

# Welcome to TimeCamp Help!

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## Asana

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**Asana** is a workplace management dashboard that helps streamline communication across companies and teams. Asana integration with TimeCamp enables you to log hours or minutes for the whole project, each task or subtask.

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

**Projects will be imported as tasks under the Asana project** Lists with their tasks will be imported as subtasks under the tasks (projects) they belong to in TimeCamp.

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

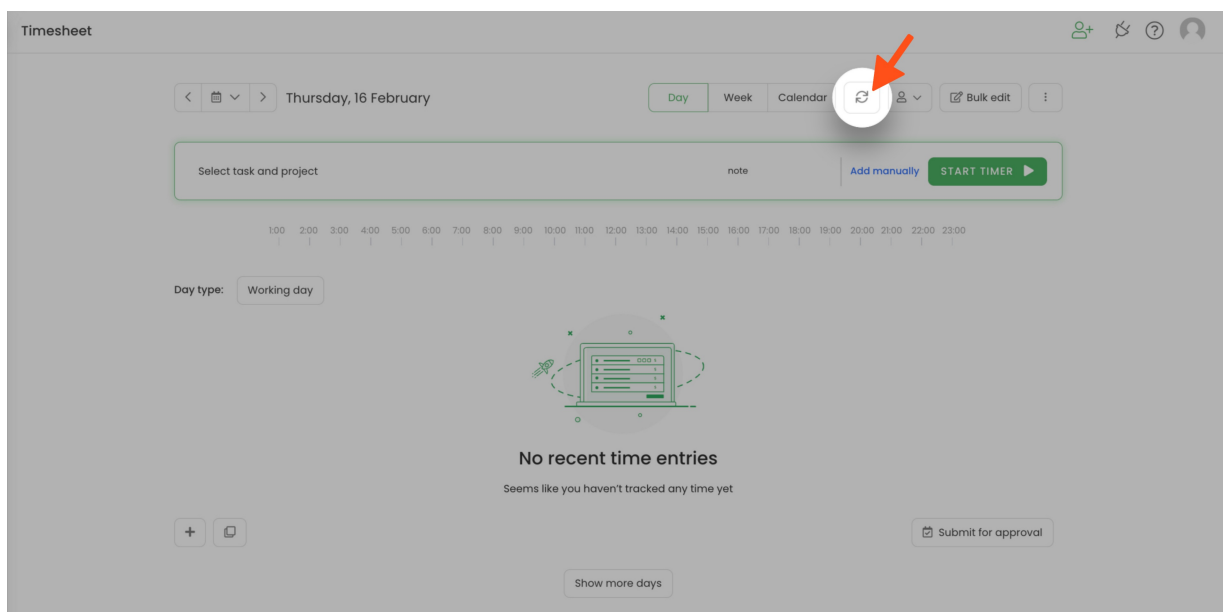
We provide an option to **select workspaces that should or should not be imported from Asana to TimeCamp**. After the integration is enabled and you selected the desired spaces. all items the owner of integration has access to will be imported to the Projects module in TimeCamp.

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 Asana**. You can always assign tasks manually as well. If users are assigned to the main project Asana they will be able to track time to all tasks under the Asana 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 Asana account.

Projects, lists, and tasks marked as completed, archived, or deleted in Asana will be automatically moved to the list of Archived tasks in TimeCamp. **If you create a new item in Asana 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 Asana integration is a **browser plugin** that allows tracking time within the Asana website.

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

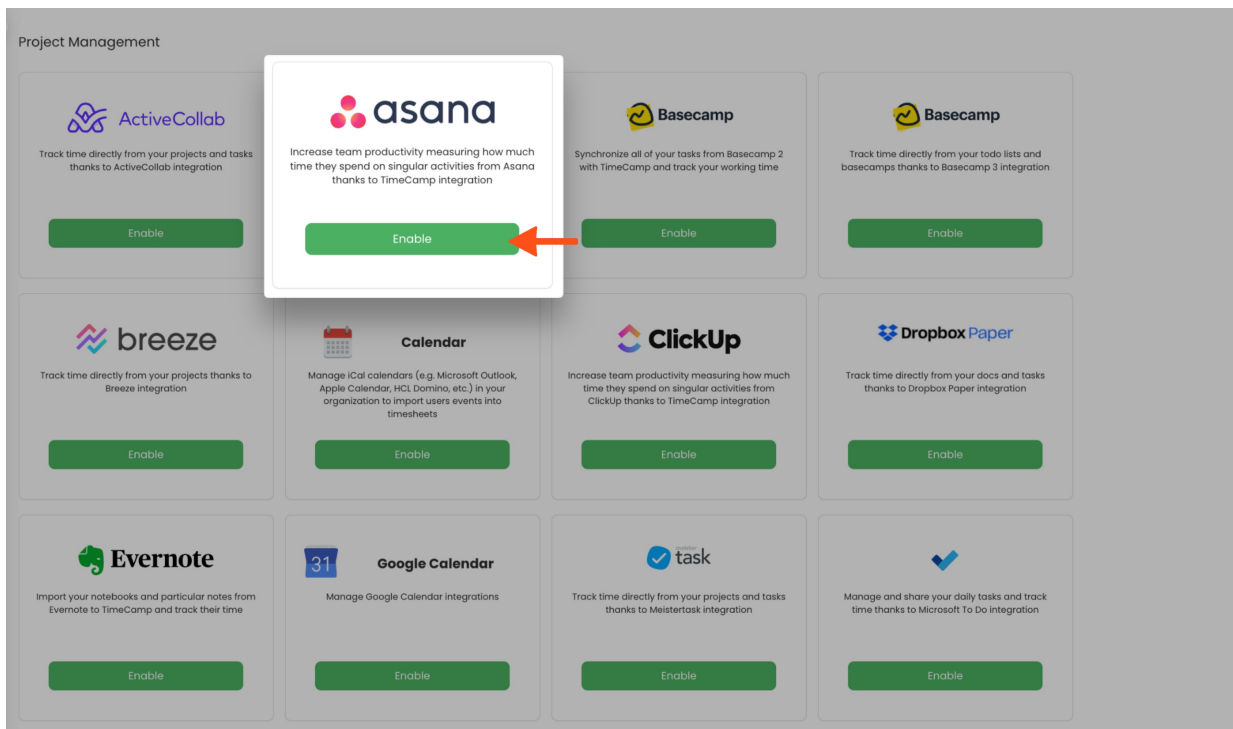
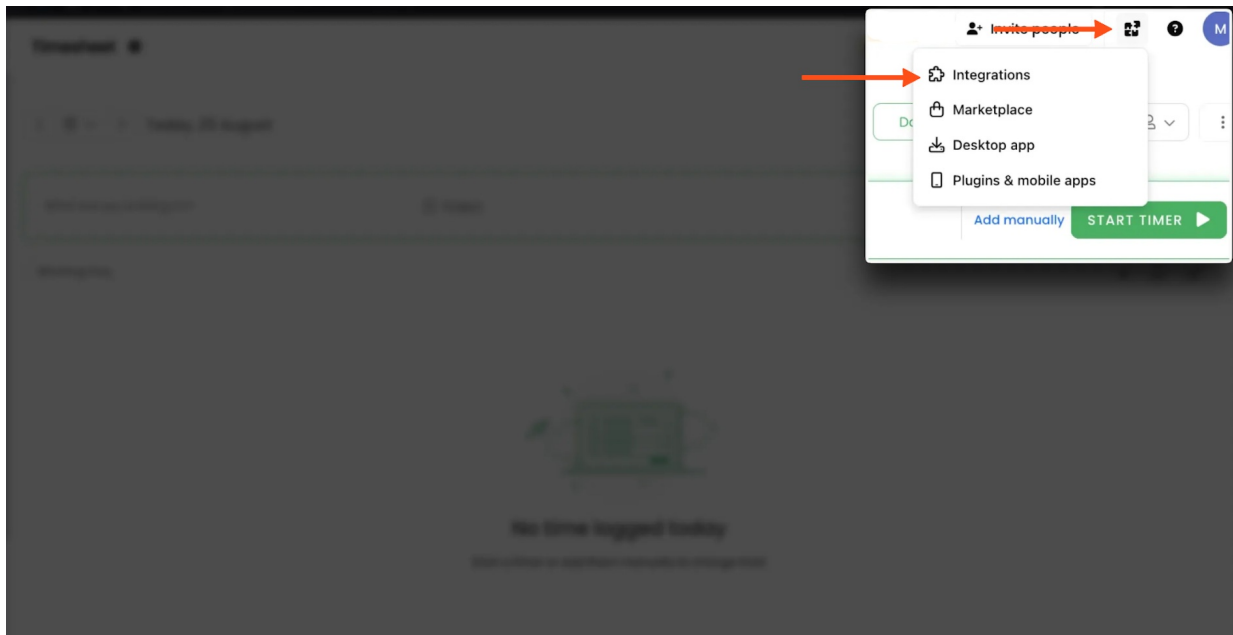
## Enable integration

Only the Administrator of the account can enable the integration.

### Step 1

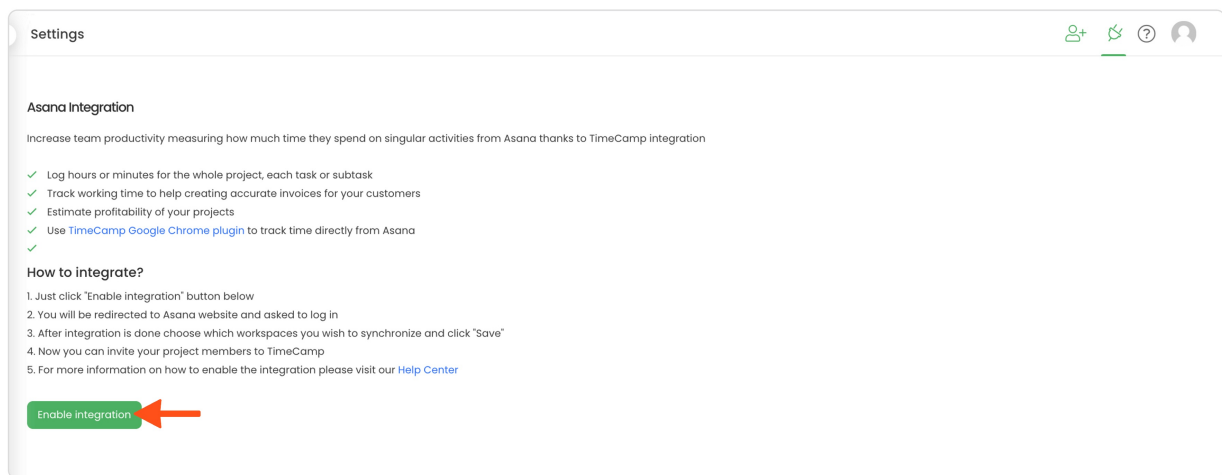
To enable the Asana integration, please navigate to the plugin icon and select the **Integrations** option. Next, find

the **Asana** integration on the list and click the **Enable** button.



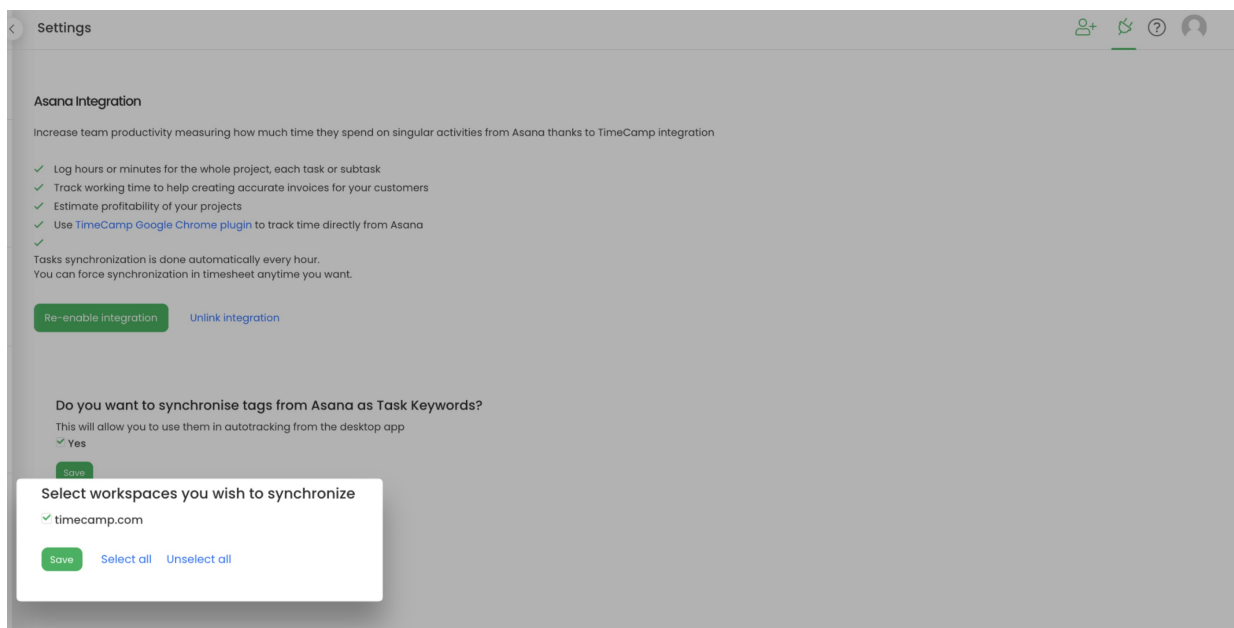
## Step 2

Next, click on the green **Enable integration** button. If you're not logged into Asana, you'll be redirected to the login page and asked for a confirmation to enable the integration. Otherwise, your integration will proceed automatically.



### Step 3

Your next step will be **selecting workspaces** that should be synchronized to TimeCamp. Import them all or mark specific ones with checkboxes and Save your changes.

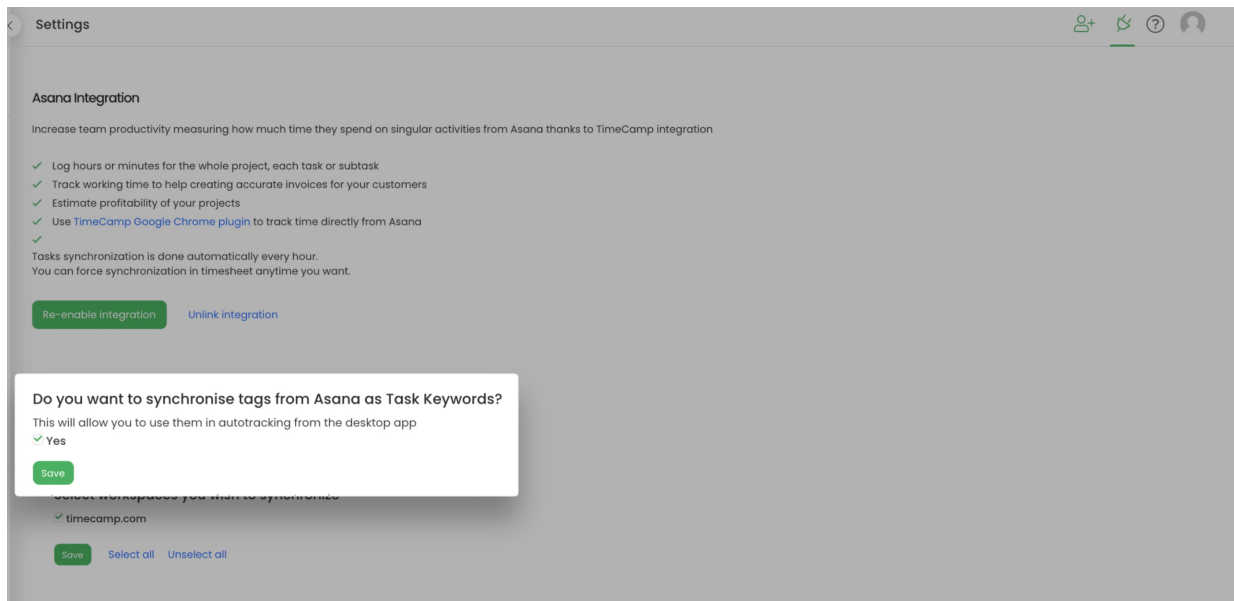


After selecting workspaces and saving changes optionally you can **invite co-workers from Asana** to your TimeCamp account. Simply mark checkboxes next to users you would like to invite and click on the green **Invite** button. They will receive an email invitation to join your TimeCamp account.

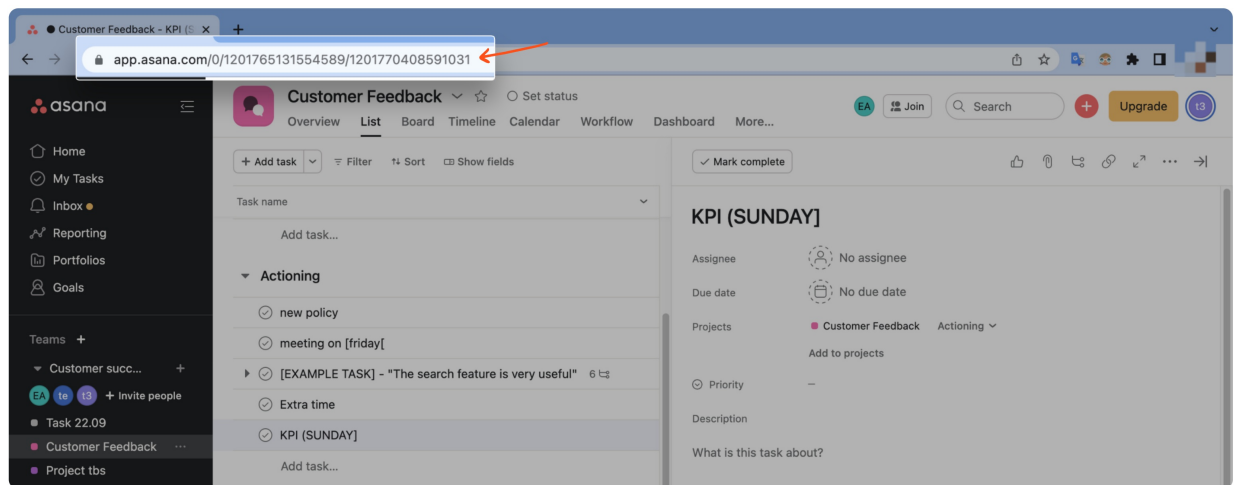
### Step 4

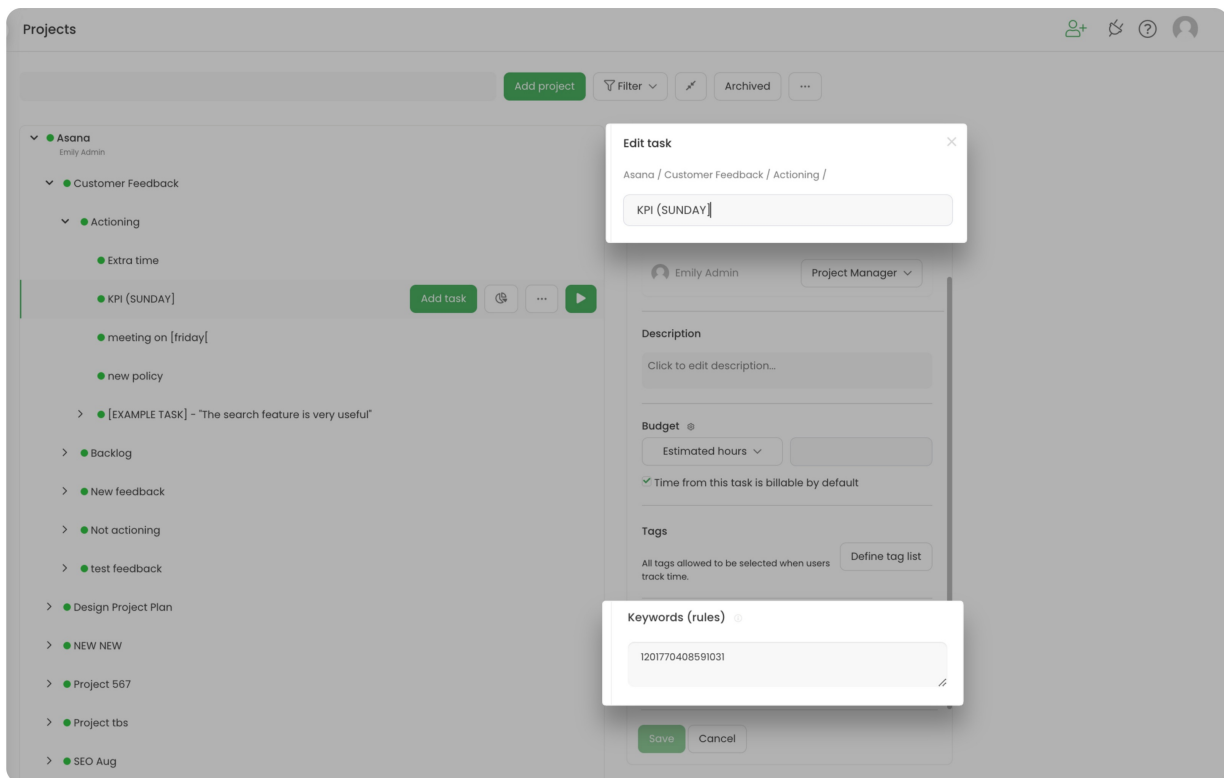
If you track time using the **automatic time tracking mode** you can use the option to **import tasks id** from your Asana account and automatically assign them as keywords to your tasks. As soon as the desktop app matches keywords with an URL address or opened task in Asana, it will start tracking time to this task.

To do that, mark the checkbox next to **Do you want to synchronize tags from Asana as Task Keywords?** section and click on the Save button.



The example of imported tasks id numbers:





Your Projects and Lists of tasks 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

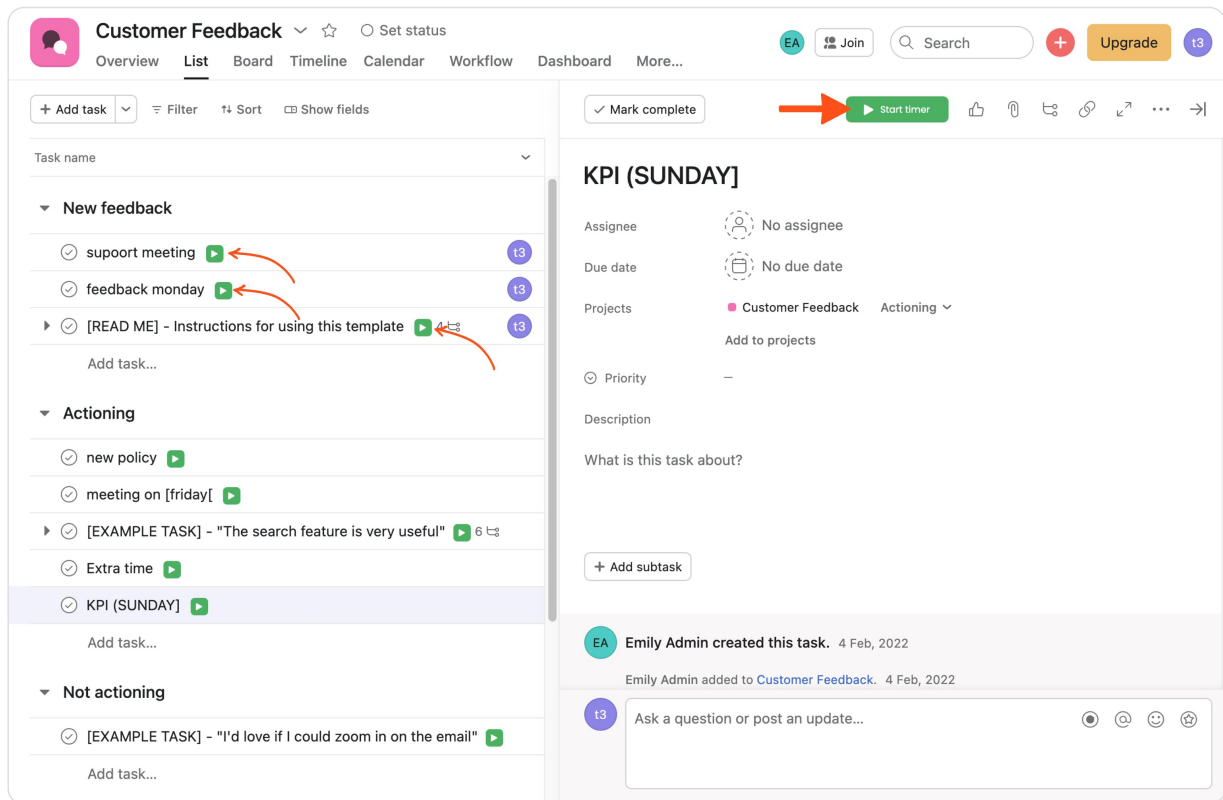
There are a few ways of tracking time in TimeCamp. After the integration is created and all your tasks are imported, you can simply select the desired task from the list and start your timer. Below you can find examples of all available ways of tracking time.

**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've installed the browser plugin and logged in to your TimeCamp account, a start timer button will appear next to all your tasks in Asana. Just open the task and click on the green "Start timer" button to start tracking or simply click on the green start icon next to the selected item. Optionally you can assign tags and notes to your time in the plugin panel. 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](#)



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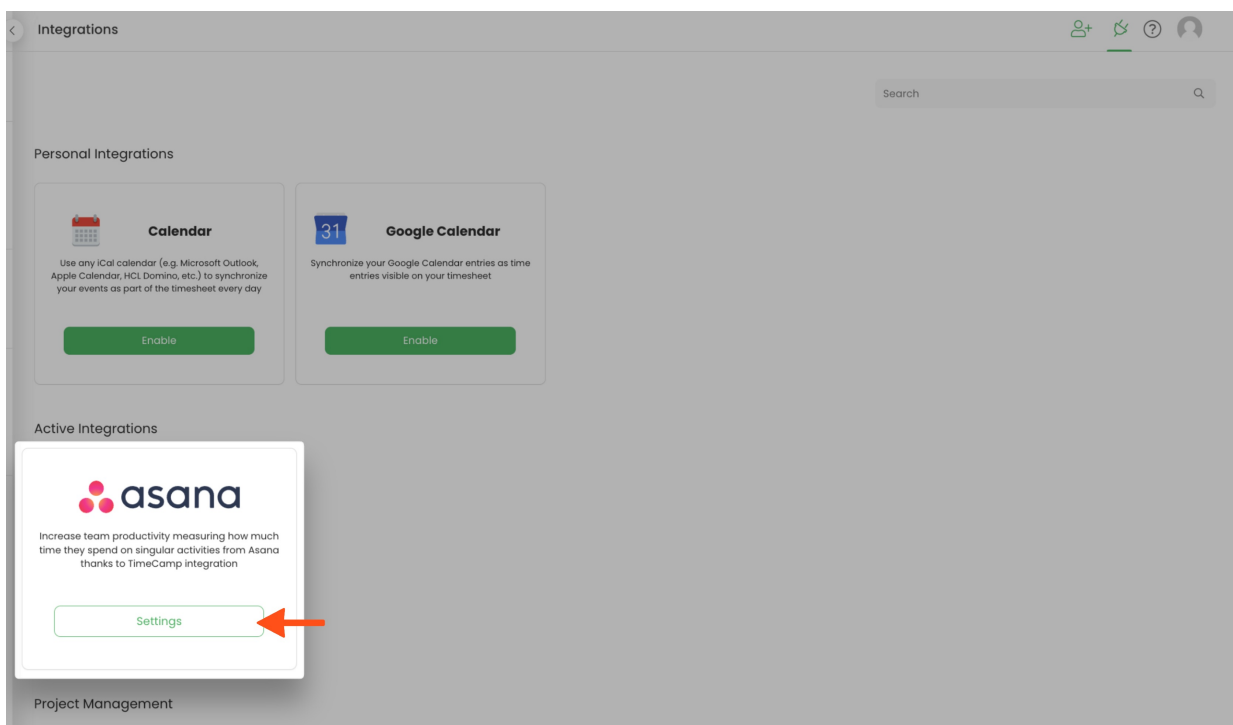
If you track time using the browser plugin and you receive a message “Task not found” or a new entry that just appeared on your Timesheet doesn’t have the assigned task, please wait until the future automatic synchronization or force the synch on your Timesheet, the task will be added to your entry immediately. We don’t recommend assigning tasks manually as they will be assigned during the integration sync.

## Disable integration

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

### Step 1

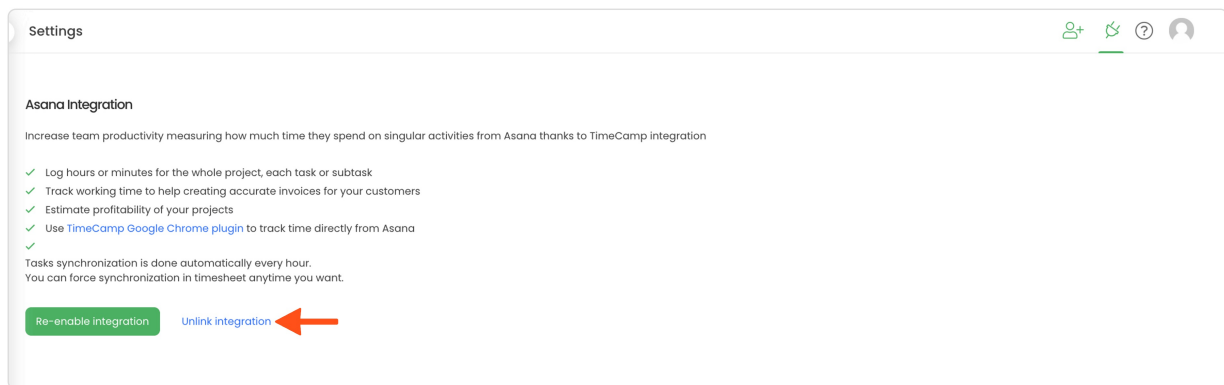
If for some reason you would like to reenable or unlink the integration please navigate to the plugin icon and select the **Integrations** option. Next, find the **Asana** integration on the list of active integrations and click on its **Settings**.



## 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 and proceed with the authorization again. Next, select workspaces you would like to synchronize and the list of active items imported to TimeCamp will be updated immediately.

