Welcome to TimeCamp Help!

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Screenshots

In this article:

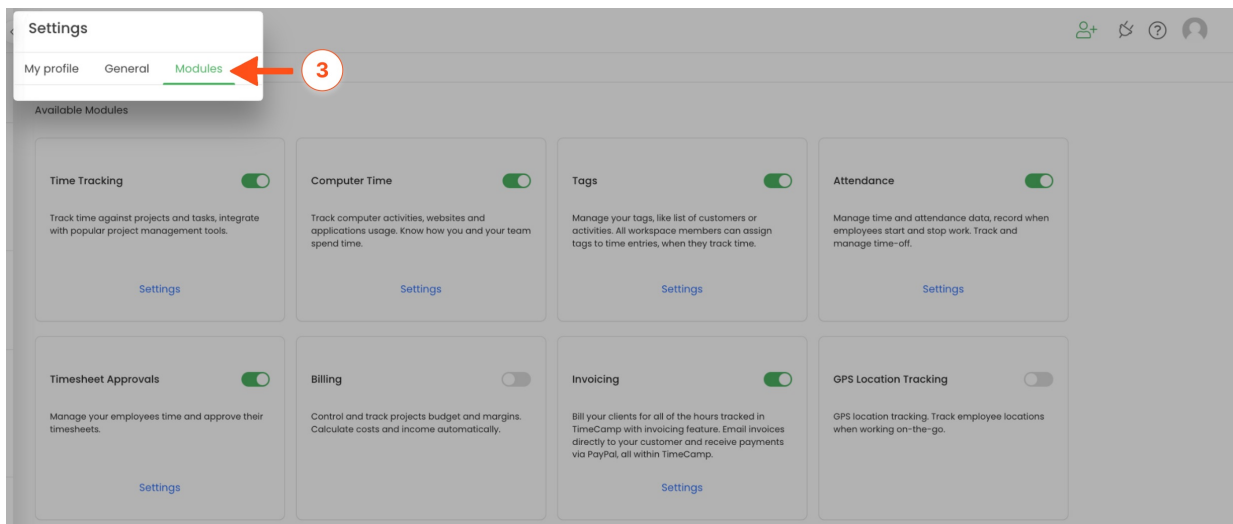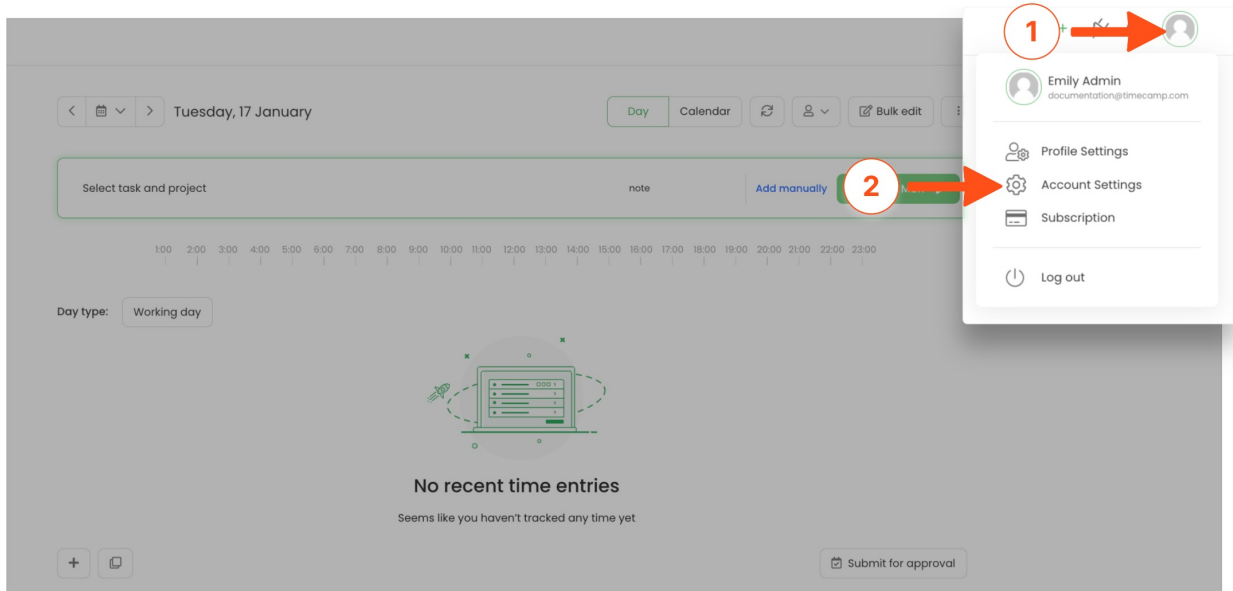- Enable Screenshots
- Overview

Recording screenshots is an optional feature available after installing TimeCamp desktop app. If you'd like to monitor employees' work and see how exactly they spend their time while working, it's a great tool to implement.
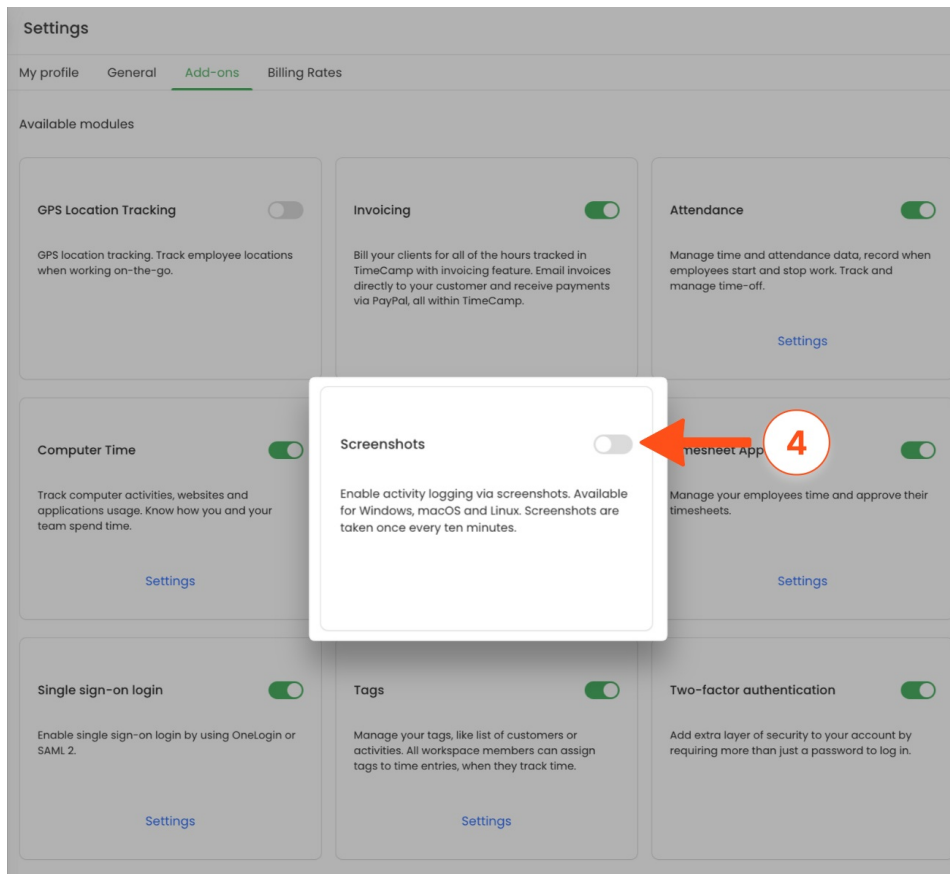
Screenshots are available only in the Ultimate plan.
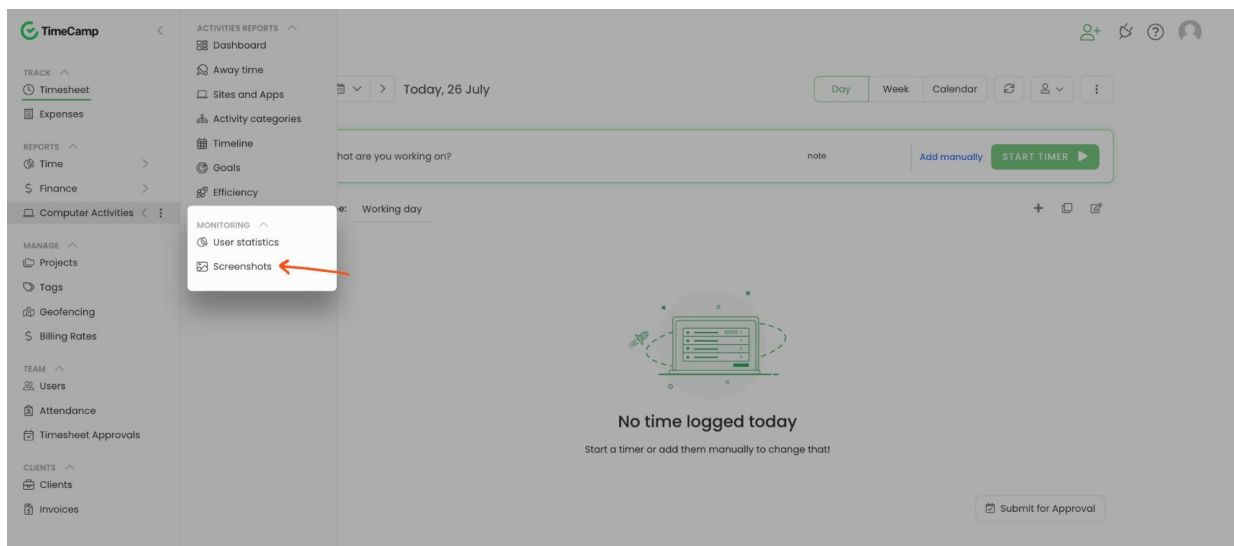
Enable Screenshots

Only the Administrator of the account can enable the Screenshots module.

To enable the Screenshots feature, click on your avatar in the upper-right corner and select the **Account Settings** option. Next, go to the **Modules** tab, find the **Screenshots** module, and click on the **switch button** to enable the Screenshots.

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Profile Settings

Account Settings

Subscription

Log out

Settings

My profile   General   **Modules**

Available Modules

Time Tracking

Track time against projects and tasks, integrate with popular project management tools.

Settings

Computer Time

Track computer activities, websites and applications usage. Know how you and your team spend time.

Settings

Tags

Manage your tags, like list of customers or activities. All workspace members can assign tags to time entries, when they track time.

Settings

Attendance

Manage time and attendance data, record when employees start and stop work. Track and manage time-off.

Settings

Timesheet Approvals

Manage your employees time and approve their timesheets.

Settings

Billing

Control and track projects budget and margins. Calculate costs and income automatically.

Invoicing

Bill your clients for all of the hours tracked in TimeCamp with invoicing feature. Email invoices directly to your customer and receive payments via PayPal, all within TimeCamp.

Settings

GPS Location Tracking

GPS location tracking. Track employee locations when working on-the-go.

After the module is enabled you can find the Screenshots report on the left side menu under the**Computer Activities** section. If you decide not to use the Screenshots feature you can simply disable it in the Modules tab.

We don't provide any additional settings to the Screenshots. All available options are set by default and can't be edited.

Overview

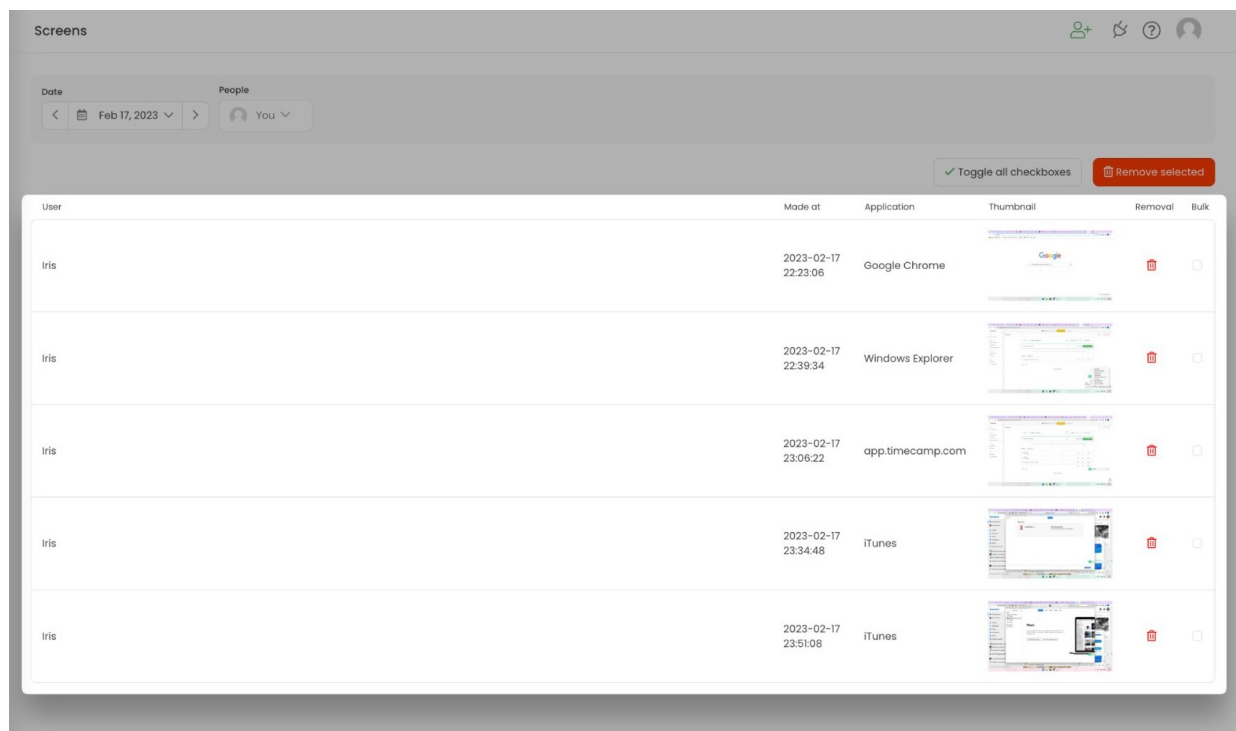After the feature is enabled Screenshots will be taken on all users' computers who installed the desktop app.

Screenshots are taken automatically every 10 minutes.

Screenshots will be registered only when the desktop app is running. The time of taken screenshots visible on the Screenshots report will match the timezone of the user's computer at the moment it was recorded.

Only Administrators and Supervisors have access to the Screenshots report of users they manage. Users won't be able to view their screenshots.

> Screenshots are stored only for 60 days. After this period they are automatically removed from the system.

Here is an example of a Screenshots report:

The report contains **name of the user** the screenshot belongs to, the exact **timestamp** of when it was taken, **name of website/application** user was working on and the original **screenshot**.

If you'd like **to delete** a specific screenshot from this report, just click on the **trash** icon next to it or mark the checkboxes next to the screenshots you'd like to remove and click on the red button **Remove selected**.

To open the full Screenshot, click on it:
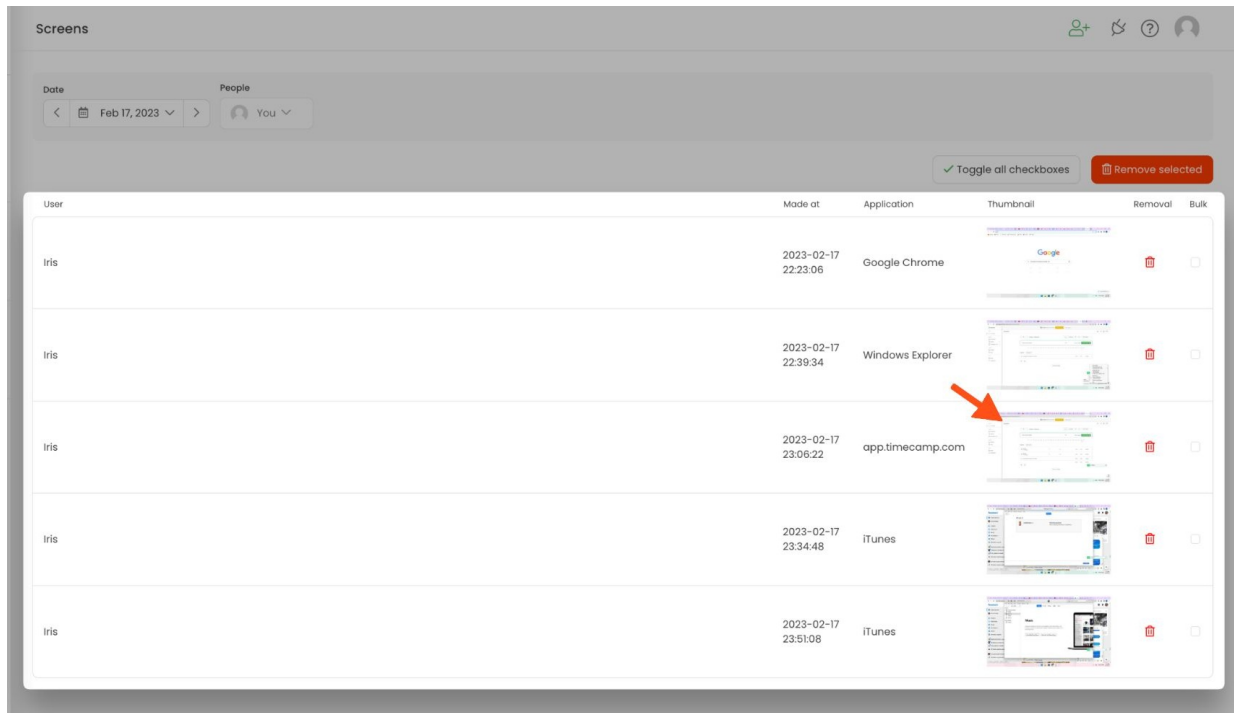
You can easily filter the report using the **Date range** filter and the **People picker**. The date range filter allows you to select only one day at once, it is not possible to choose a couple of days or the entire week, month, etc. In the people filter you can select all users or choose only certain ones to view their data.