Welcome to TimeCamp Help!

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iCal (Calendar)

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- Enable integration
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Calendar integration allows you to import your calendar events as time entries directly to your timesheet. This manual describes how to enable integration between TimeCamp and any calendar that can be exported into the iCal format.

From now on you can also export time entries created in Timesheet to your Calendar app. Check the new feature here.

Overview

Unlike any other TimeCamp integration, this one does not require administrator privileges and can be enabled by any user on their own.

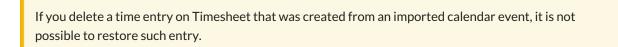
The events from your calendar will be imported as time entries to your timesheet. The name of the event will be visible in the note. Additionally, a project titled "Calendar events" will be created so it will help to create a report based on events time.

We provide an option to connect a few calendars. Also, you can define how many days from the past and how many days for the future should be imported.

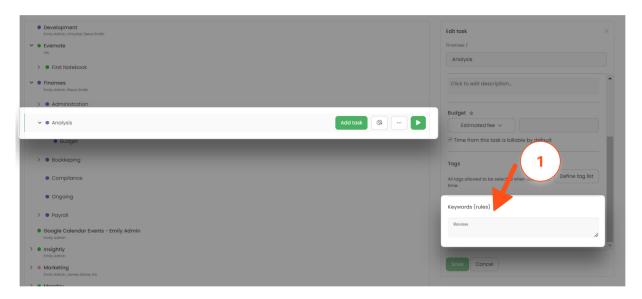
If you create a new event in your Calendar or modify the existing one **it will be automatically imported and updated in TimeCamp within 1 hour**. To immediately synchronize the integration and update newly added items use the "Force synchronization" option on TimeCamp web Timesheet. Synch will be executed within a few seconds.

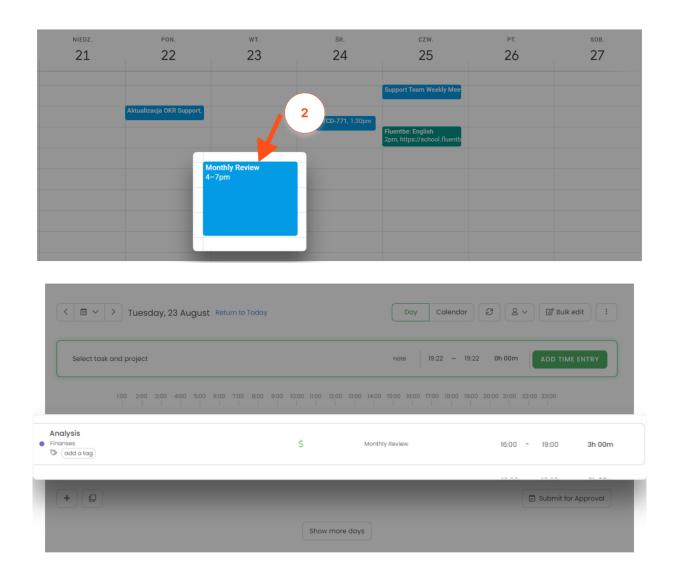
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	Show more days	

If you delete an event from your Calendar it will be automatically removed from your TimeCamp account after the synchronization.



We also prepared the scenario if you want **to automize the process of assigning meetings to specific projects**. Simply use the meeting/event name as a keyword in the project. This way once we import this particular event it will get automatically assigned to the chosen project. You can find out how to assign keywords here.

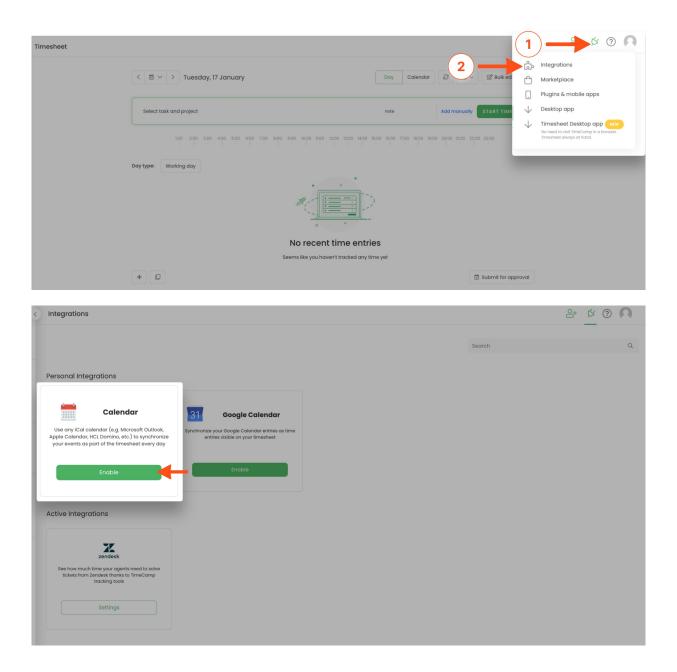




Enable integration

Step 1

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



Step 2

Next, **enter the URL for your calendar** (make sure it's in iCal format) and click on the green **Save** button to connect your calendar.

Integrations	≗+ ¢ ⑦ ∩
Ical Integration	
Use any Ical calendar to synchronize your events as part of the timesheet every day.	
 Save time and make your timesheets more automatic You can use MS Outlook Calendar and many more Once imported they are shown as time entries so you can easily assign them to specific projects and tasks in your timesheet Use keywords to automatically assign tasks for calendar events 	
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https://outlook.live.com/owa/calendar/00000000-0000-0000-0000-00000000000/d680 Days before: 7 Days after: 7 Priva	ate events Delete
+ Add another calendar	

You can find the calendar URL in your calendar settings. We prepared a few examples, check themhere.

Step 3

After the integration is enabled you can **choose the number of days from the past and to the future** that you'd like to import to your timesheet on an ongoing basis. In addition, you can **import all your private events**. Just mark the checkboxes next to imported calendars.

Optionally, you can select a **custom timezone** for each calendar you integrated. Calendar events will be imported to your Timesheet and will be presented according to the timezone you set up. If no timezone is defined in settings, it will be automatically adjusted to the original timezone of events.

If you would like to connect additional calendars, simply click on the Add another calendar button.

Next, **Save** changes and your integration is ready.

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	Ical Integration	
	Use any Ical calendar to synchronize your events as part of the timesheet every day.	
	Save time and make your timesheets more automatic You can use MS Outlook Calendar and many more You can use MS Outlook Calendar and many more Once imported they are shown as time entries so you can easily assign them to specific projects and tasks in your timesheet Use keywords to automatically assign tasks to calendar events	
	How to integrate? L:Enter the URL for your calculator (make sure it's in ICal format). For Google Calendar go to Google Calendar Integration 2: Click 'Save' or add another calendar by clicking' Add another calendar' button 3: Visit timeheet to assign imported calendar events to tasks 1 2 3 3	
ľ	4. For more information on how to enable the integration please visit our Help	
	+ Add another calendar (4)	

The events from your calendar will be shown on your timesheet at the time you have selected in your calendar.

The name of the event will be visible in the note.

Managing Calendars of other users

Only the Administrator of the account has access to the calendars of other users.

Calendar appears in two sections in the Integrations tab: Personal integrations and Active integrations.

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	Personal Integrations			
	Calendar	31 Google Calendar		
	Use any iCal calendar (e.g. Microsoft Outlook, Apple Calendar, HCL Domino, etc.) to synchronize your events as part of the timesheet every day	Synchronize your Google Calendar entries as time entries visible on your timesheet		
	Settings	Enable		
	Active Integrations			
	Calendar	x		
	Manage iCal calendars (e.g. Microsoft Outlook,	zendesk See how much time your agents need to solve		
	Apple Calendar, HCL Domino, etc.) in your organization to import users events into timesheets	tickets from Zendesk thanks to TimeCamp tracking tools		
	Settings	Settings		

Settings for Calendar as a personal integration will redirect to the view of your own connected calendar.

Settings for Calendar as an account active integration will allow you to view and remove calendars of other users. Here the Account Administrator can simply select a user from the list, check what calendar is connected, and delete it. After applying any changes, please click on the Save button.

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Save time and make your timesheets more automatic Vau can use MS Outlook Calendar and many more	
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Optionally the Account Administrator can disable the ability to add calendars by other users. This setting will block the option of creating personal Calendar integrations.

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Use any loal calendar to synchronize your events as part of the timesheet every day.	
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Calendars	
https://outlook/live.com/owa/calendar/00000000-0000-0000-00000-00000000000 💙 Days before: 7 Days after: 7 Private events 🛛 Delete	
+ Add another calendar	
Save Unlink all integrations	

Disable 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 **Calendar** integration on the list of personal integrations and click on its **Settings**.

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Settings	Enable		
Calendar	zendesk		
Manage iCal calendars (e.g. Microsoft Outlook, Apple Calendar, HCL Domino, etc.) in your organization to import users events into timesheets	See how much time your agents need to solve tickets from Zendesk thanks to TimeCamp tracking tools		
Settings	Settings		

Step 2

Next, to unlink the integration simply click on the **Unlink integration** button to remove all connected calendars or click on the red **Delete** button to remove a specific calendar from the list.

Integrations	8+	Ø G	9	1
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Use keywords to automatically assign tasks for calendar events				
Tasks synchronization is done automatically every hour. You can force synchronization in timesheet anytime you want.				
https://outlooklive.com/owa/calendar/00000000-0000-0000-0000-0000000000/d88 Days before: 7 Days after: 7 Private events Delete				
+ Add another calendar				
Save Unlink integration				

If you're trying to unlink the calendar using the red **Delete** button, please don't forget to click on the green **Save** button to save your changes.

To re-enable the integration first, unlink it, and next enter the new URL address of your calendar and repeat all the steps of setting the integration. The list of your calendar events imported to TimeCamp will be updated immediately.