

# Welcome to TimeCamp Help!

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## Smartsheet

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**Smartsheet** is project management software for teams. Share your work with other team members, or simply collaborate on a specific task, Smartsheet makes it easy. Invite people anywhere to collaborate on your entire project by sharing the sheet with them, or simply send them a row with all attachments to get updates. Thanks to Smartsheet time tracking you'll know how much time your team spends on their assignments!

## 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 Smartsheet account of the person who enabled the integration.

**Workspaces and Sheets will be imported as tasks under the Smartsheet project**. Tasks and projects will be imported as subtasks under the tasks (workspaces and sheets) they belong to in TimeCamp.

If someone from your Team added their private workspaces or sheets in Smartsheet and the person who created the integration was not invited to these spaces and sheets, they won't be imported to TimeCamp. **Only items the owner of integration has access to could be imported**.

We don't provide an option to select items that should or should not be imported from Smartsheet to TimeCamp. After the integration is enabled all workspaces and sheets the owner of integration has access to, will be imported to the Projects module in TimeCamp.

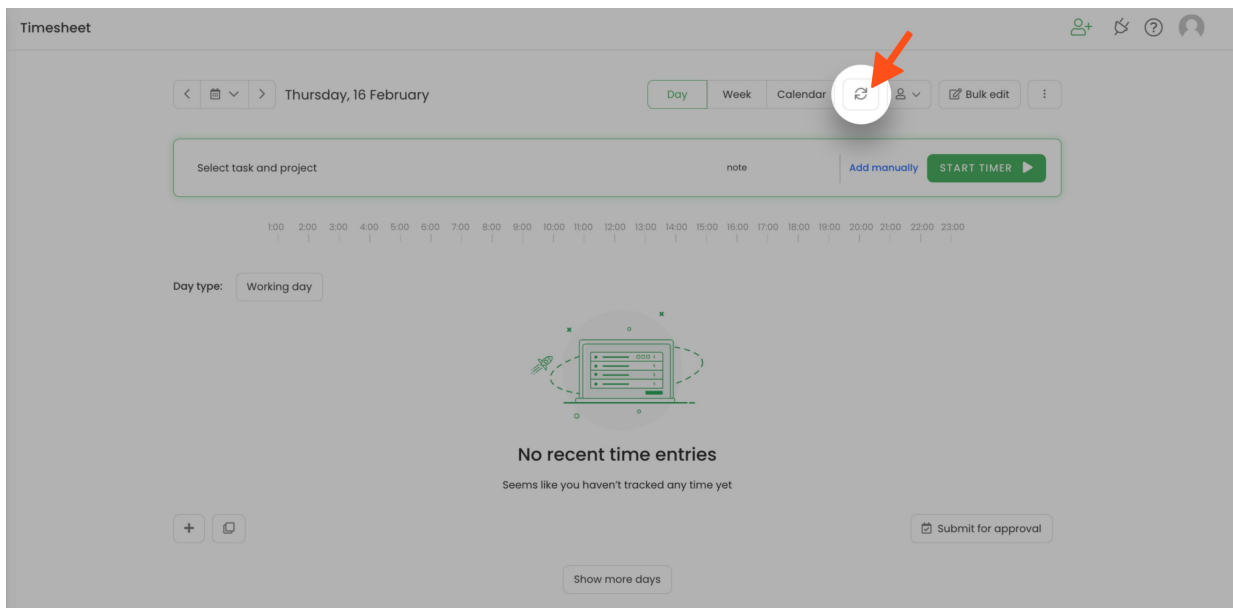
It is not possible to edit the structure of imported items in TimeCamp.

After the integration is created and the Smartsheet items are imported **you can assign your Team to the entire project or to certain tasks**. As an integration creator, you automatically gain access to all imported items. If users are assigned to the main project Smartsheet they will be able to track time to all tasks under the Smartsheet 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.

We don't provide an option to export tracked time from TimeCamp to the Smartsheet account.

Tasks marked as completed in Smartsheet still will be active in TimeCamp. If you delete items in Smartsheet they will be automatically moved to the list of Archived tasks in TimeCamp. **If you create a new item in Smartsheet it will be automatically imported to TimeCamp within 1 hour.** 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.



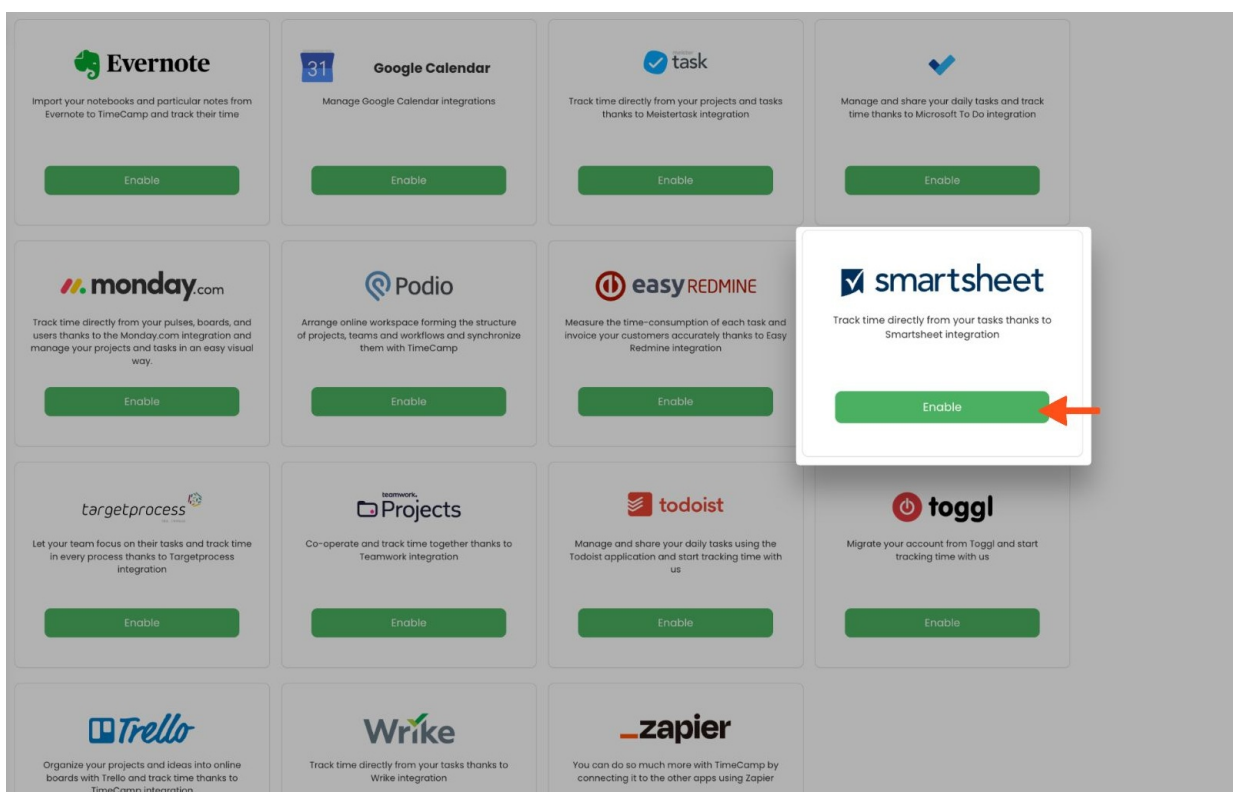
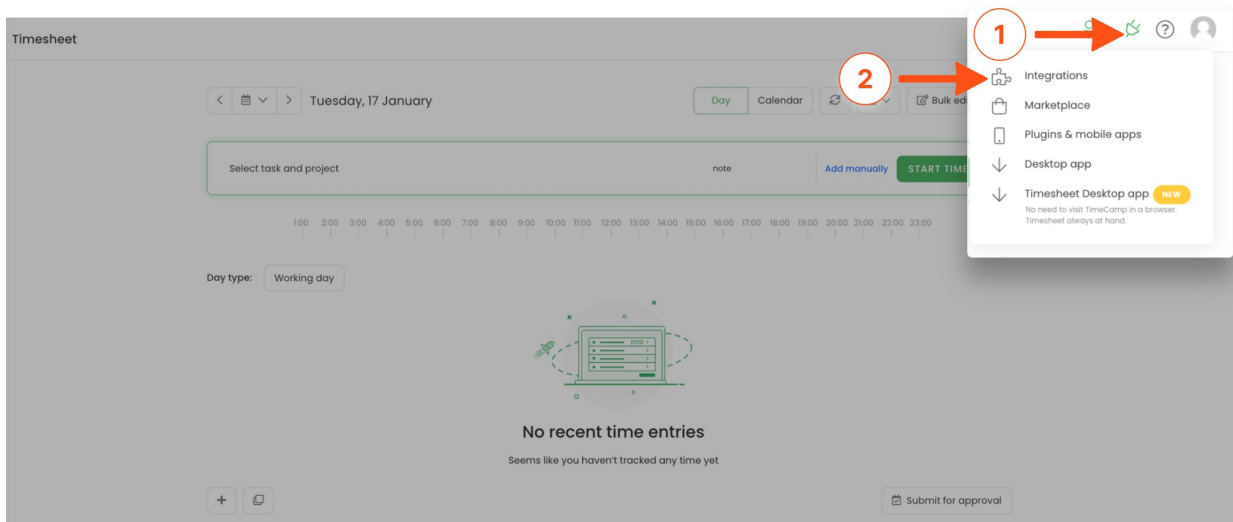
If the user who enabled the integration is not a part of your account anymore, we recommend reenabling the integration.

## Enable integration

Only the Administrator of the account can enable the integration.

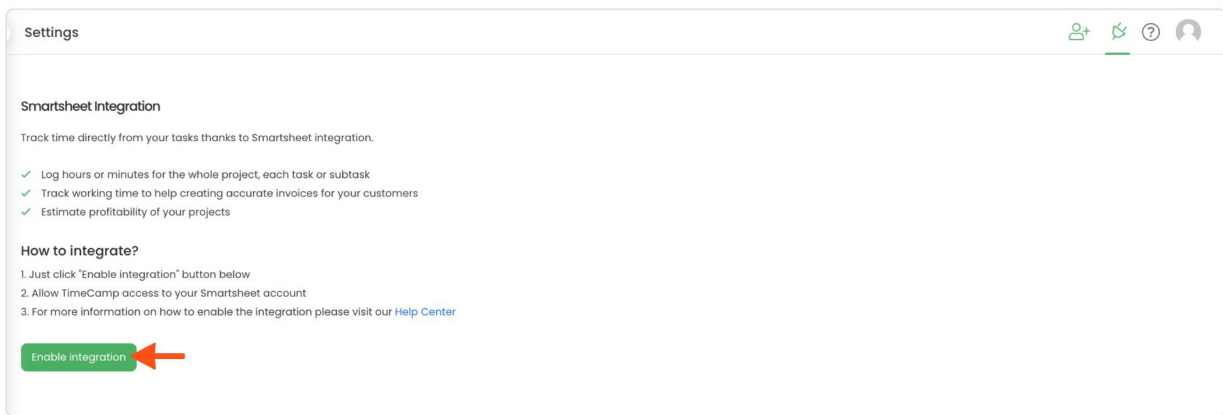
### Step 1

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



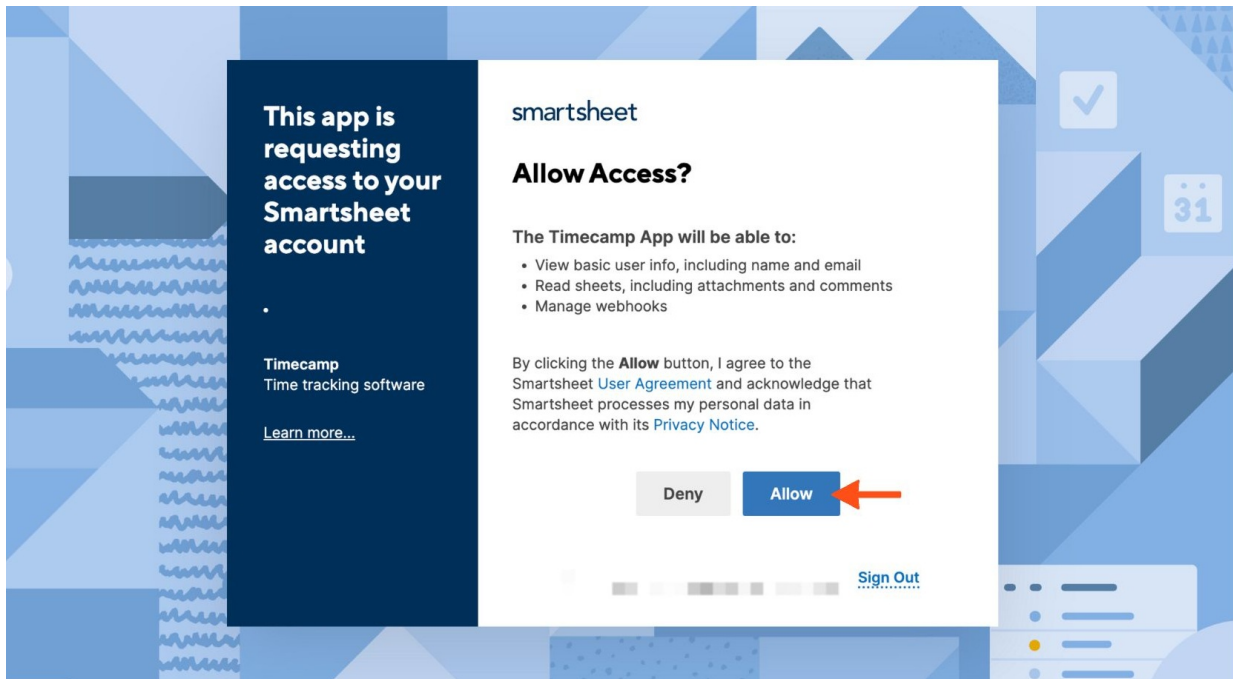
## Step 2

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



### Step 3

You'll be redirected to Smartsheet and asked to authorize TimeCamp access to your account. Proceed with authorization by clicking on the **Allow** button.



All your sheets will be automatically imported to the Projects module in TimeCamp. All imported items will be accessible for you to track time using TimeCamp's timesheets, mobile, desktop application, or browser plugin.

## Track time on imported items

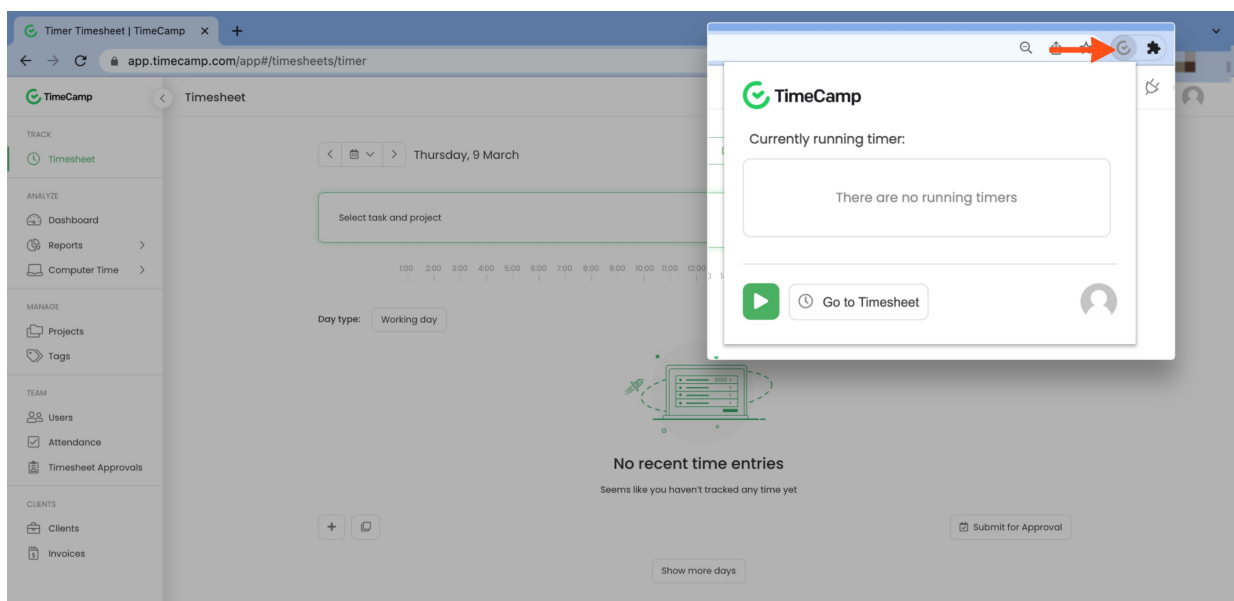
There are a few ways of tracking time in TimeCamp. After the integration is created and all your tasks are imported, you can simply select the desired task from the list and start your timer. Below you can find examples of all available ways of tracking time.

**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, just click on the plugin icon next to the URL address. Start the timer and select task without leaving the website you’re working on. When you finished tracking just click on the red “Stop tracking” button. The browser plugin will be automatically synchronized with your web Timesheet. [Learn more](#)

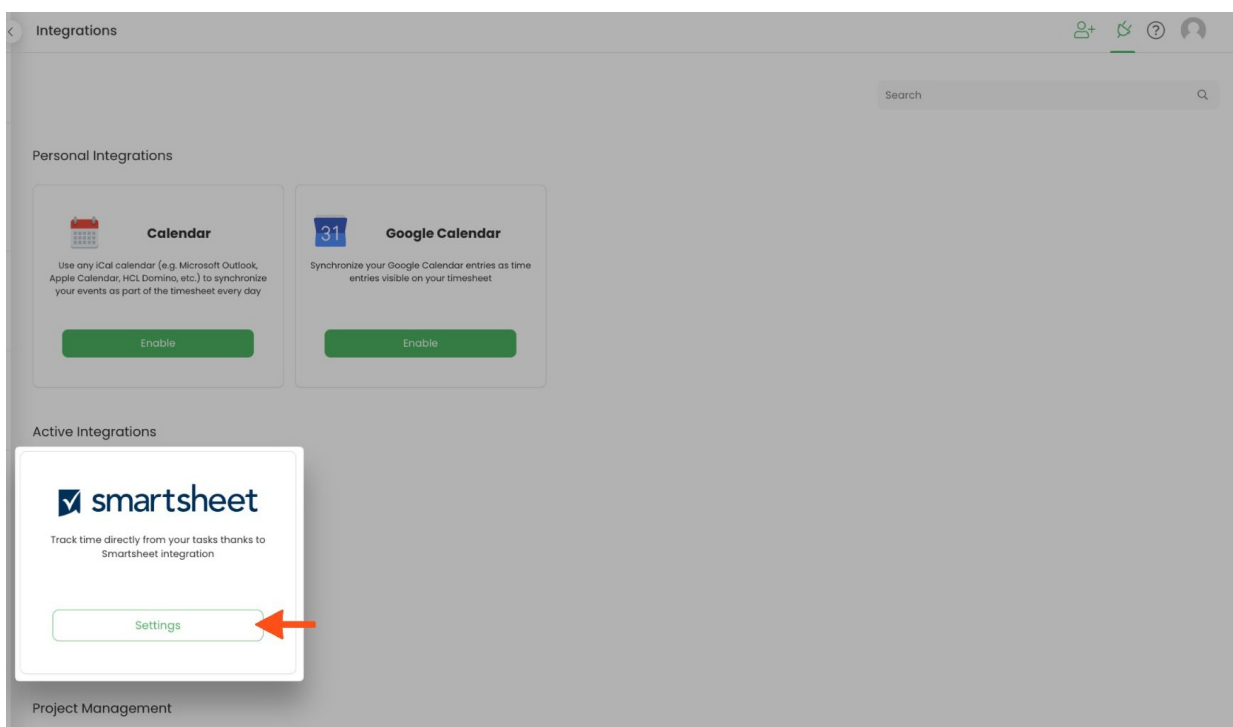
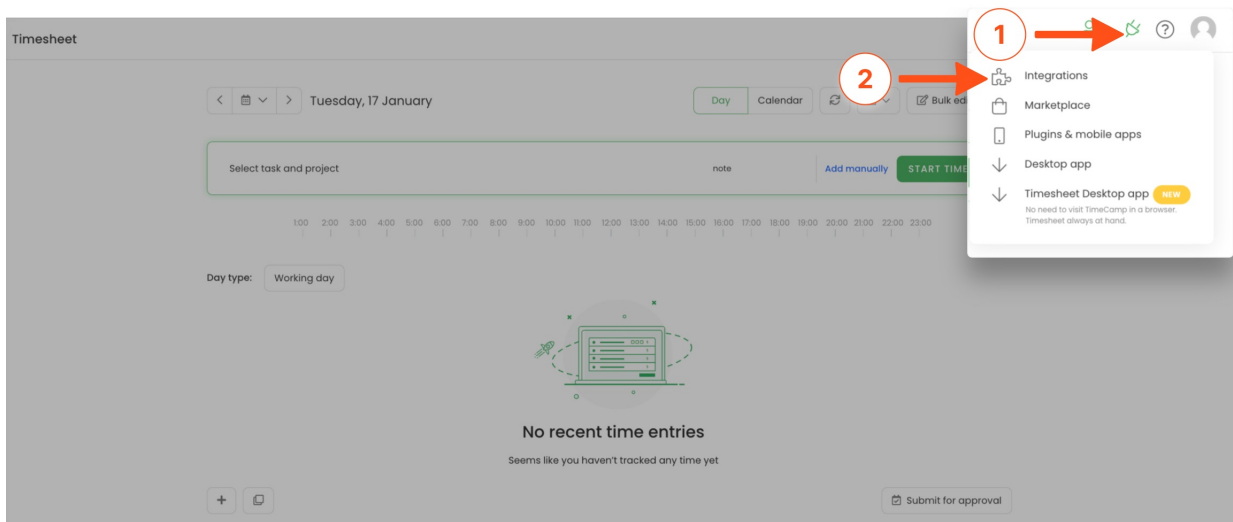


## Disable integration

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

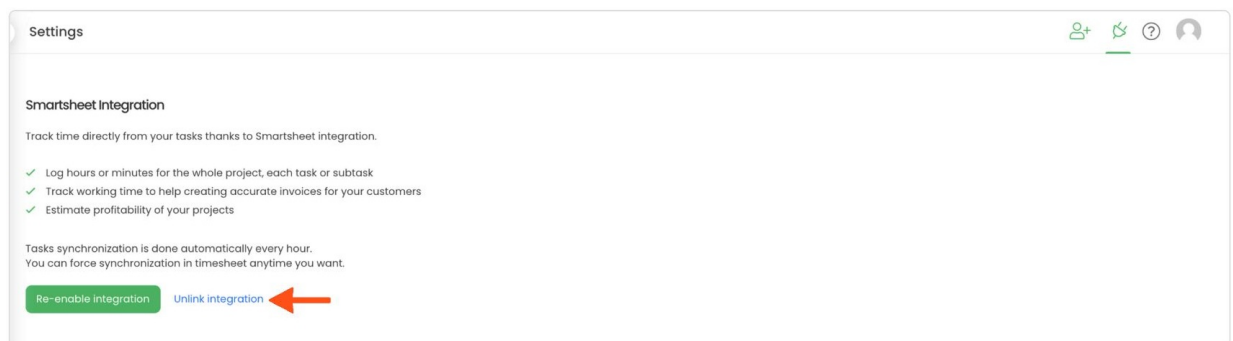
### Step 1

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

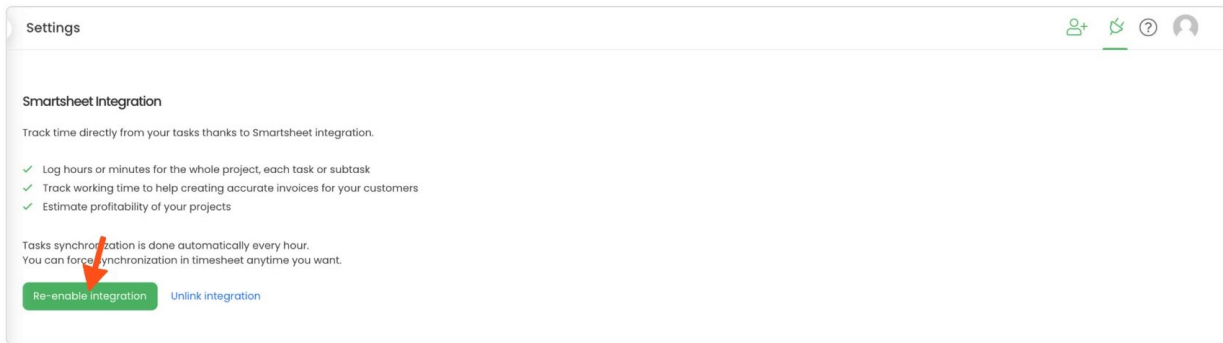


## Step 2

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



To re-enable the integration click on the **Re-enable integration** button. The list of active workspaces and sheets imported to TimeCamp will be updated immediately.



The screenshot shows the 'Settings' page for Smartsheet integration. At the top right, there are icons for user management, a share icon, a help icon, and a refresh icon. The main heading is 'Smartsheet integration'. Below it, a sub-heading reads 'Track time directly from your tasks thanks to Smartsheet integration.' There are three bullet points with green checkmarks: 'Log hours or minutes for the whole project, each task or subtask', 'Track working time to help creating accurate invoices for your customers', and 'Estimate profitability of your projects'. A paragraph states 'Tasks synchronization is done automatically every hour. You can force synchronization in timesheet anytime you want.' At the bottom, there are two buttons: 'Re-enable integration' (highlighted with a red arrow) and 'Unlink integration'.