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Search for articles...

88

iCal (Calendar)

In this article:

- [Overview](#)
- [Enable integration](#)
- [Managing Calendars of other users](#)
- [Disable integration](#)

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](#).

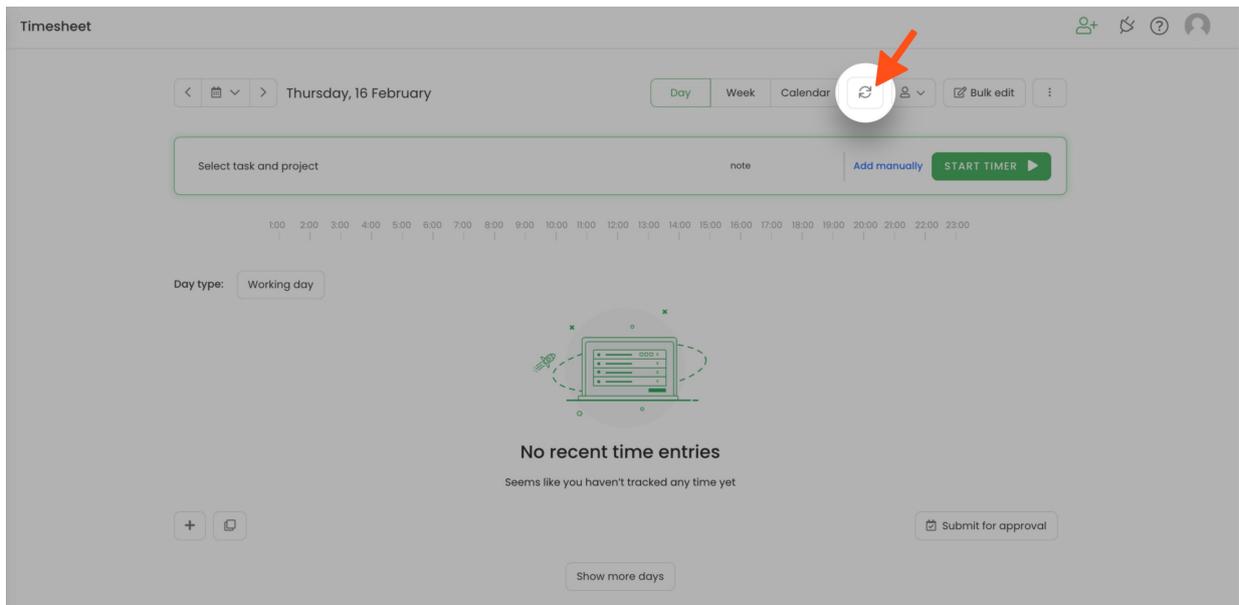
Overview

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.

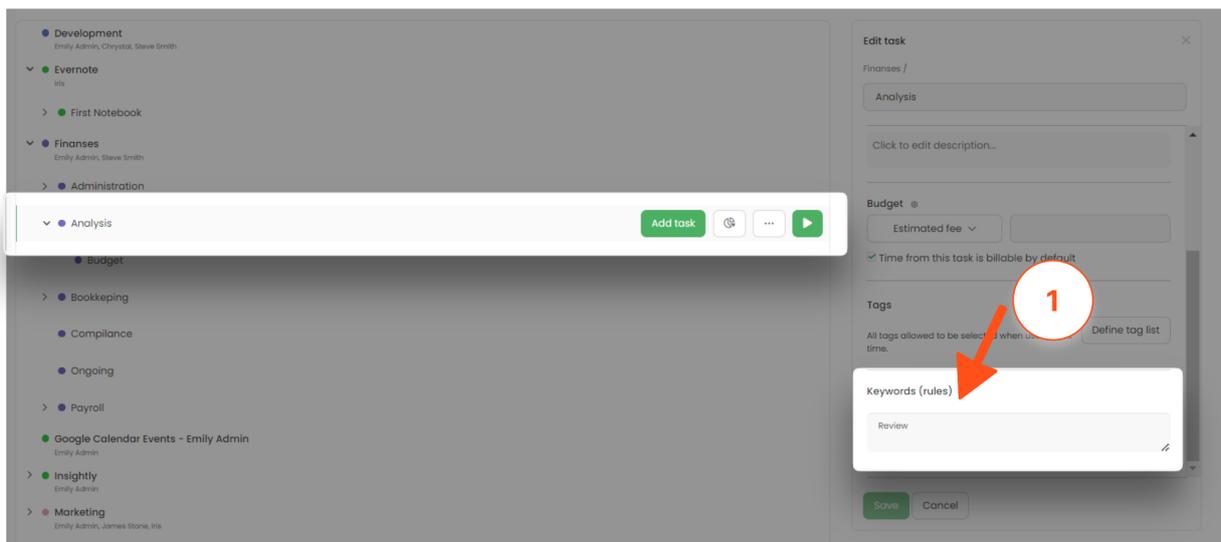
If you create a new event in your Calendar or modify the existing one **it will be automatically imported and updated in TimeCamp within 1 hour.** To immediately synchronize the integration and update newly added items use the "Force synchronization" option on TimeCamp web Timesheet. Synch will be executed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

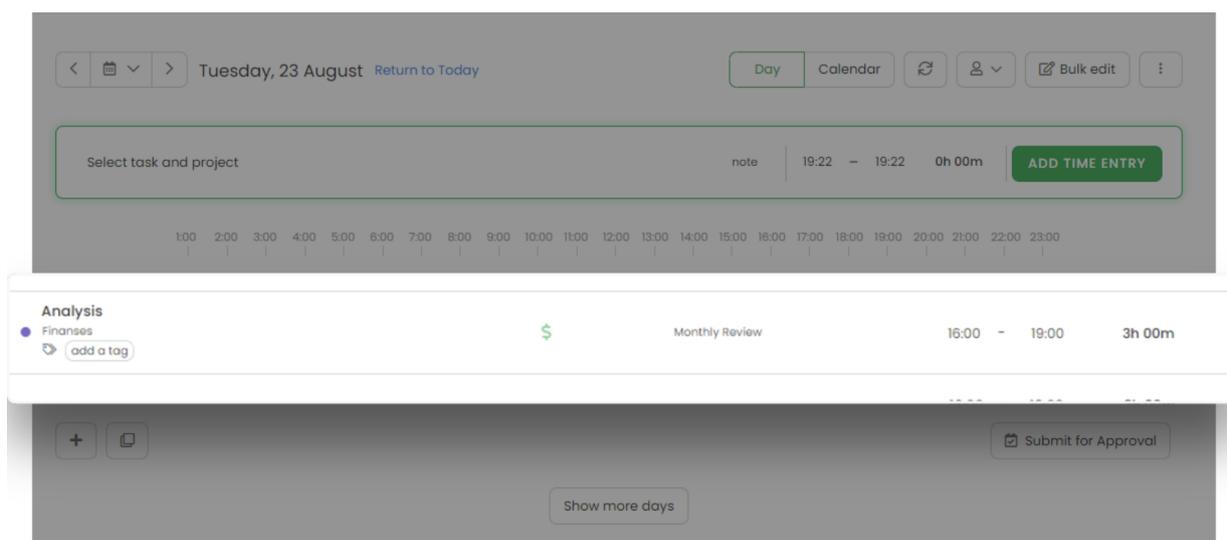
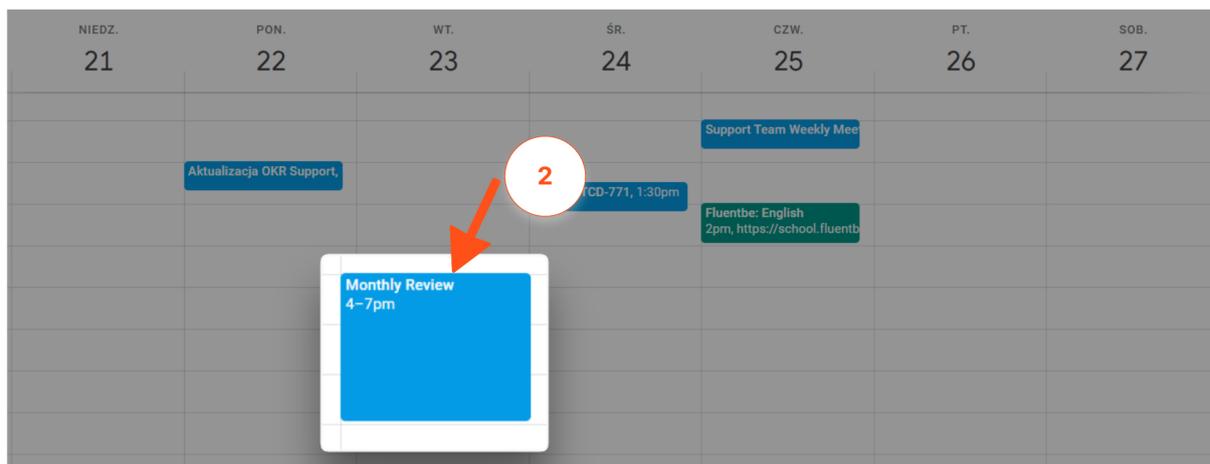


If you delete an event from your Calendar it will be automatically removed from your TimeCamp account after the synchronization.

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](#).

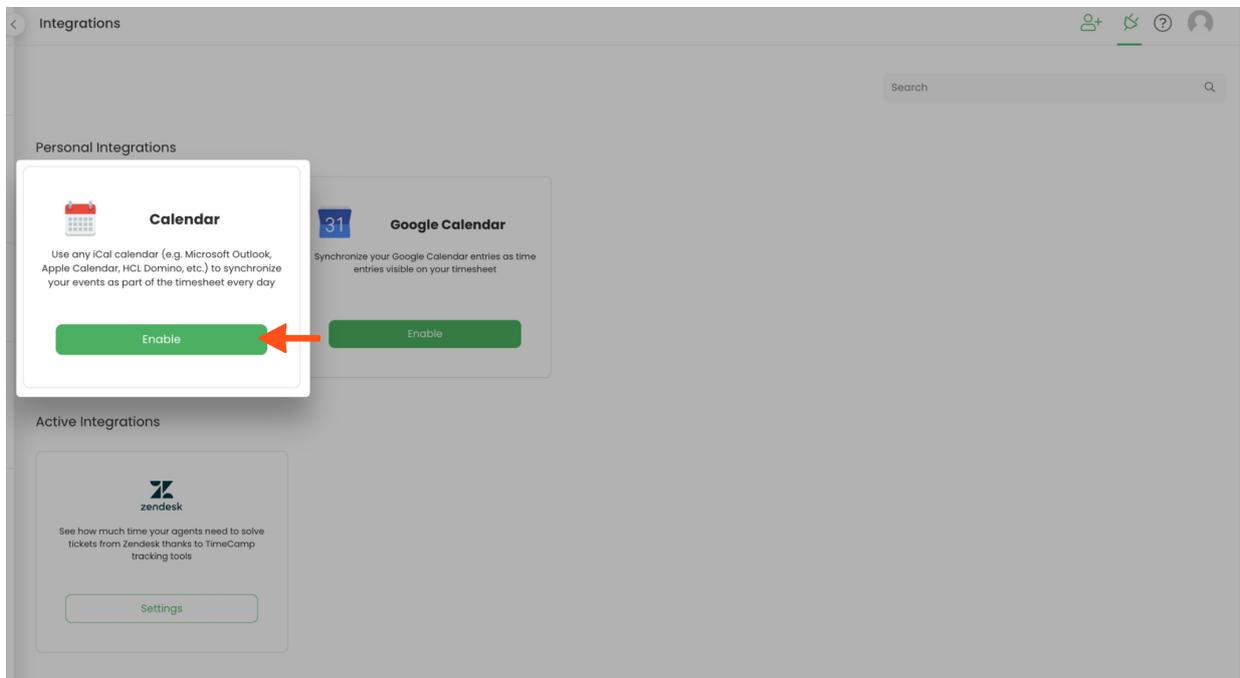
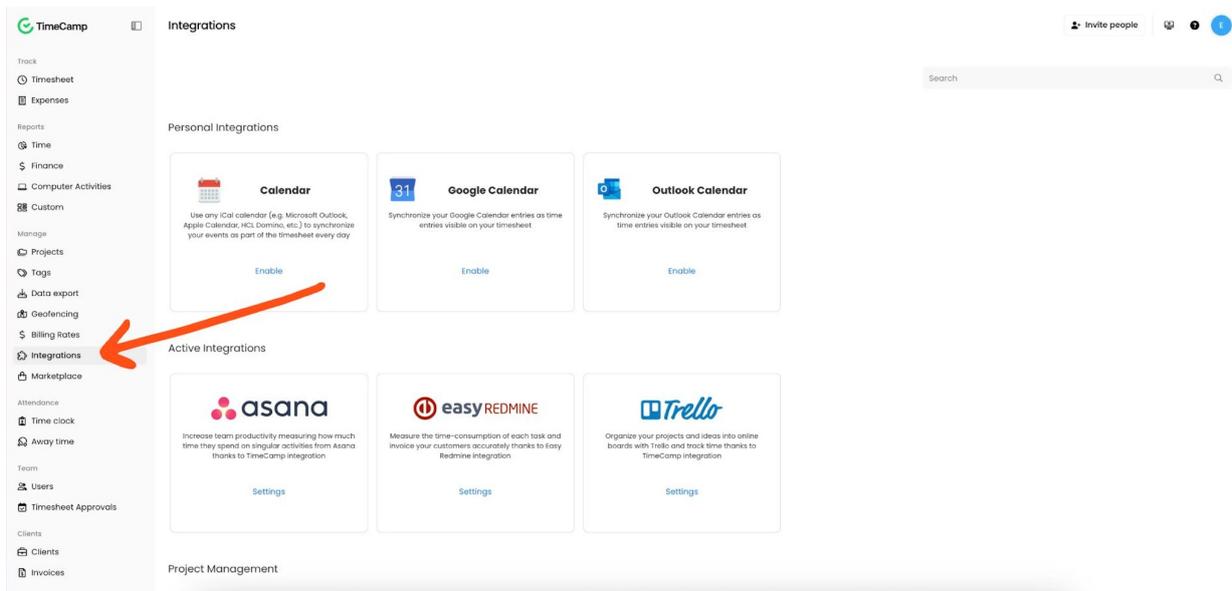




Enable integration

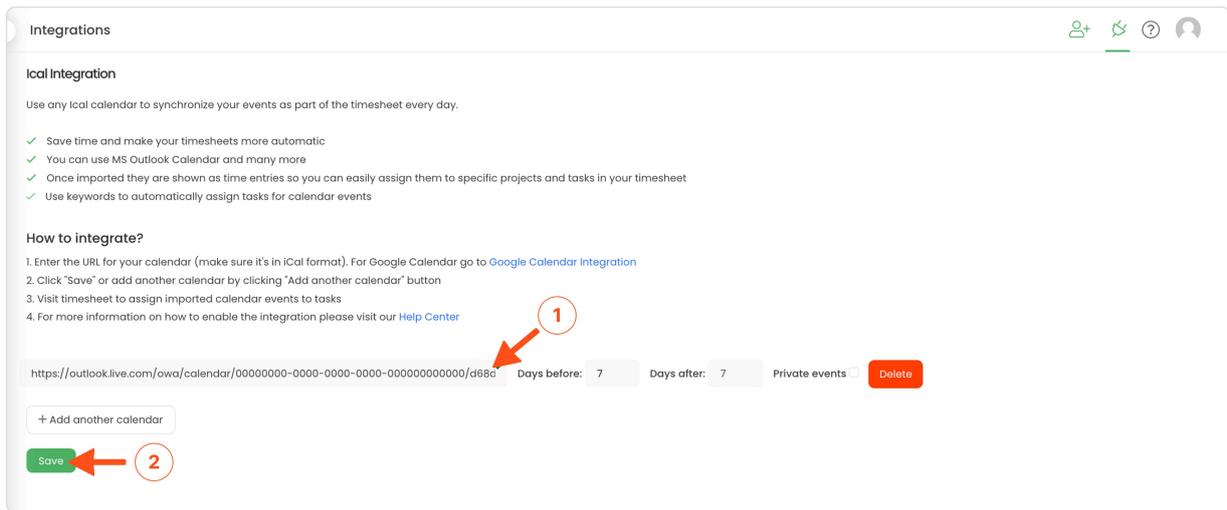
Step 1

To enable the Calendar integration, select the **Integrations** option in the left panel. 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.



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

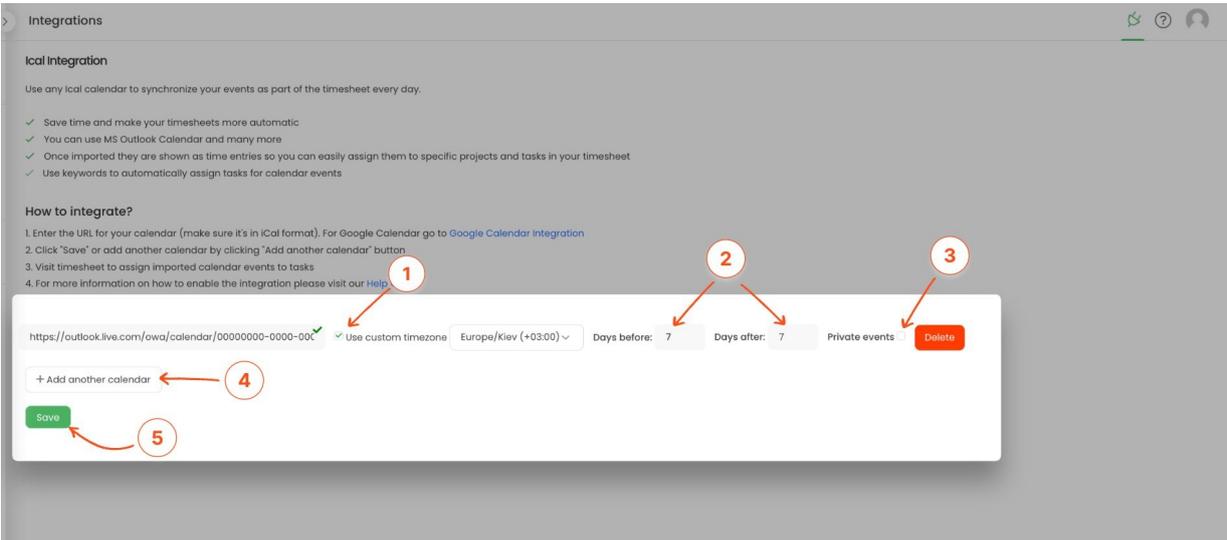
Step 3

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.



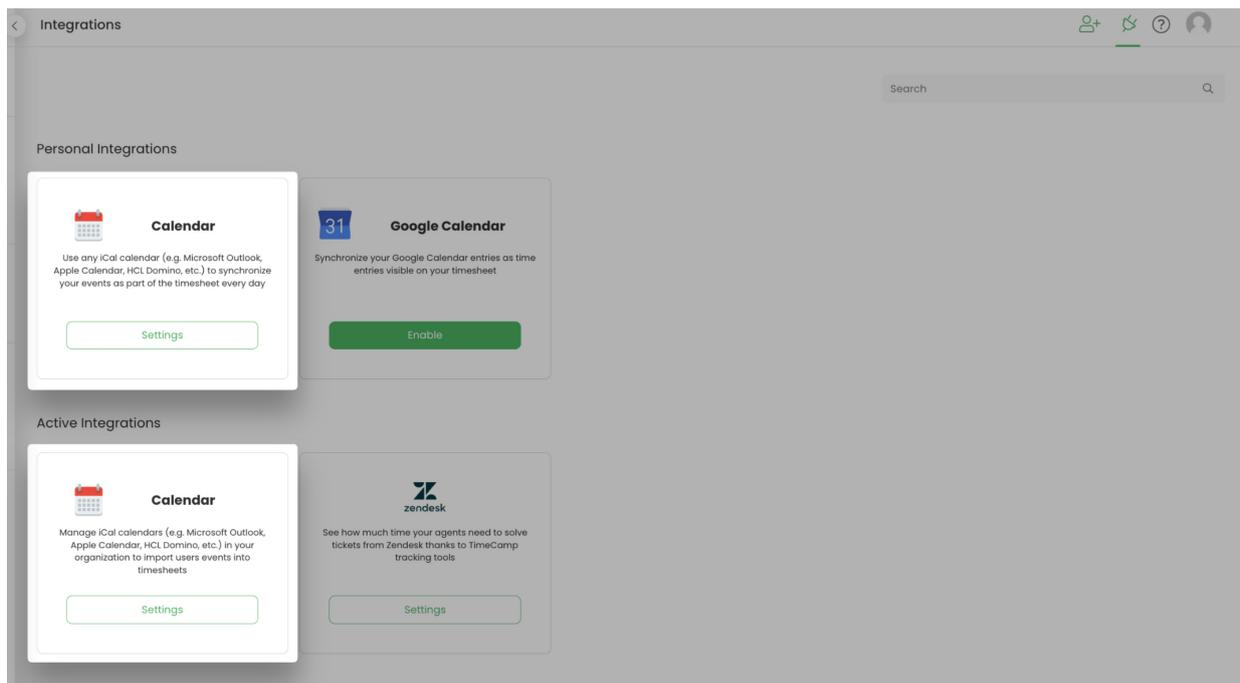
The events from your calendar will be shown on your timesheet at the time you have selected in your calendar.

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.

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

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

Ical Integration

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Edited user:
Emily Admin

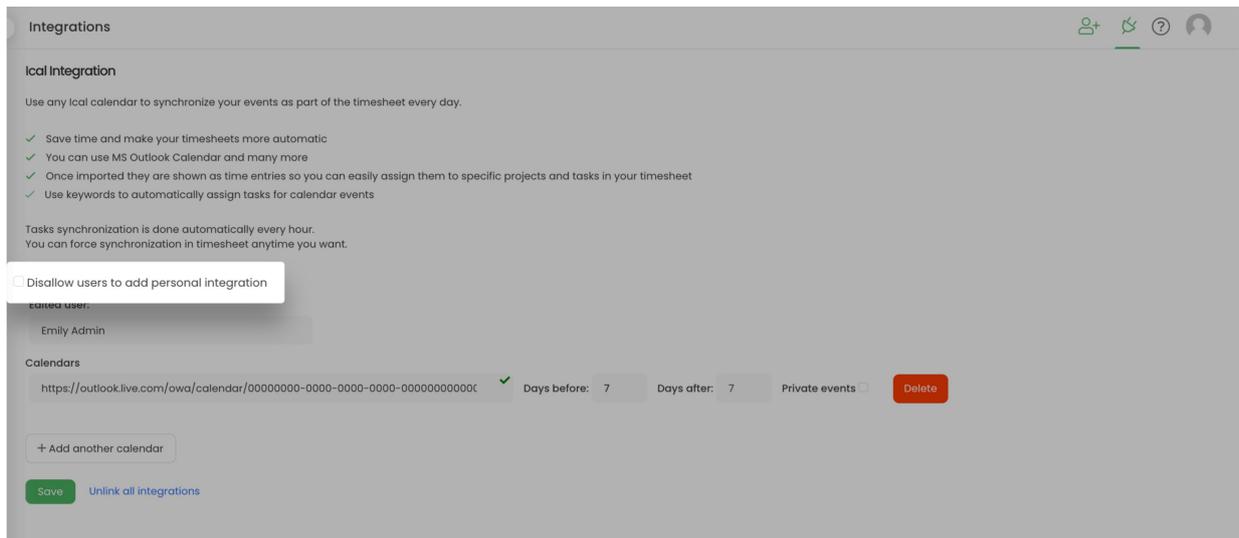
People

- > HR & Payroll
- > Marketing
 - Emily Admin - YOU
 - Iris

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



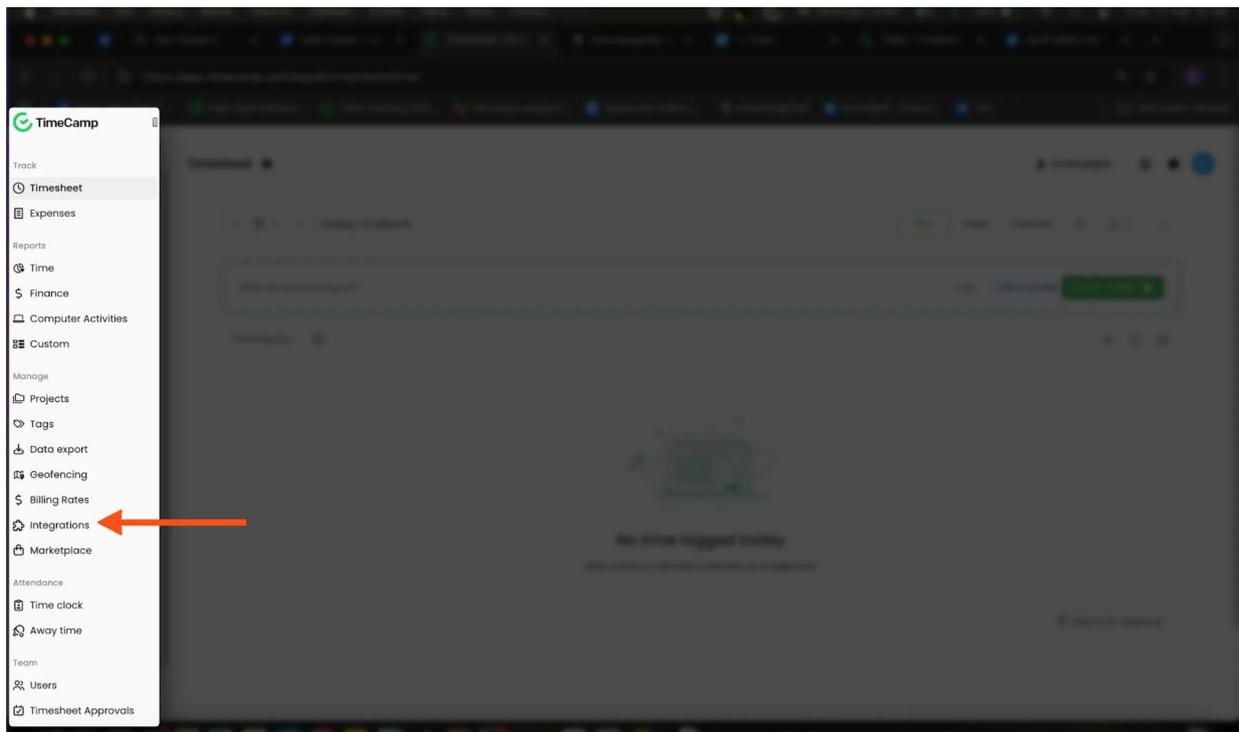
Optionally the Account Administrator can disable the ability to add calendars by other users. This setting will block the option of creating personal Calendar integrations.

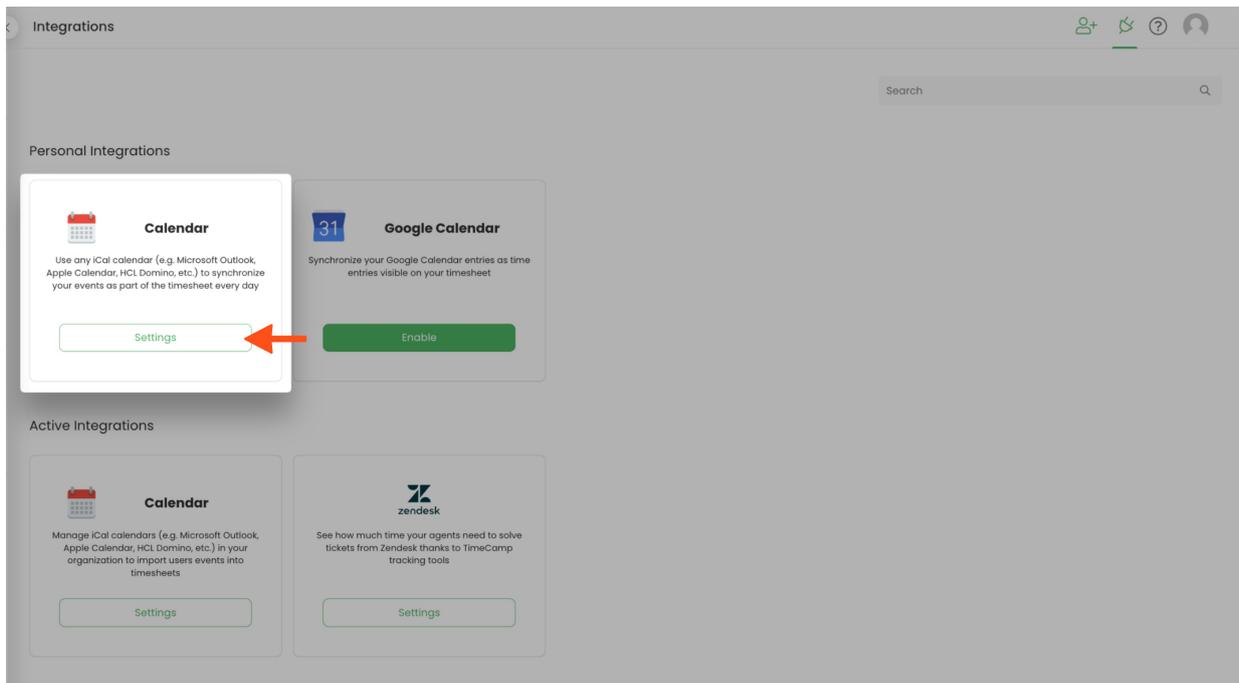


Disable integration

Step 1

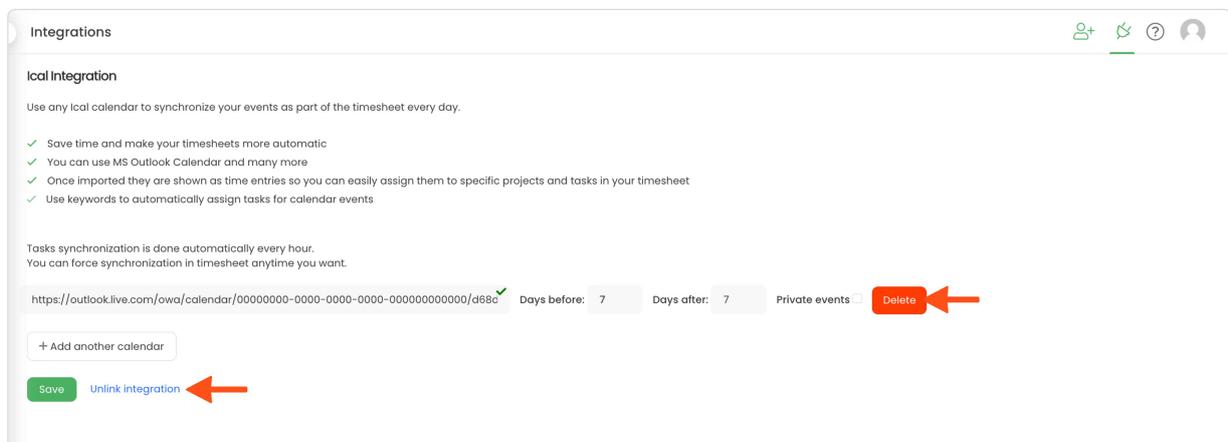
If for some reason you would like to reenable or unlink the integration, select the **Integrations** option in the left panel. Next, find the **Calendar** integration on the list of personal integrations and click on its **Settings**.





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.



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.