

# Welcome to TimeCamp Help!

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## Insightly

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Insightly is one of the most popular CRMs available. Thanks to our integration you can [track time](#) spent on Opportunities, Projects, Tasks, Contacts, Organizations, and Leads. You can also import Contacts and Organizations as Clients into TimeCamp – if you wish to use our invoicing module.

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

**Projects, tasks, contact, organizations, leads, and other items will be imported as tasks under the Insightly project.** Lists with their tasks will be imported as subtasks under the tasks they belong to in TimeCamp.

Only items the owner of integration has access to could be imported.

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

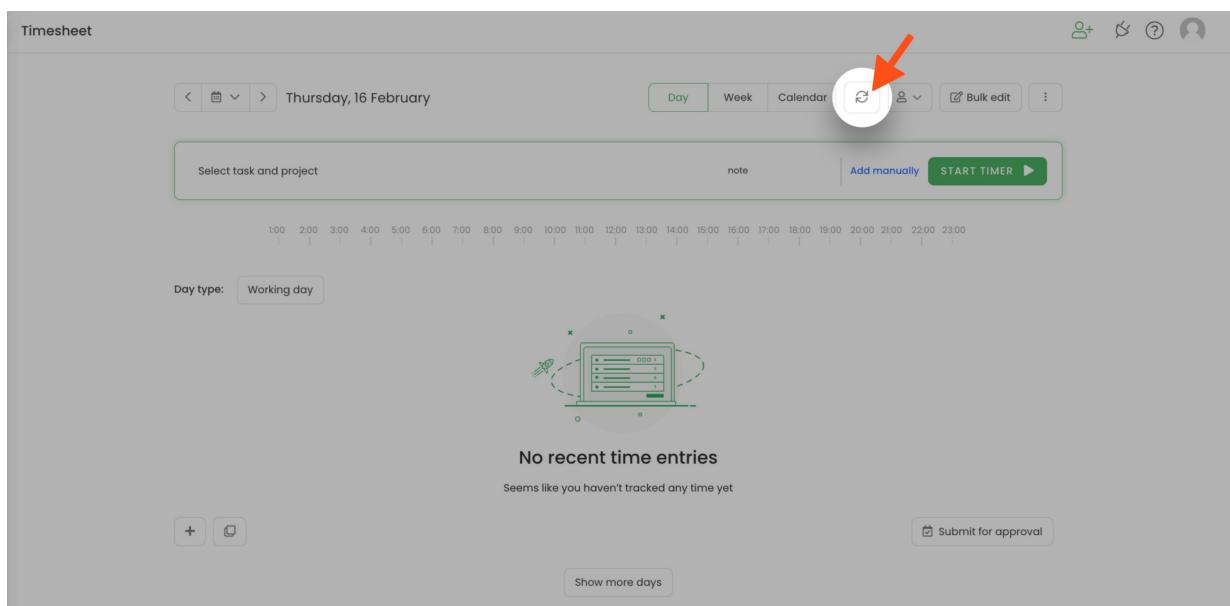
It is not possible to edit the structure of imported items in TimeCamp.

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

to track time to all tasks under the Insightly 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 Insightly account.

Projects, tasks, contacts, and other items marked as completed or deleted in Insightly will be automatically removed from the list of Active tasks in TimeCamp. **If you create a new item in Insightly 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.



The additional functionality we provide for Insightly integration is a [browser plugin](#) that allows tracking time within the Insightly website.

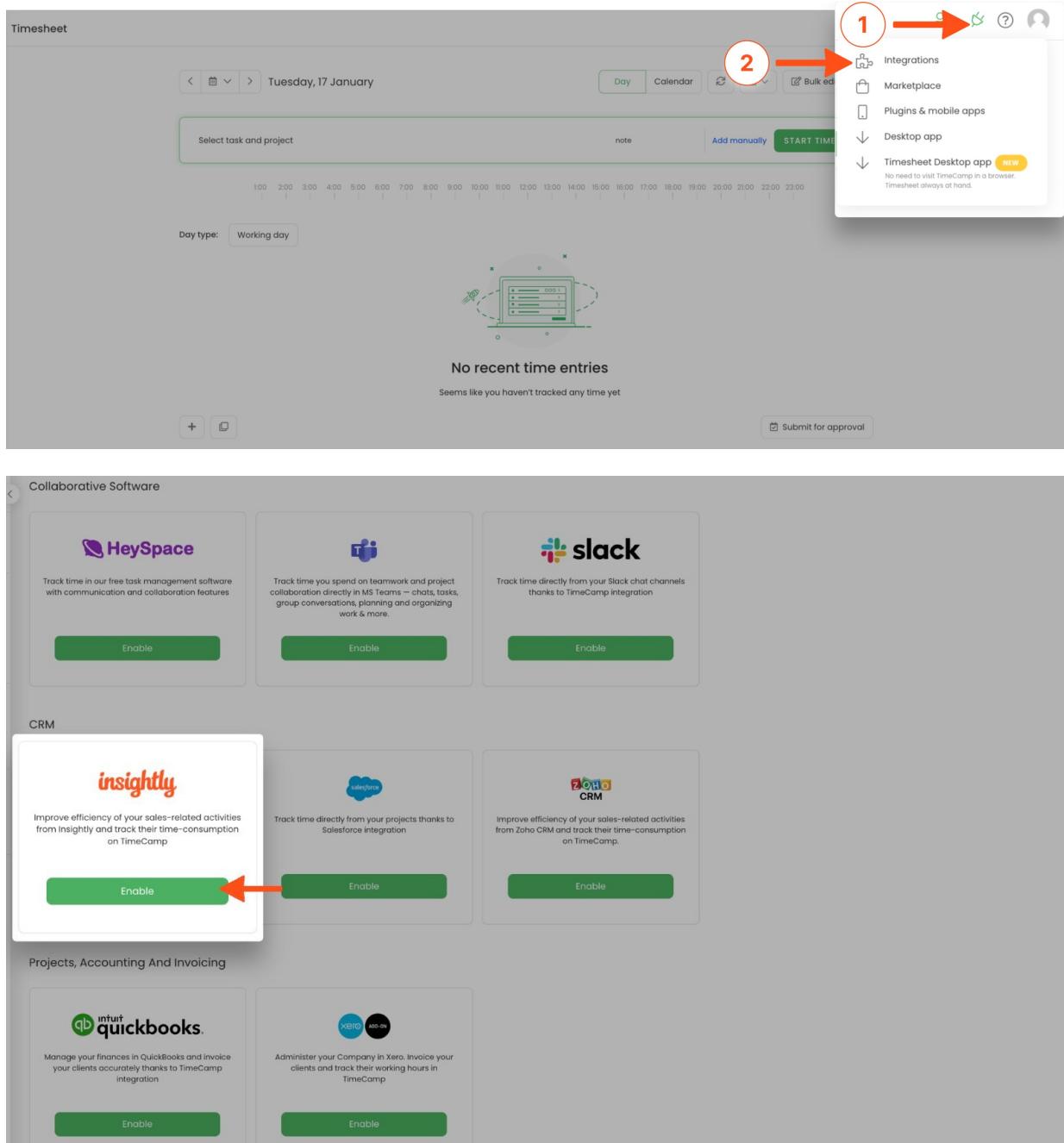
If the user who enabled the integration is not a part of your account anymore, we recommend reenabling the integration.

## Enable integration

Only the Administrator of the account can enable the integration.

## Step 1

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



The screenshot shows the TimeCamp Timesheet interface. At the top right, a menu is open with two numbered arrows: arrow 1 points to the 'Integrations' option, and arrow 2 points to the 'Enable' button for the Insightly integration in the 'Collaborative Software' section. The 'Collaborative Software' section also includes integrations for HeySpace, Microsoft Teams, and Slack.

**Collaborative Software**

- HeySpace**: Track time in our free task management software with communication and collaboration features. **Enable**
- Microsoft Teams**: Track time you spend on teamwork and project collaboration directly in MS Teams – chats, tasks, group conversations, planning and organizing work & more. **Enable**
- slack**: Track time directly from your Slack chat channels thanks to TimeCamp integration. **Enable**

**CRM**

- Insightly**: Improve efficiency of your sales-related activities from Insightly and track their time-consumption on TimeCamp. **Enable**
- Salesforce**: Track time directly from your projects thanks to Salesforce integration. **Enable**
- Zoho CRM**: Improve efficiency of your sales-related activities from Zoho CRM and track their time-consumption on TimeCamp. **Enable**

**Projects, Accounting And Invoicing**

- QuickBooks**: Manage your finances in QuickBooks and invoice your clients accurately thanks to TimeCamp integration. **Enable**
- Xero**: Admin: Administer your Company in Xero. Invoice your clients and track their working hours in TimeCamp. **Enable**

## Step 2

Next, paste your **API token** from the Insightly account and click on the **Enable integration** button.

**Insightly Integration**

Improve efficiency of your sales-related activities from Insightly and track their time-consumption on TimeCamp.

- ✓ Log hours or minutes for projects, tasks and opportunities
- ✓ Estimate profitability of your projects
- ✓ Use [TimeCamp Google Chrome plugin](#) to track time directly from Insightly

**How to integrate?**

1. Open Insightly and go to 'User Settings'
2. Copy your API KEY (you will find it at the bottom of the page)
3. Enter your API KEY in the field below and click "Enable integration"
4. Now you can invite your team members to TimeCamp
5. For more information on how to enable the integration please visit our [Help Center](#)

API Token:

228081c7-a400-4ac3-8e5e-c60570be0c56

**Enable integration**

To find the API token click on your avatar in the right-upper corner to expand the drop-down menu and go to the User Settings panel. Scroll down through the User Settings page and copy your API key.

**insightly CRM**

**My Tasks**

Drag a column header and drop it here to group by that column

Task Name	Percent Complete Indi	Responsible	Date Due	Task Owner	Status		
1. Persona...		Emily Admin		Emily Admin	Not Started		
2. Add you...		Emily Admin		Emily Admin	Not Started		
3. Invite yo...		Emily Admin		Emily Admin	Not Started		
4. Save yo...		Emily Admin		Emily Admin	Not Started		
5. Connect...		Emily Admin		Emily Admin	Not Started		

Page 1 of 1

1 - 5 of 5 items

**User Settings**

**System Settings**

**Billing & Account**

**Log Out**

**insightly CRM**

**TASK AND CALENDAR SETTINGS**

Make my tasks visible to others by default  
 Make my events visible to others by default  
 Set reminders on tasks with due dates

Default Reminder Time: 8:00 AM (8:00)

First Day Of Week: Monday

First Week Of Year: Starts On Jan 1st

**CONNECTED APPLICATION SETTINGS**

Connect To Evernote

**API**

Your API key is: 228081c7-a400-4ac3-8e5e-c60570be0c56 [Generate new API key](#)

Your API URL is: <https://api.na1.insightly.com>

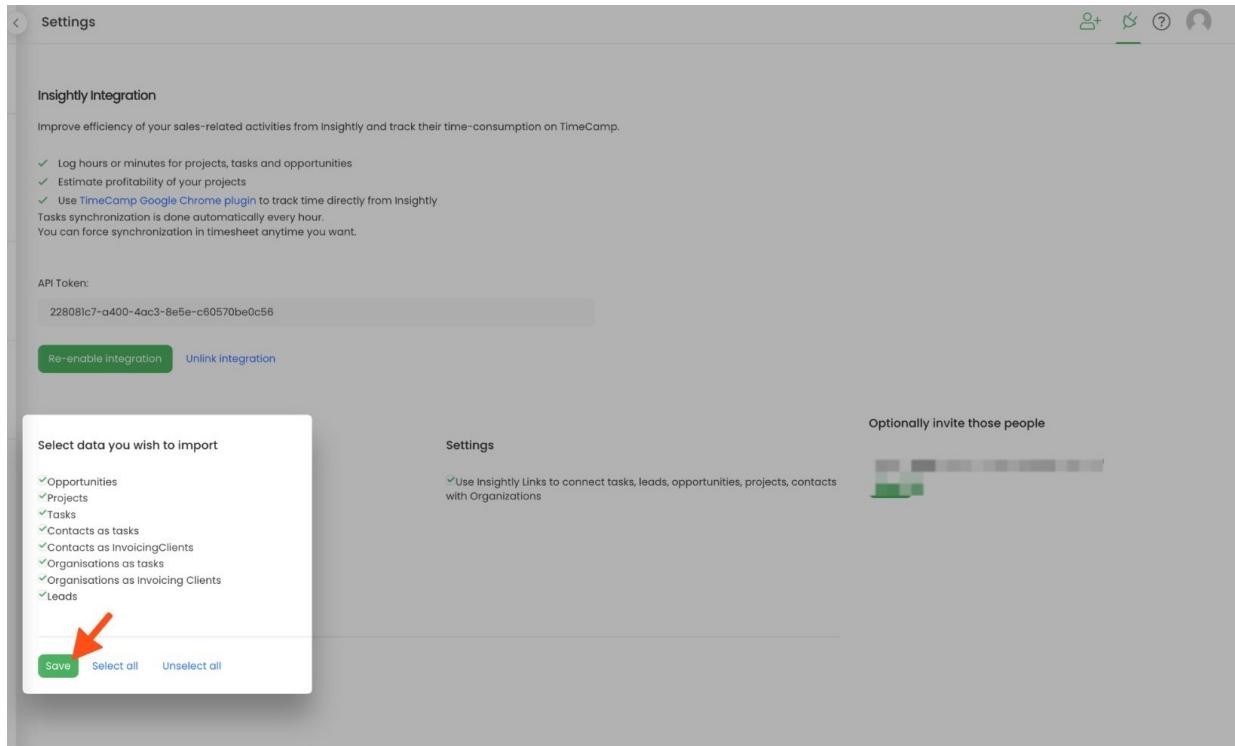
**DEFAULT ADDRESS SETTING**

Default Address Country: Select Country...

**Save User Settings**

## Step 3

Now you can **select the data** you wish to synchronize. Import them all or mark specific ones with checkboxes and save your changes.



Settings

Insightly Integration

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- ✓ Log hours or minutes for projects, tasks and opportunities
- ✓ Estimate profitability of your projects
- ✓ Use [TimeCamp Google Chrome plugin](#) to track time directly from Insightly

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

API Token: 228081c7-a400-4ac3-8e5e-c60570be0c56

Re-enable integration    Unlink integration

Select data you wish to import

- ✓ Opportunities
- ✓ Projects
- ✓ Tasks
- ✓ Contacts as tasks
- ✓ Contacts as invoicing clients
- ✓ Organisations as tasks
- ✓ Organisations as invoicing clients
- ✓ Leads

Save    Select all    Unselect all

Settings

Optional invite those people

Your Opportunities, Projects, Tasks, Contacts, etc. will be 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.

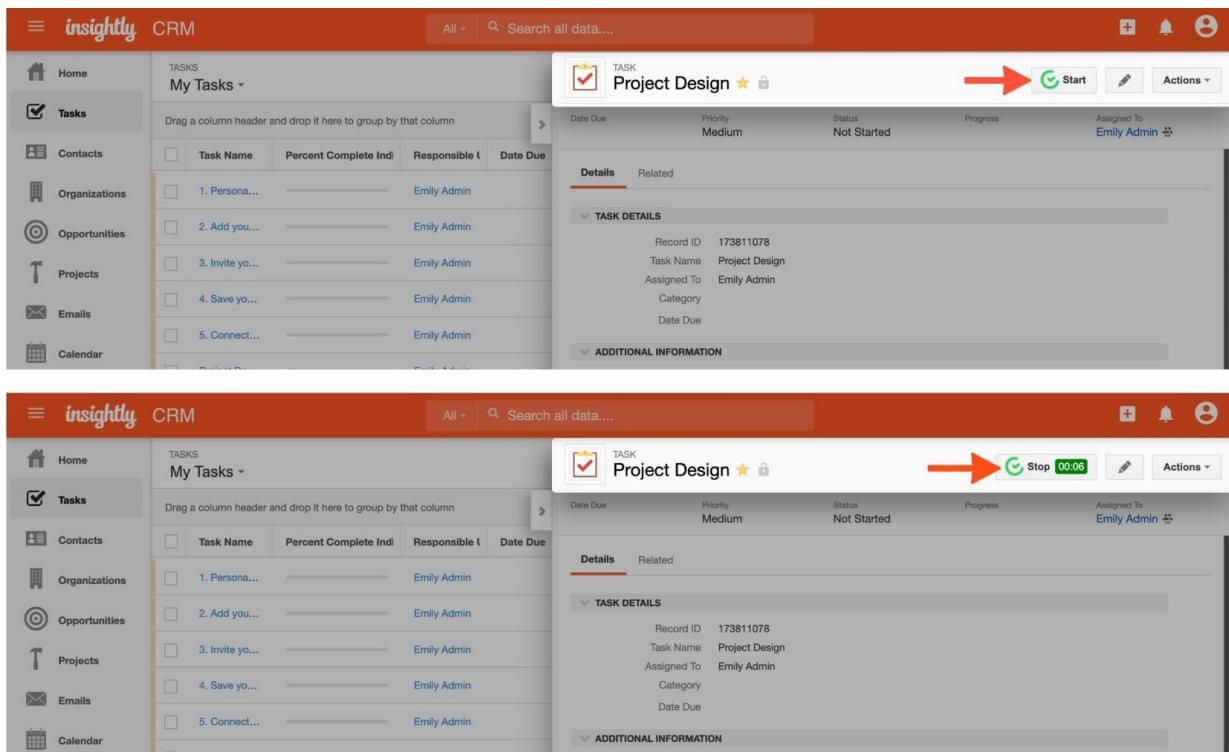
**Web Timesheet.** Simply select a task using a search box or the drop-down list and run the timer. [Learn more](#)

**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 browser plugin and logged in to your TimeCamp account, a start timer button will appear next to all your items in Insightly. Just open the task, contact, or any other item and click on the

green "Start" button to start tracking. When you finish tracking just click on the "Stop" button. The browser plugin will be automatically synchronized with your web Timesheet. [Learn more](#)



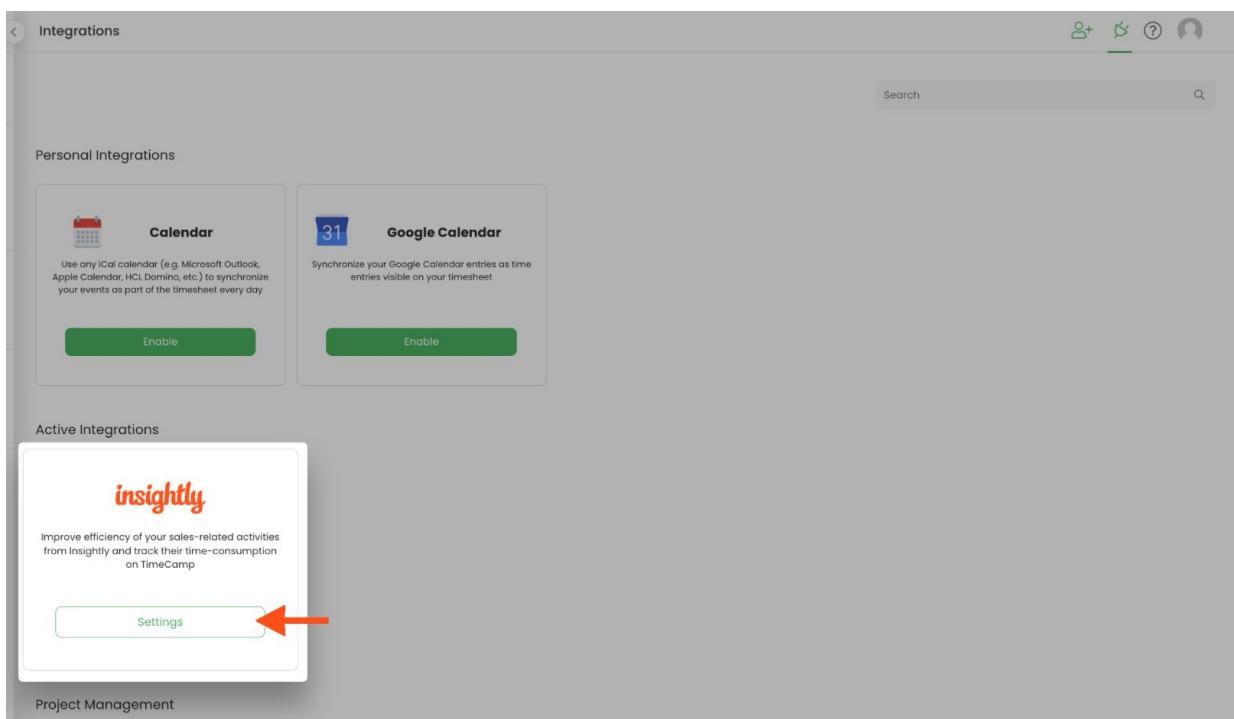
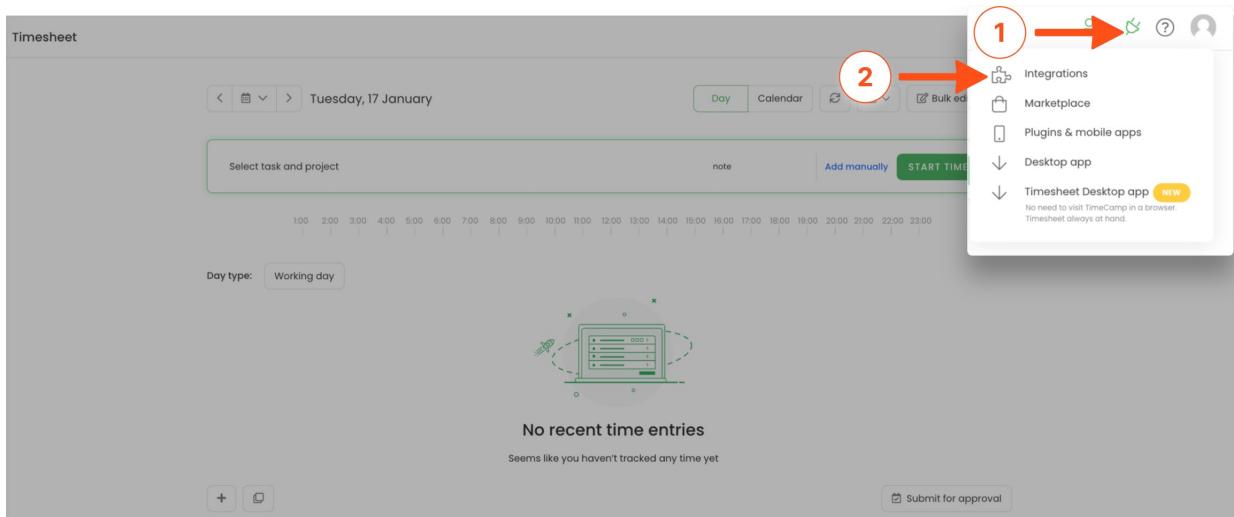
The image consists of two screenshots of the Insightly CRM interface, one above the other. Both screenshots show the 'Tasks' section with a list of tasks on the left and a detailed view of a task on the right. The task on the right is titled 'Project Design' and has a status of 'Not Started'. In the top screenshot, a red arrow points to the 'Start' button in the top right corner of the task detail view. In the bottom screenshot, a red arrow points to the 'Stop' button in the top right corner, which now displays '00:06' indicating the duration of the tracking session.

## Disable integration

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

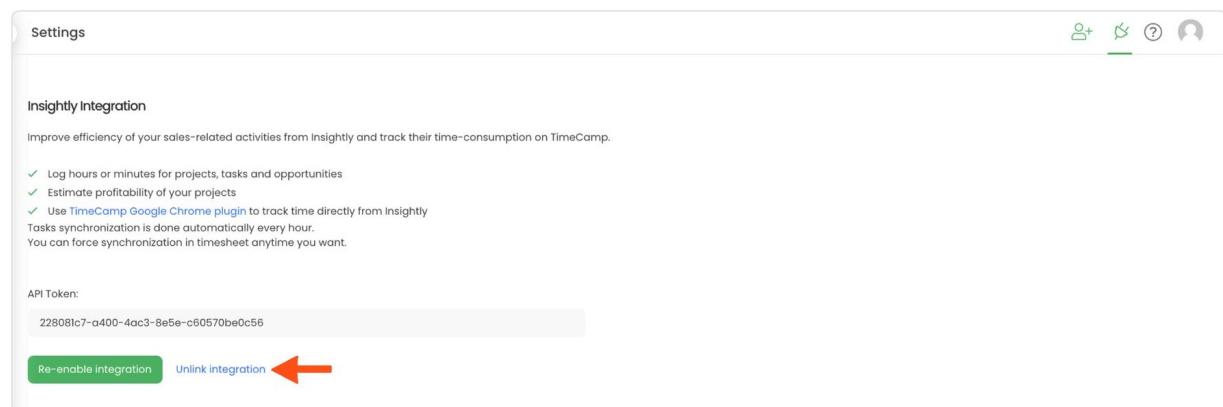
### Step 1

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

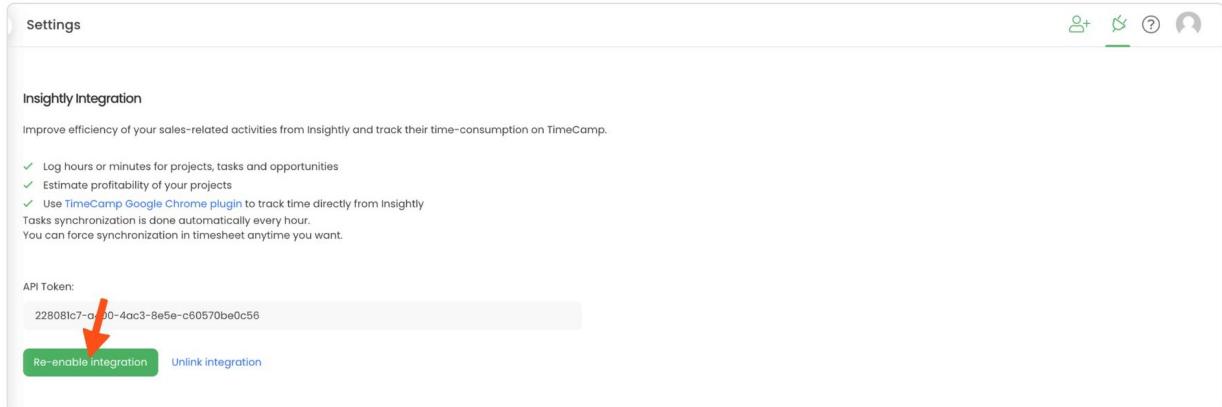


## Step 2

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



To re-enable the integration input the updated API token from your Insightly account and click on the **Re-enable integration** button. Next select boards and subitems you would like to synchronize and the list of active items imported to TimeCamp will be updated immediately.



Settings

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**Re-enable integration** [Unlink integration](#)