

# Welcome to TimeCamp Help!

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## iCal (Calendar)

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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](#).

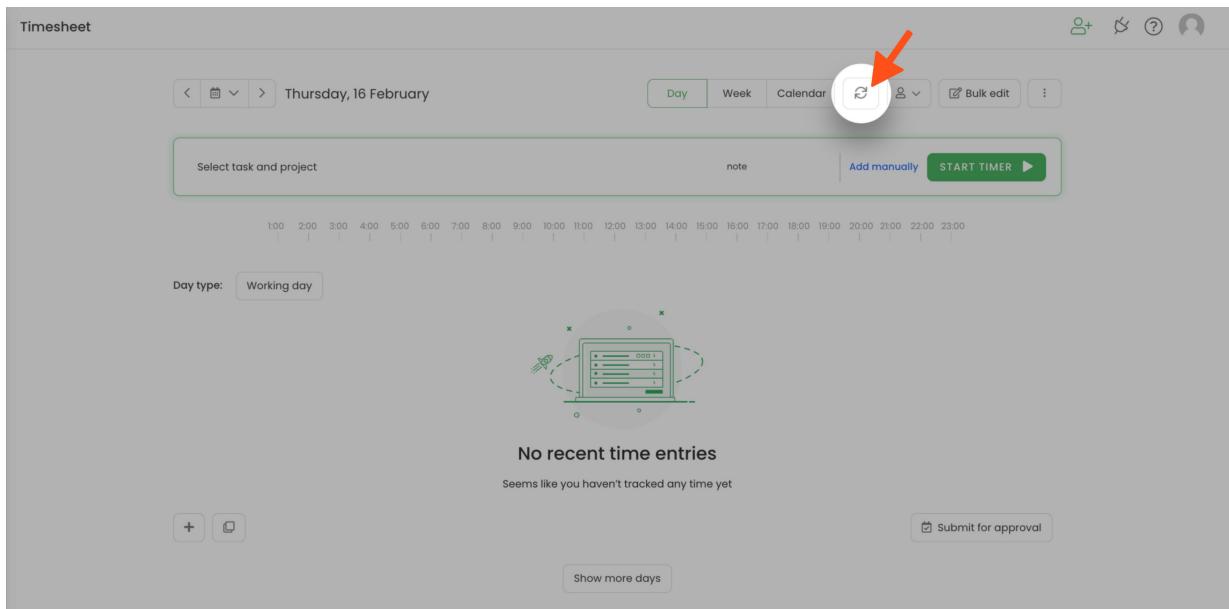
## Overview

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.

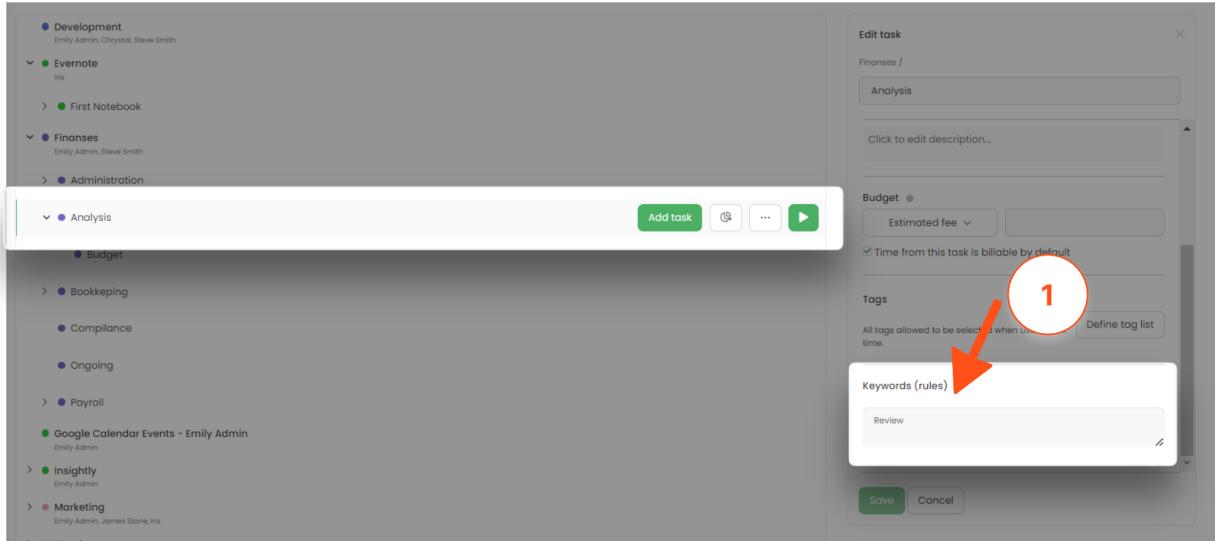


The screenshot shows the TimeCamp Timesheet interface. At the top, there is a navigation bar with icons for user management, notifications, and help. Below the navigation bar is a date selector showing 'Thursday, 16 February' and a calendar view with tabs for 'Day', 'Week', 'Calendar' (which is selected and highlighted with a red arrow), 'Bulk edit', and a more options menu. The main area is a time entry grid for the day, with a header row for time intervals from 10:00 to 23:00. A 'Select task and project' dropdown is at the top left, and a 'note' input field is at the top right. Below the grid, a 'Day type:' dropdown is set to 'Working day', and there is a small icon of a person at a desk. A message 'No recent time entries' is displayed, followed by a sub-message 'Seems like you haven't tracked any time yet'. At the bottom are buttons for '+', 'Submit for approval', and 'Show more days'.

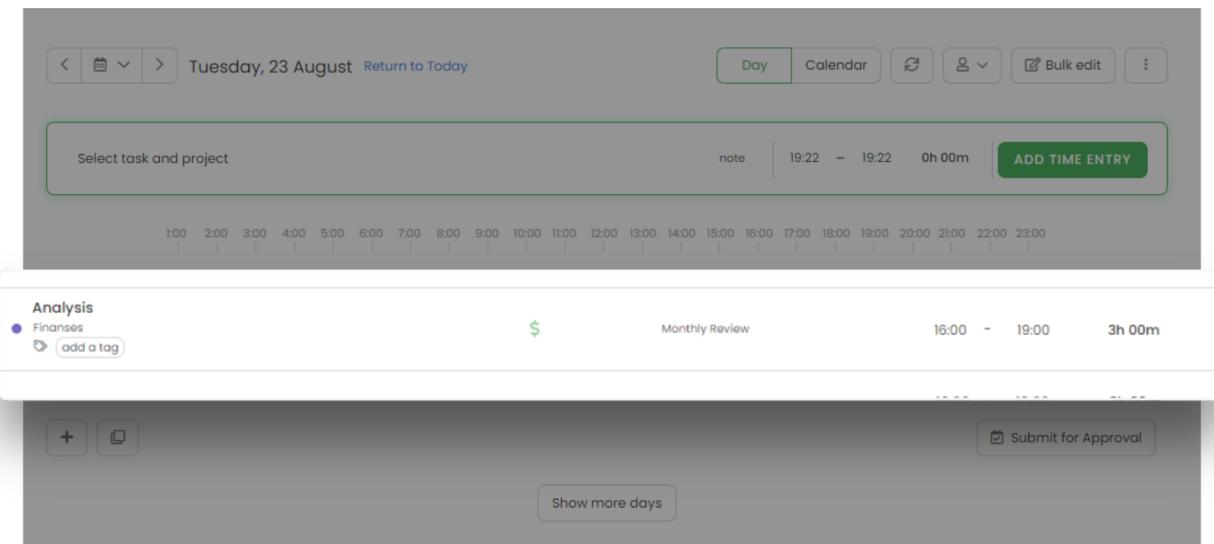
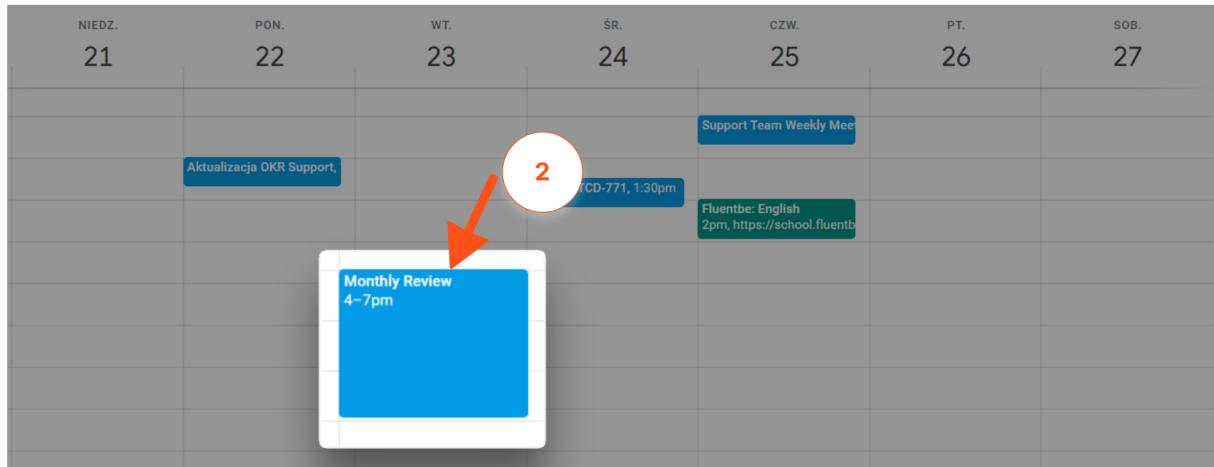
If you delete an event from your Calendar it will be automatically removed from your TimeCamp account after the synchronization.

If you delete a time entry on Timesheet that was created from an imported calendar event, it is not possible to restore such entry.

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](#).



The screenshot shows the TimeCamp interface with a sidebar on the left listing projects and tasks. The 'Analysis' project is selected. The main area shows a 'Edit task' dialog for a task named 'Analysis'. The dialog includes fields for 'Description' (with placeholder 'Click to edit description...'), 'Budget' (with dropdown 'Estimated fee'), a checkbox for 'Time from this task is billable by default', and a 'Tags' section. A red circle with the number '1' is drawn around the 'Keywords (rules)' section at the bottom of the dialog, which contains a text input field with 'Review' and a 'Save' button. A red arrow points from the text 'Keywords (rules)' to this section.



## 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.

The screenshot shows the TimeCamp Timesheet interface. At the top right, a menu icon (a circle with a number 1) is highlighted with a red arrow. A dropdown menu appears, showing 'Integrations' (highlighted with a red arrow and a number 2), 'Marketplace', 'Plugins & mobile apps', 'Desktop app', and 'Timesheet Desktop app' (marked as 'NEW').

The main interface shows a timesheet for Tuesday, 17 January. The 'Day' tab is selected. A 'START TIME' button is visible. The day is marked as a 'Working day'. A central message says 'No recent time entries' and 'Seems like you haven't tracked any time yet'. Below this are a '+' button and a 'Submit for approval' button.

Below the main interface, a 'Integrations' page is shown. It has a 'Personal Integrations' section with 'Calendar' and 'Google Calendar' options. The 'Calendar' section has an 'Enable' button highlighted with a red arrow. An 'Active Integrations' section shows a 'zendesk' integration card with a 'Settings' 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

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

How to integrate?

1. Enter the URL for your calendar (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 timesheet to assign imported calendar events to tasks
4. For more information on how to enable the integration please visit our [Help Center](#)

https://outlook.live.com/owa/calendar/00000000-0000-0000-0000-000000000000/d680 Days before: 7 Days after: 7 Private events  Delete

+ Add another calendar

Save 1 2

You can find the calendar URL in your calendar settings. We prepared a few examples, check them [here](#).

### 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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https://outlook.live.com/owa/calendar/00000000-0000-0000-0000-000000000000/d680 ✓ Use custom timezone Europe/Kiev (+03:00) Days before: 7 Days after: 7 Private events  Delete

+ Add another calendar 1 2 3

Save 4 5

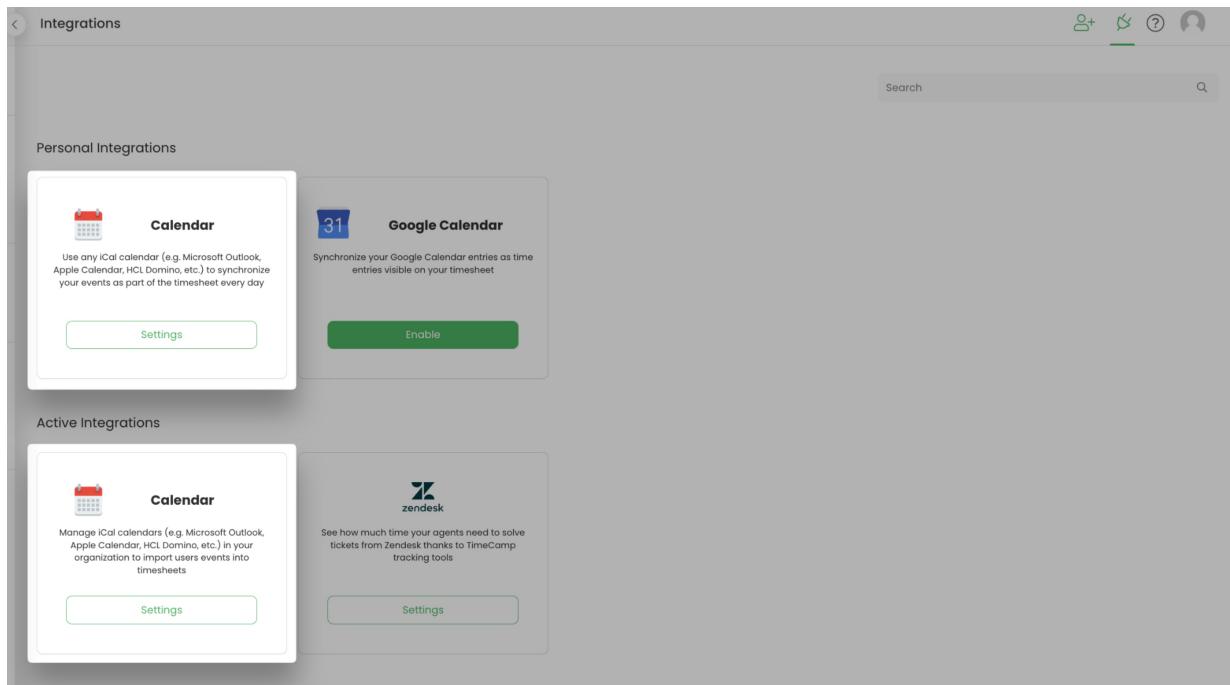
The events from your calendar will be shown on your timesheet at the time you have selected in your calendar.

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**.



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

Disallow users to add personal integration

Edited user:

Emily Admin

Calendars

https://outlook.live.com/owa/calendar/00000000-0000-0000-0000-000000000000 ✓ Days before: 7 Days after: 7 Private events [Delete](#)

+ Add another calendar

[Save](#) [Unlink all integrations](#)

Integrations

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Edited user:

Emily Admin

Calendars

https://outlook.live.com/owa/calendar/00000000-0000-0000-0000-000000000000 ✓ Days before: 7 Days after: 7 Private events [Delete](#)

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Emily Admin - YOU 

Iris 

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.

Integrations

ical Integration

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Disallow users to add personal integration

Calendar user: Emily Admin

Calendars

https://outlook.live.com/owa/calendar/00000000-0000-0000-0000-000000000000 ✓ 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**.

Timesheet

Tuesday, 17 January

Day Calendar Bulk edit

Select task and project note Add manually START TIME

100 200 300 400 500 600 700 800 900 1000 1100 1200 1300 1400 1500 1600 1700 1800 1900 2000 2100 2200 2300

Day type: Working day

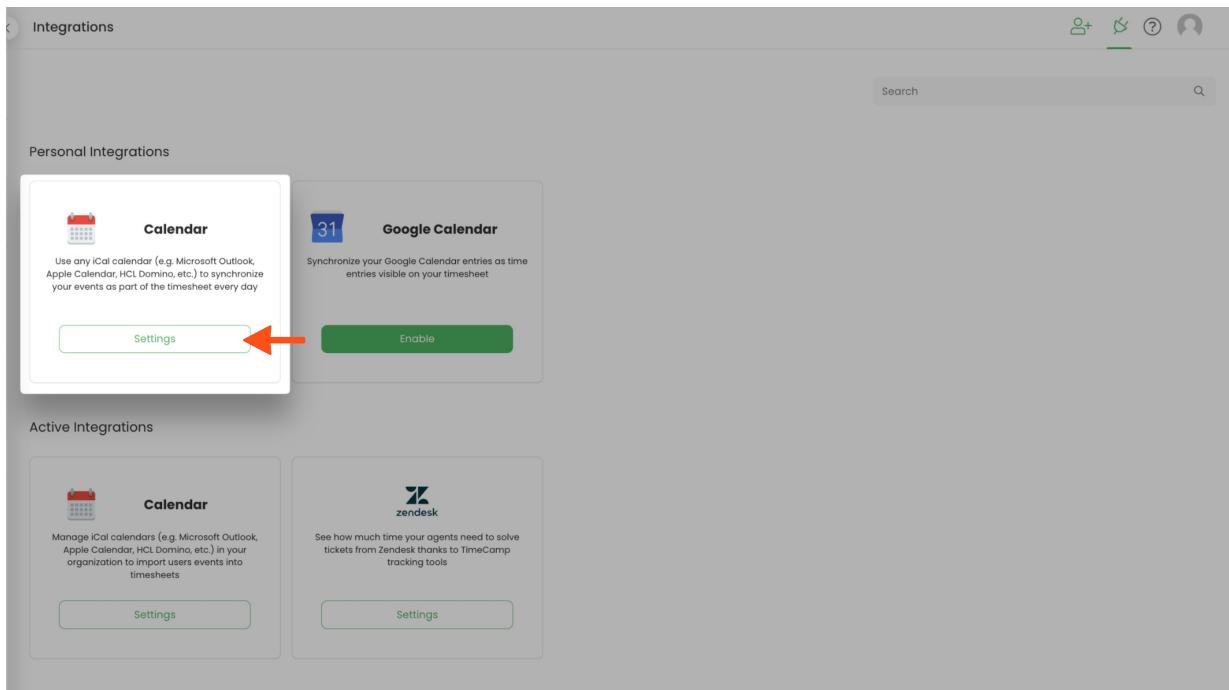
No recent time entries

Seems like you haven't tracked any time yet

+  Submit for approval

1  2

Integrations Marketplace Plugins & mobile apps Desktop app Timesheet Desktop app NEW



Integrations

Personal Integrations

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.

Settings

Enable

Google Calendar

Synchronize your Google Calendar entries as time entries visible on your timesheet

Active Integrations

Calendar

Manage iCal calendars (e.g. Microsoft Outlook, Apple Calendar, HCL Domino, etc.) in your organization to import users events into timesheets

Settings

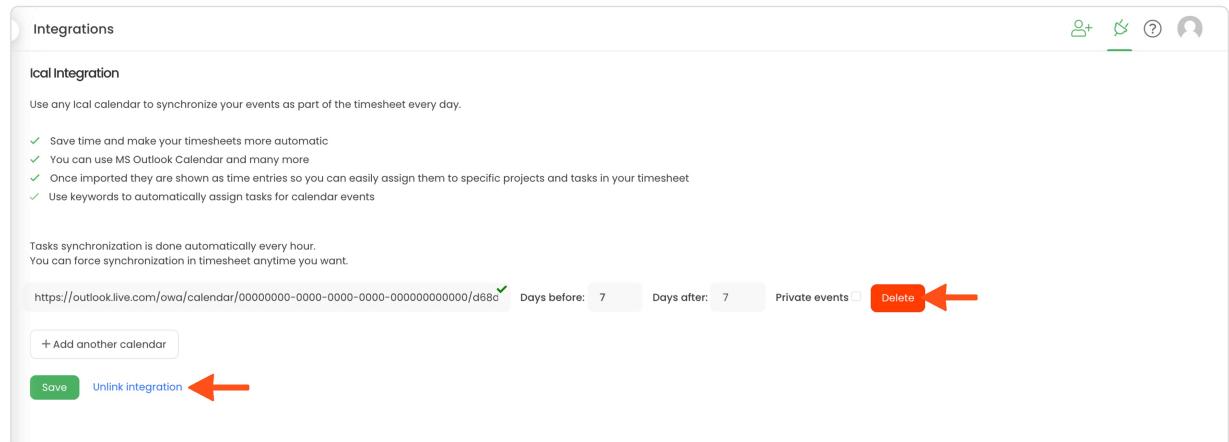
zendesk

See how much time your agents need to solve tickets from Zendesk thanks to TimeCamp tracking tools

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

Ical Integration

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

<https://outlook.live.com/owa/calendar/00000000-0000-0000-0000-000000000000/d68c> 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.