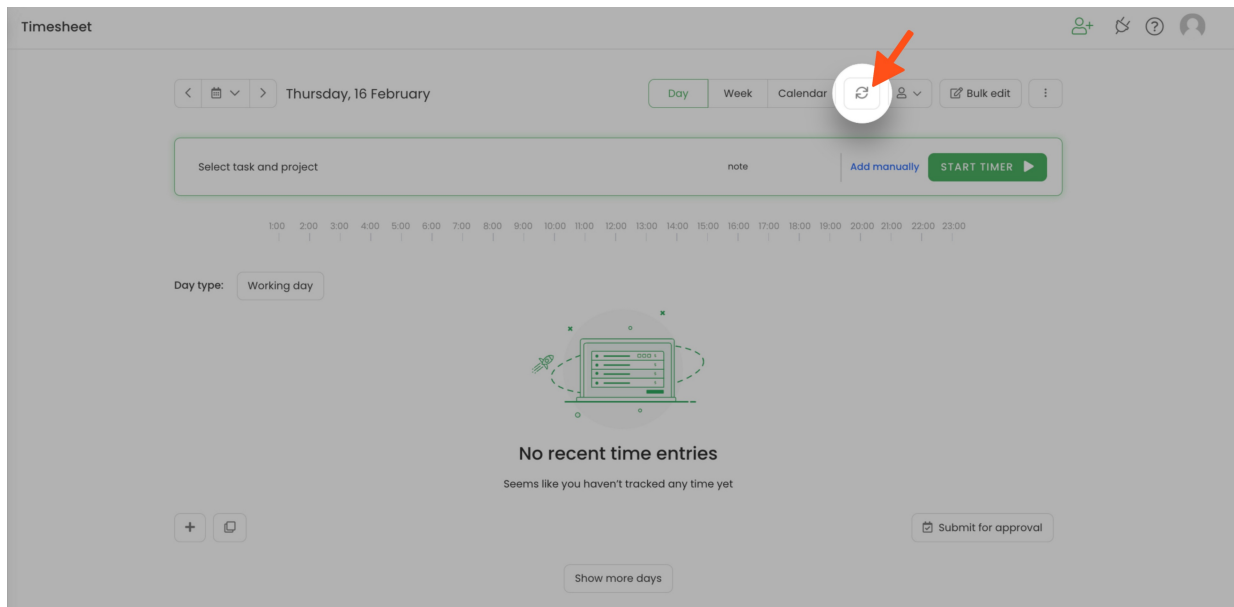
We provide an option to **select workspaces and apps that should or should not be imported from Podio to TimeCamp**. After the integration is enabled and you selected the desired workspaces all items the owner of integration has access to will be imported to the Projects module in TimeCamp.

It is not possible to edit the structure of imported items in TimeCamp.

As an integration creator, you automatically gain access to all imported items. Other **users are assigned to workspaces automatically based on their email addresses, which need to match in both TimeCamp and Podio**. You can always assign tasks manually as well. If users are assigned to the main project Podio they will be

able to track time to all tasks under the Podio project structure. If users are assigned only to certain tasks, they will be able to track time only to these tasks and subtasks under the tasks' structure.

Items marked as completed or deleted in Podio will be automatically removed from the list of projects in TimeCamp. Archived workspaces still appear on the list of active projects in TimeCamp. **If you create a new item in Podio it will be automatically imported to TimeCamp within 2 hours.** To immediately synchronize the integration and update newly added items use the "Force synchronization" option on TimeCamp web Timesheet. Synch will be executed within a few seconds.



The additional functionality we provide for a Podio integration is a **browser plugin** that allows tracking time within the Podio website.

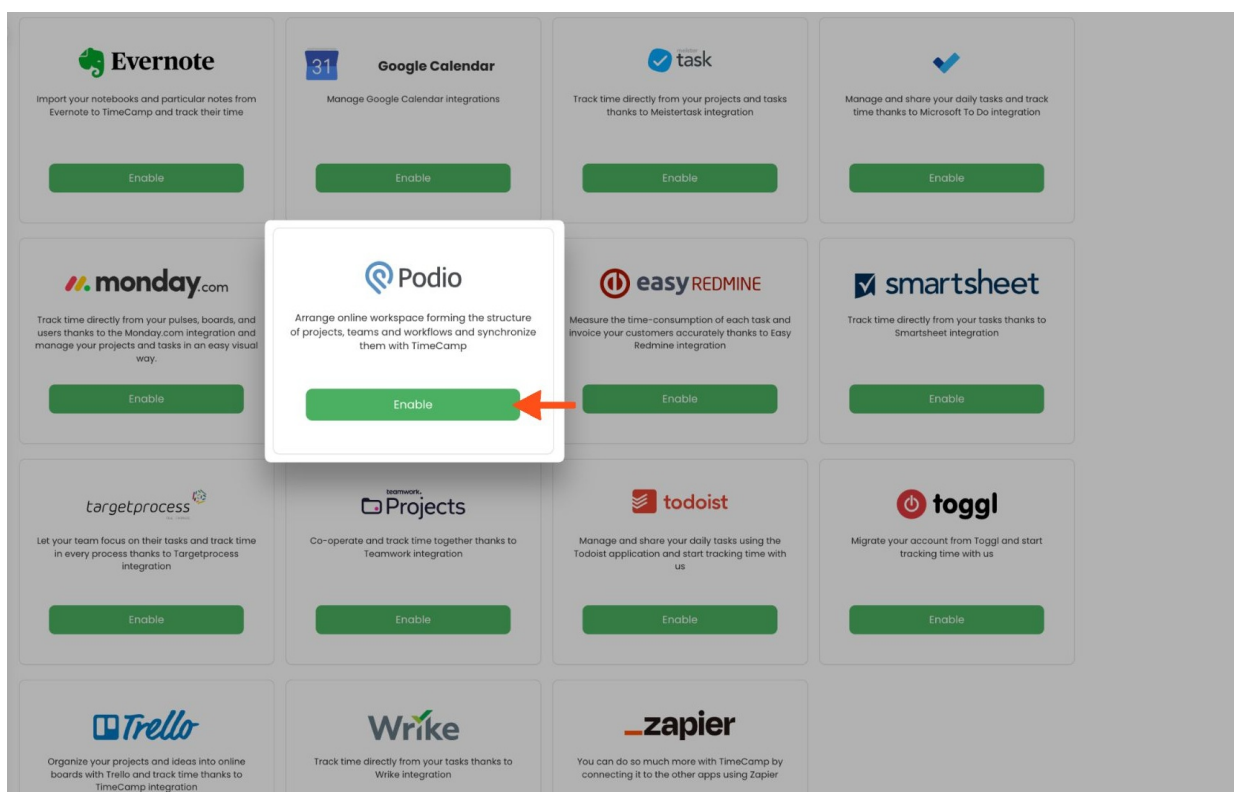
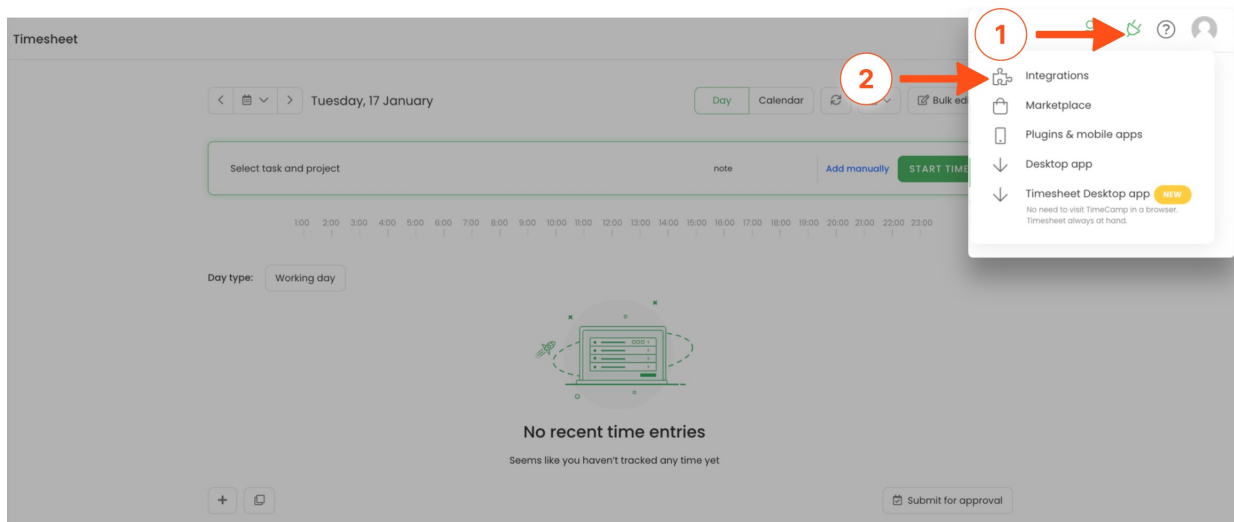
If the user who enabled the integration is not a part of your account anymore, we recommend reenabling the integration.

Enable integration

Only the Administrator of the account can enable the integration.

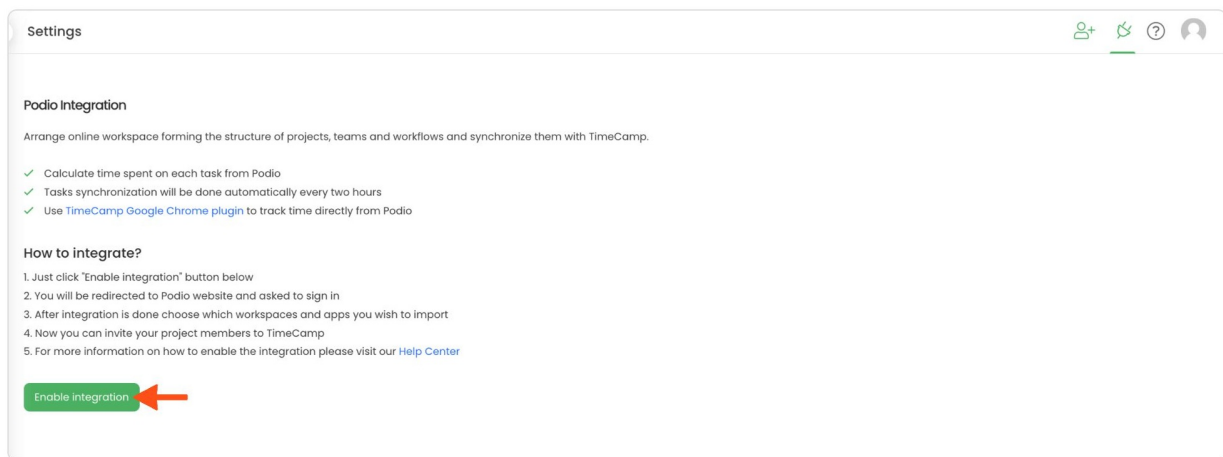
Step 1

To enable the Podio integration, please navigate to the plugin icon and select the **Integrations** option. Next, find the **Podio** integration on the list and click the **Enable** button.



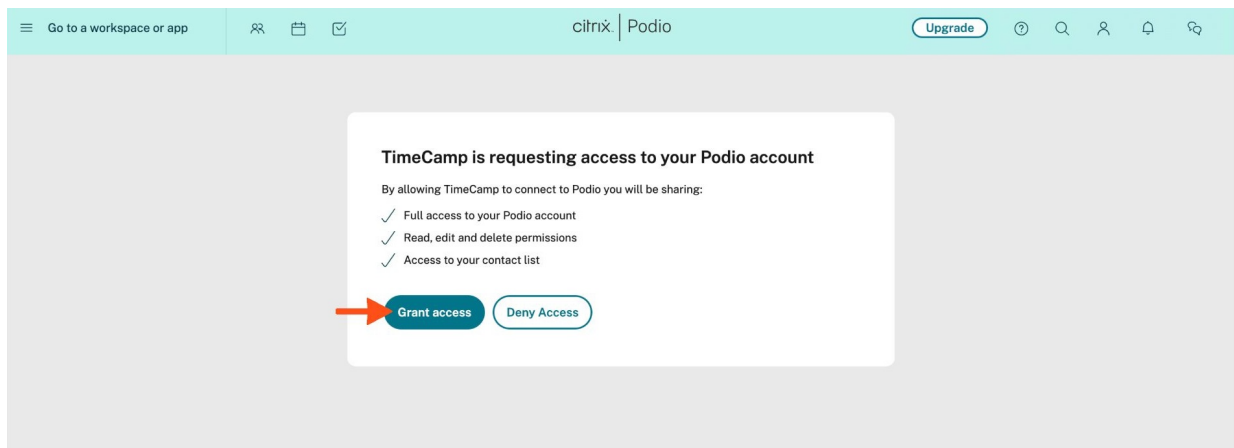
Step 2

Next click on the green **Enable integration** button.



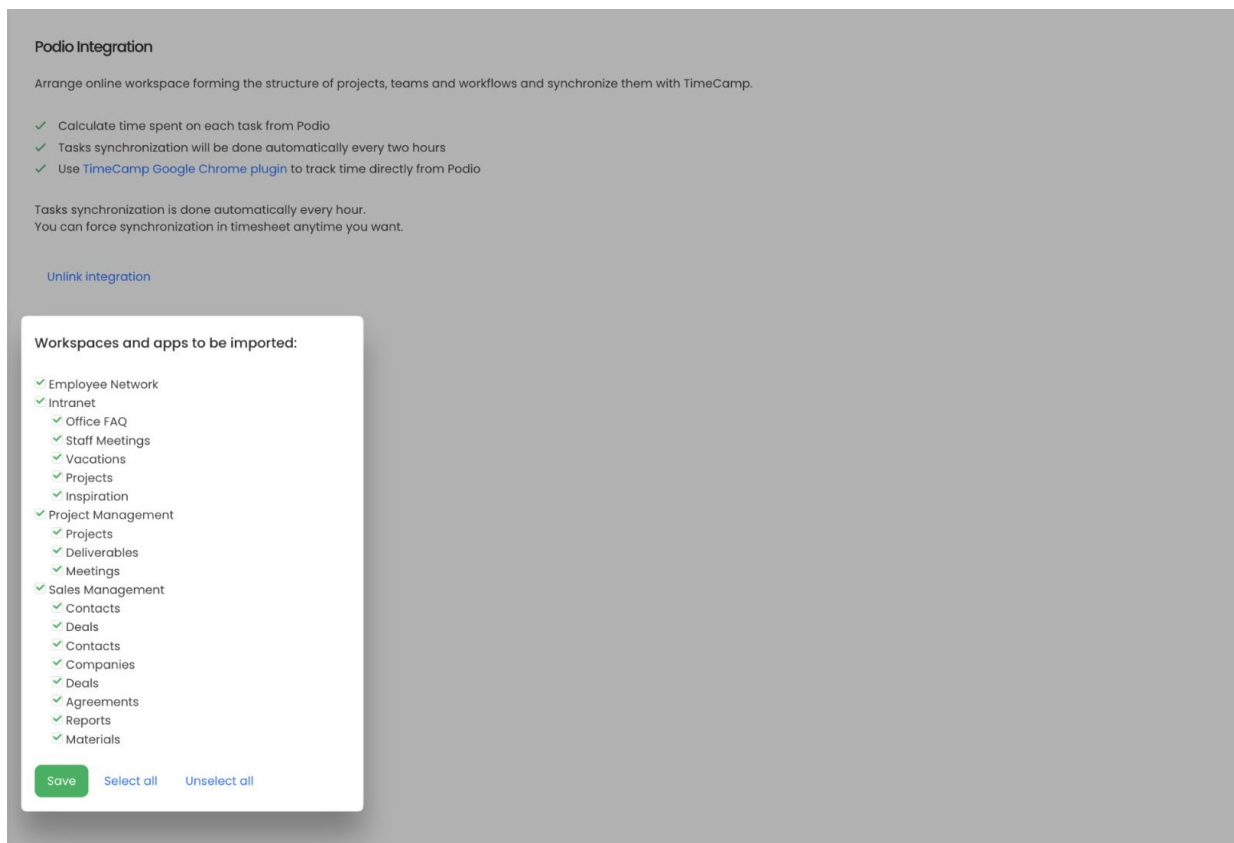
Step 3

You'll be redirected to the Podio website (it would be a good idea to be logged in to Podio already) and asked for a confirmation to enable the integration. Click on the **Grant access** button.



Step 4

Next, you'll need to **select workspaces** you'd like to import from Podio. Import them all or mark specific ones with checkboxes and **Save** changes.



TimeCamp will automatically import selected workspaces, apps, projects, and tasks. From now on you will be able to track the time spent on each assignment. All imported items will be accessible for you to track time using TimeCamp's [timesheets](#), mobile app, desktop app, or browser plugin.

Track time on imported items

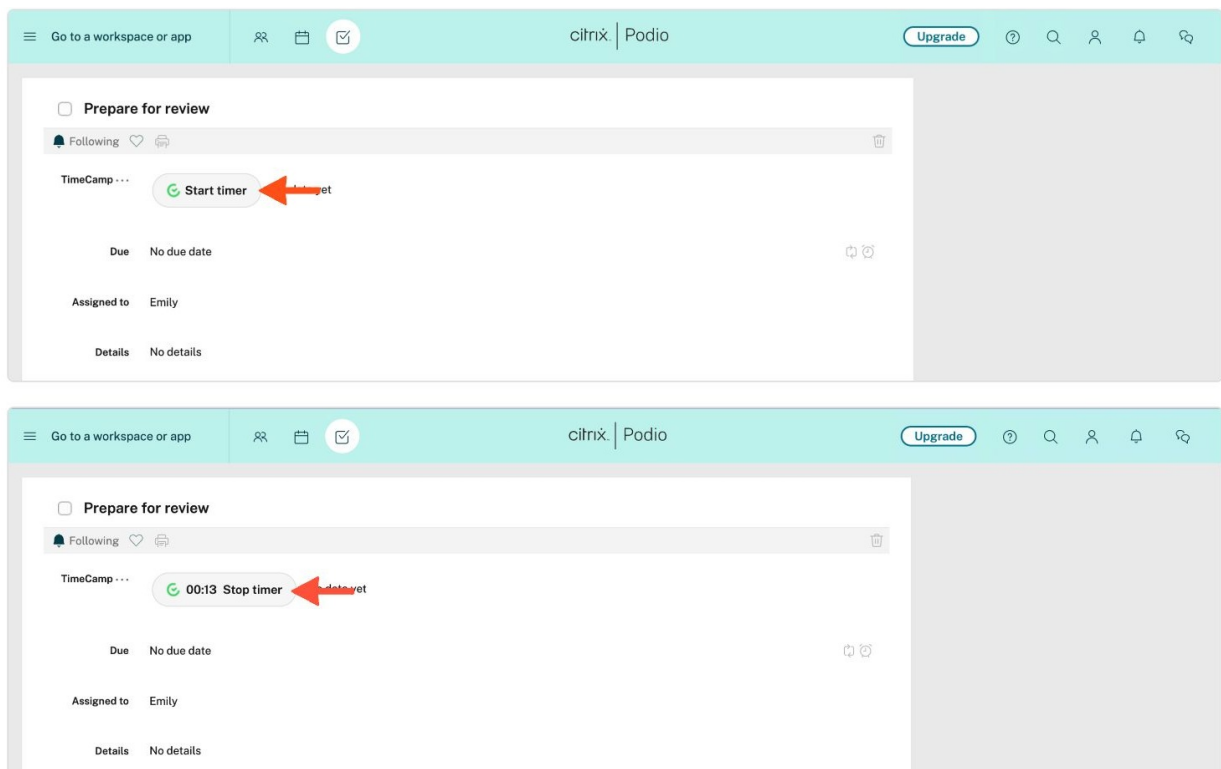
There are a few ways of tracking time in TimeCamp. After the integration is created and all your tasks are imported, you can simply select the desired task from the list and start your timer. Below you can find examples of all available ways of tracking time.

Web Timesheet. Simply select a task using a search box or the drop-down list and run the timer. [Learn more](#)

Desktop app. Click on the “No task” option in a task widget or use the option “Start a task” from the desktop app menu and use a search box or the drop-down list to find the target task. The task widget will be automatically synchronized with your web Timesheet. [Learn more](#)

Mobile app. Go to your Timesheet in the mobile app and click on the “Add” button if you want to create an entry manually or on the “Start” button if you prefer to track time in real time. Next use a search box or the drop-down list to find the target task and start tracking. [Learn more](#)

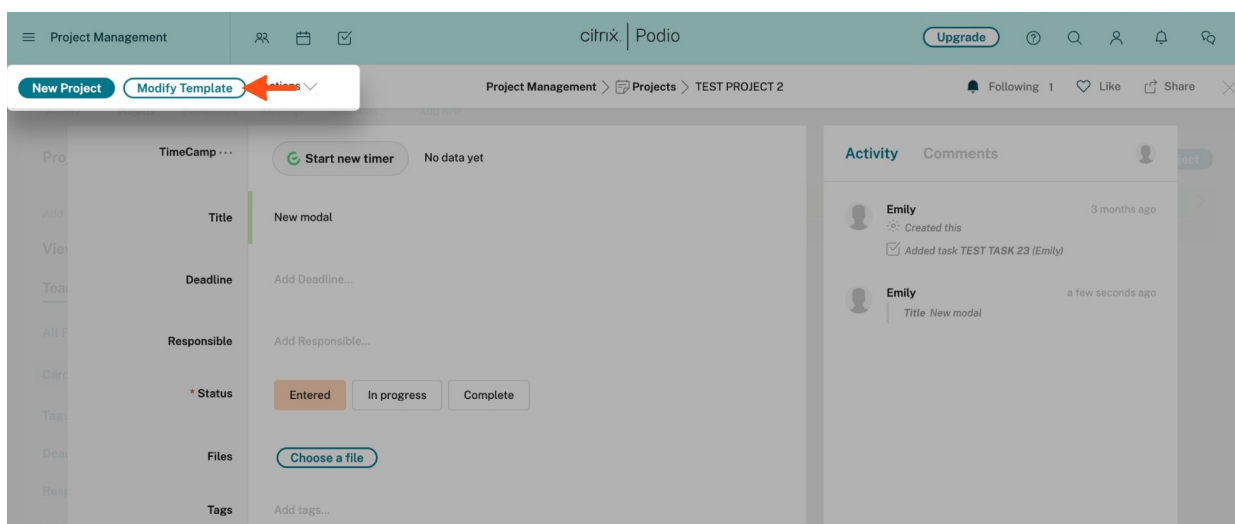
Browser plugin. If you installed the browser plugin and logged in to your TimeCamp account, a start timer button will appear next to all your tasks in Podio. Just open the task and click on the green “Start timer” button to start tracking. When you finish tracking just click on the “Stop timer” button. The browser plugin will be automatically synchronized with your web Timesheet. [Learn more](#)

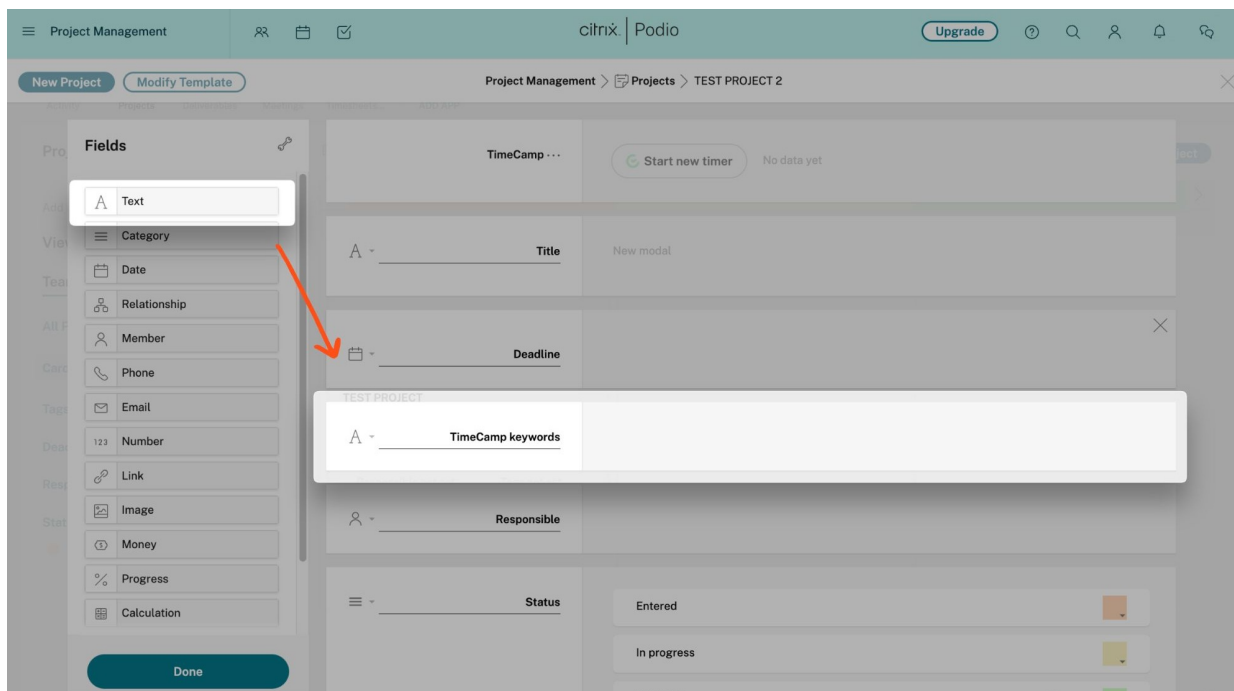


Automatic time tracking

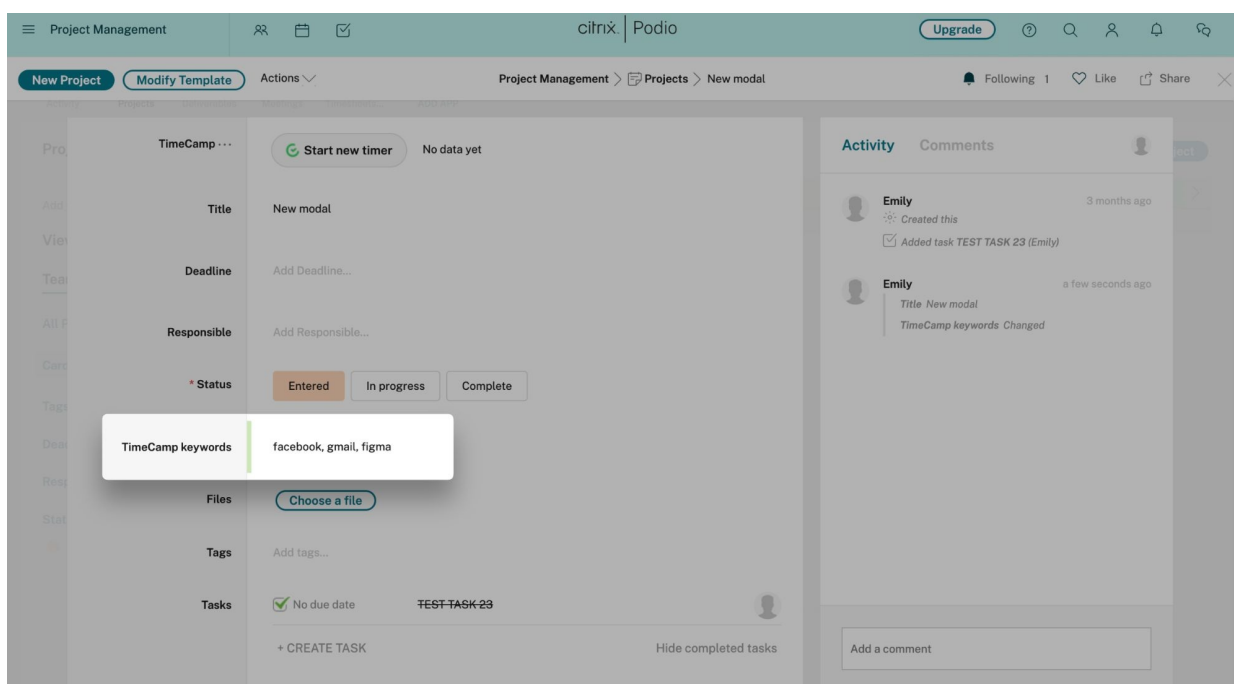
If you've installed the TimeCamp desktop app and wish to **track time automatically**, you can set up a custom Podio field that would import keywords into TimeCamp.

First, open your project in Podio and click on the "Modify template" option. Next, add a text field. For that to work, make sure to name that custom field exactly "TimeCamp keywords".





Separate keywords with commas (,).



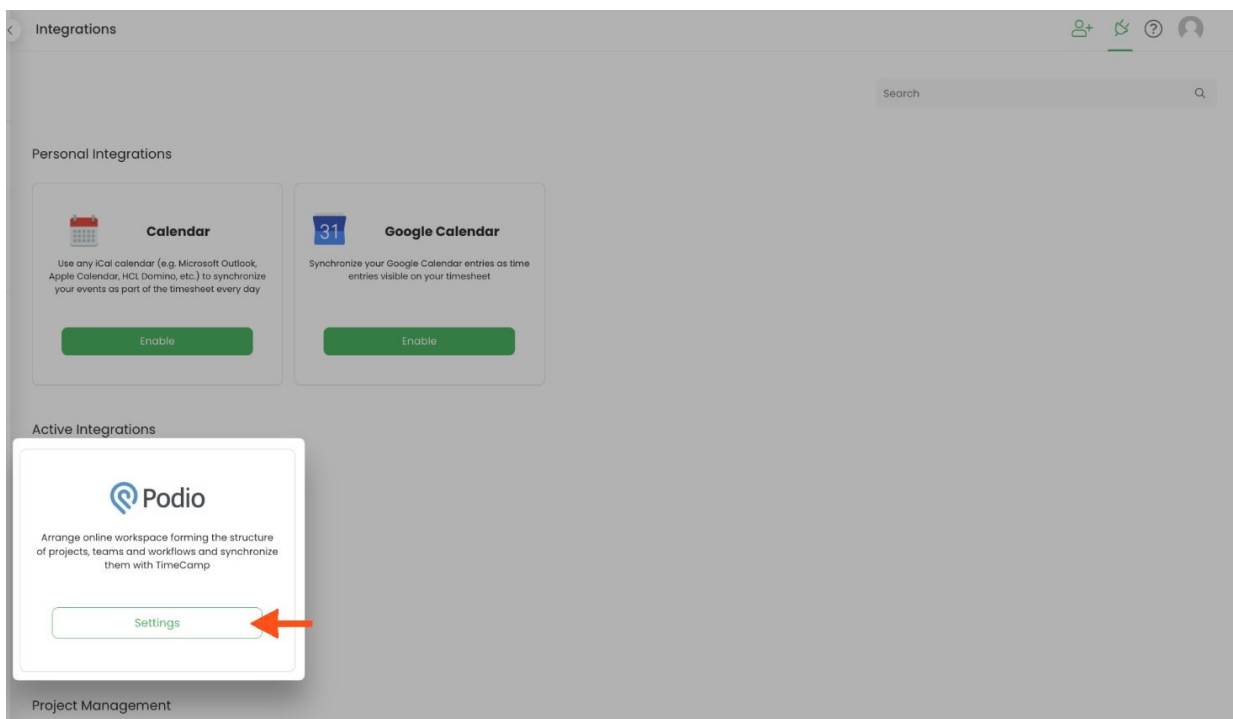
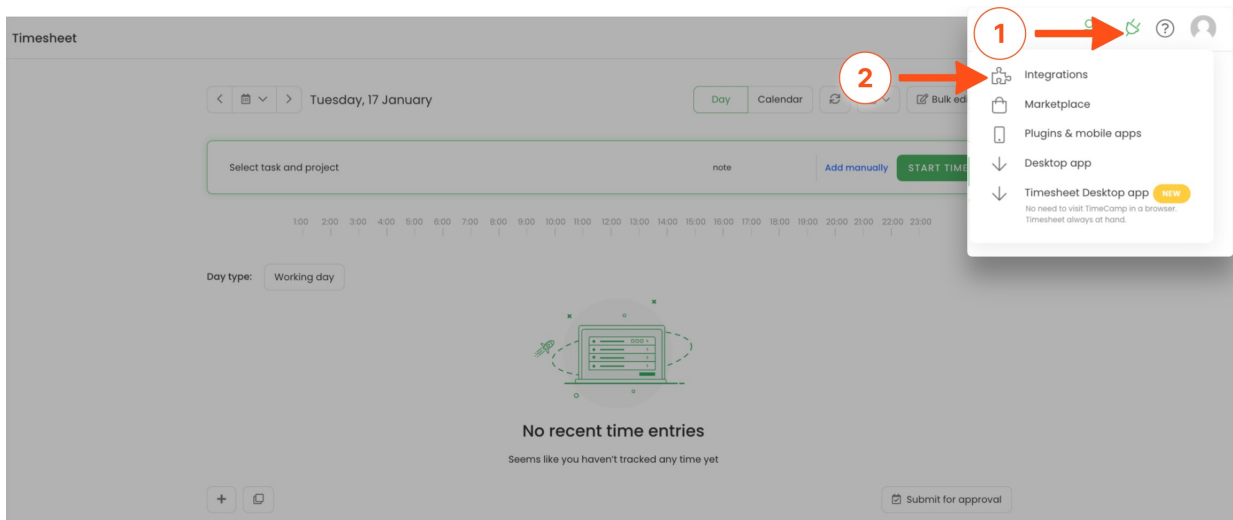
After keywords are synchronized with your TimeCamp account and the automatic time tracking mode is all set up, the timer will be started automatically when the application matches the assigned keywords with a website/application name you're currently working on.

Disable integration

Only the Administrator of the account can re-enable or unlink the integration.

Step 1

If for some reason you would like to reenable or unlink the integration please navigate to the plugin icon and select the **Integrations** option. Next, find the **Podio** integration on the list of active integrations and click on its **Settings**.



Step 2

Next, to unlink the integration simply click on the **Unlink integration** button.

Podio Integration

Arrange online workspace forming the structure of projects, teams and workflows and synchronize them with TimeCamp.

- ✓ Calculate time spent on each task from Podio
- ✓ Tasks synchronization will be done automatically every two hours
- ✓ Use [TimeCamp Google Chrome plugin](#) to track time directly from Podio

Tasks synchronization is done automatically every hour.
You can force synchronization in timesheet anytime you want.

[Unlink integration](#) 

Workspaces and apps to be imported:

- ✓ Employee Network
- ✓ Intranet
 - ✓ Office FAQ
 - ✓ Staff Meetings
 - ✓ Vacations
 - ✓ Projects
 - ✓ Inspiration
- ✓ Project Management
 - ✓ Projects
 - ✓ Deliverables
 - ✓ Meetings
- ✓ Sales Management
 - ✓ Contacts
 - ✓ Deals
 - ✓ Contacts
 - ✓ Companies
 - ✓ Deals
 - ✓ Agreements
 - ✓ Reports
 - ✓ Materials

[Save](#) [Select all](#) [Unselect all](#)

To re-enable the integration first, unlink it, and next click on the **Enable integration** button again and repeat the process of setting the integration. The list of your active items imported to TimeCamp will be updated immediately.