Welcome to TimeCamp Help!

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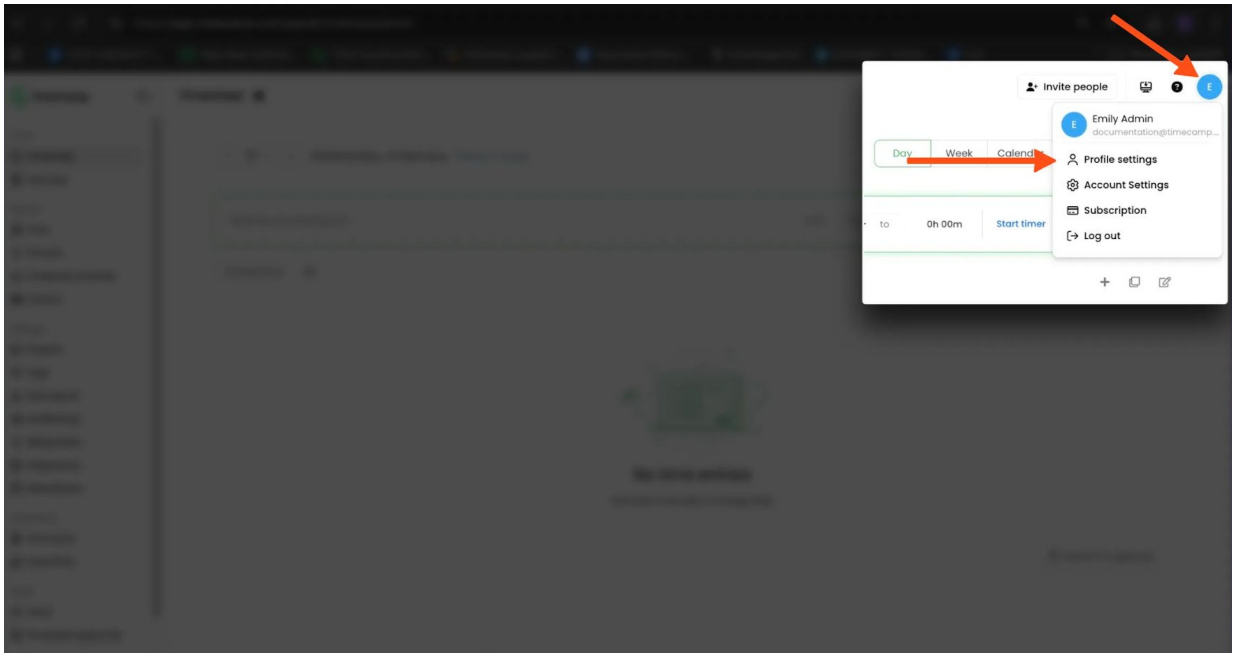
Export days off to Calendar

From now on you can export day types from the Attendance report to your Calendar. With this feature, you can export all day types **except for working days, non-working days, and remote work.** Exported days will be displayed as **Absence** in your Calendar.

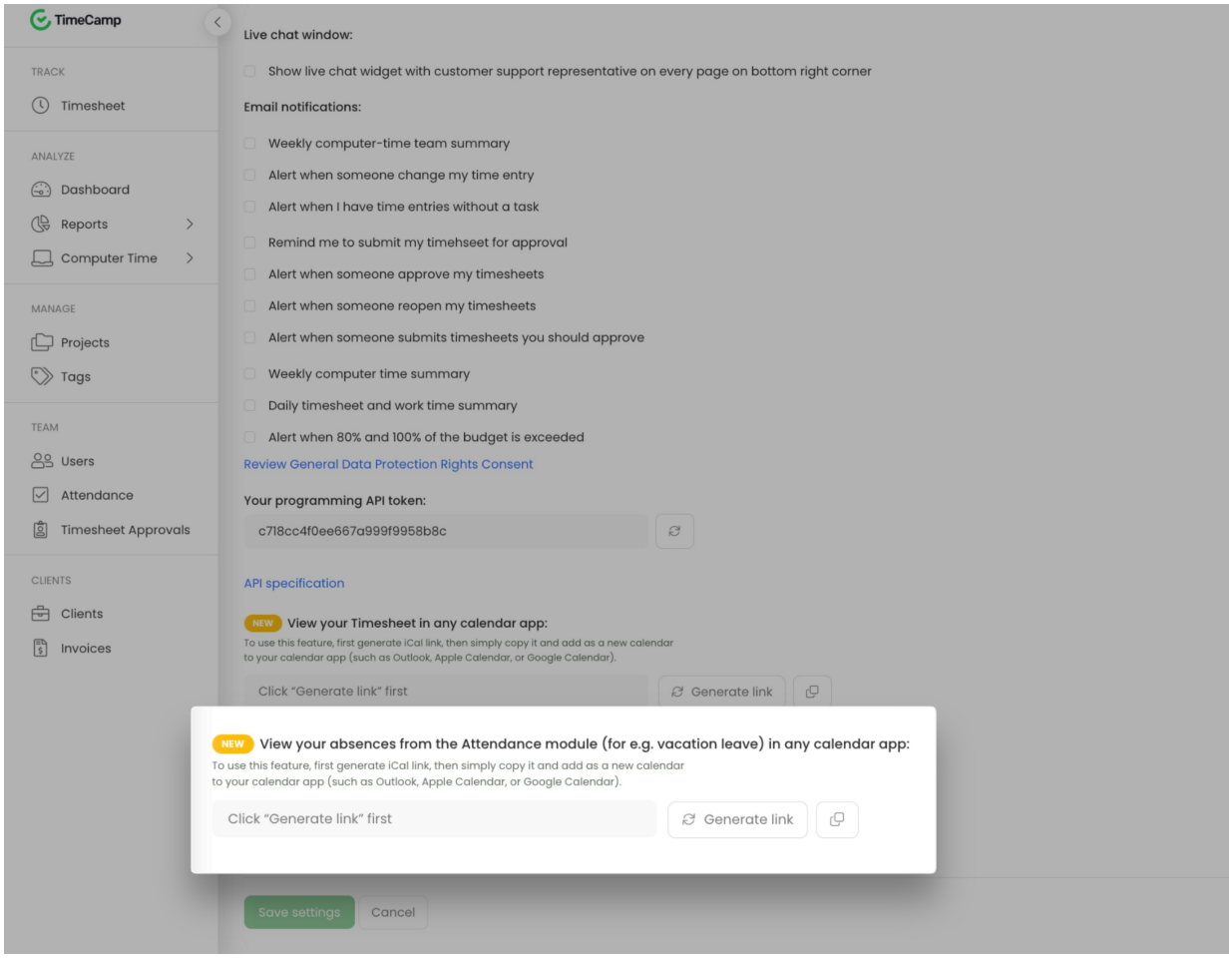
All you have to do is to copy the iCal link from your profile settings and add it as a new Calendar to your calendar app.

> Each user has access to their own iCal link. After adding the iCal link to calendar, Administrators will have access to Absent days of users they manage.

First, navigate to your **Profile settings** in the upper right corner under your avatar icon and scroll down to the bottom of the page.

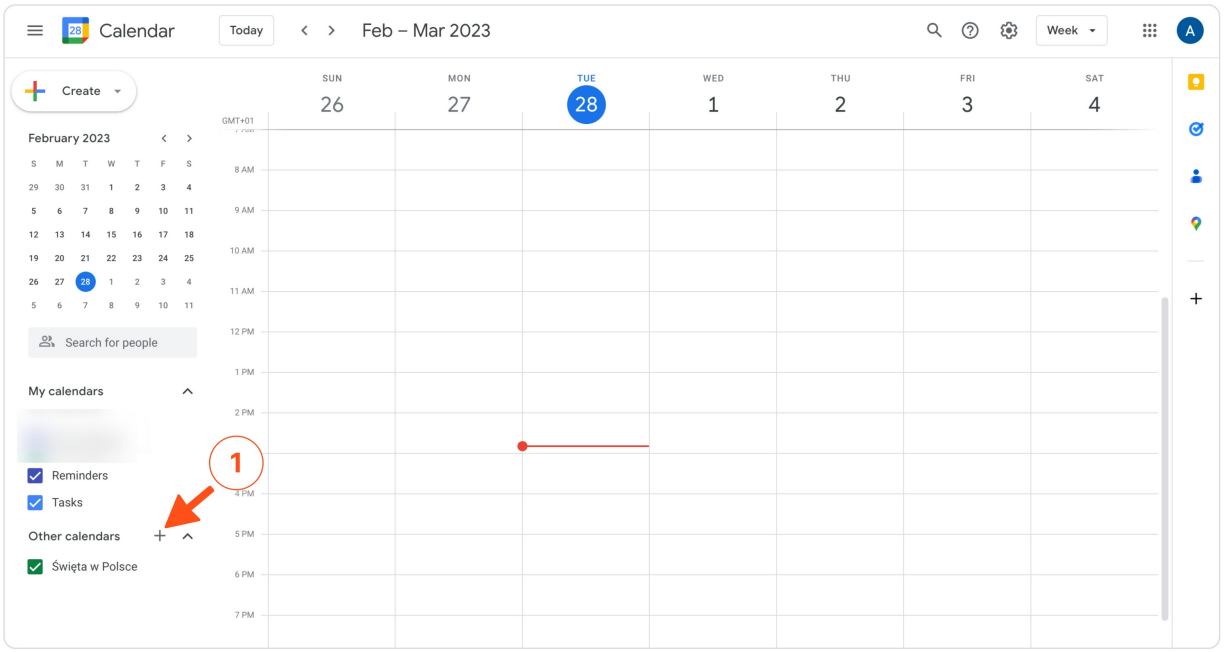


Here you'll find a section **View your absences from the Attendance module (for e.g. vacation leave) in any calendar app** and a link to copy.

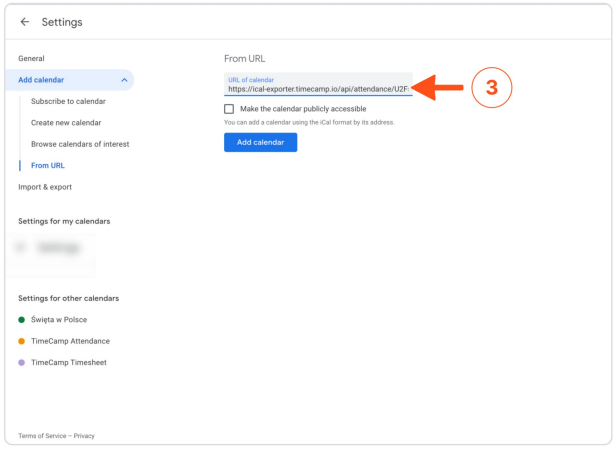


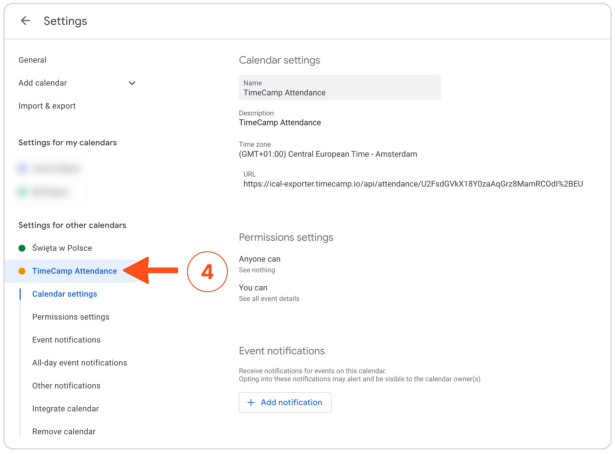
First, generate a link then copy it and navigate to your calendar. Next use an option to **add a new calendar** from the URL. Here are a few examples:

Google Calendar: click on the "plus" button next to Other calendars and select "From URL" option. Input copied ical link and click on the "Add calendar" button. TimeCamp Attendance will appear as a new calendar on the left side menu where you can change its name, color, enable notifications, etc.

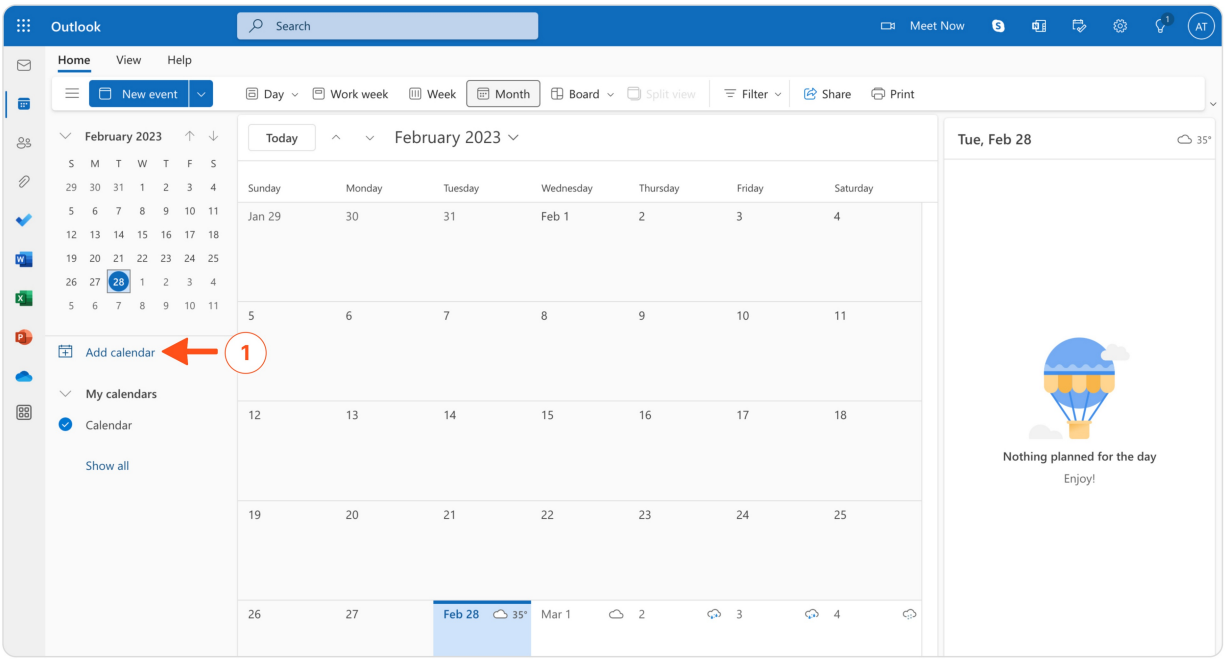


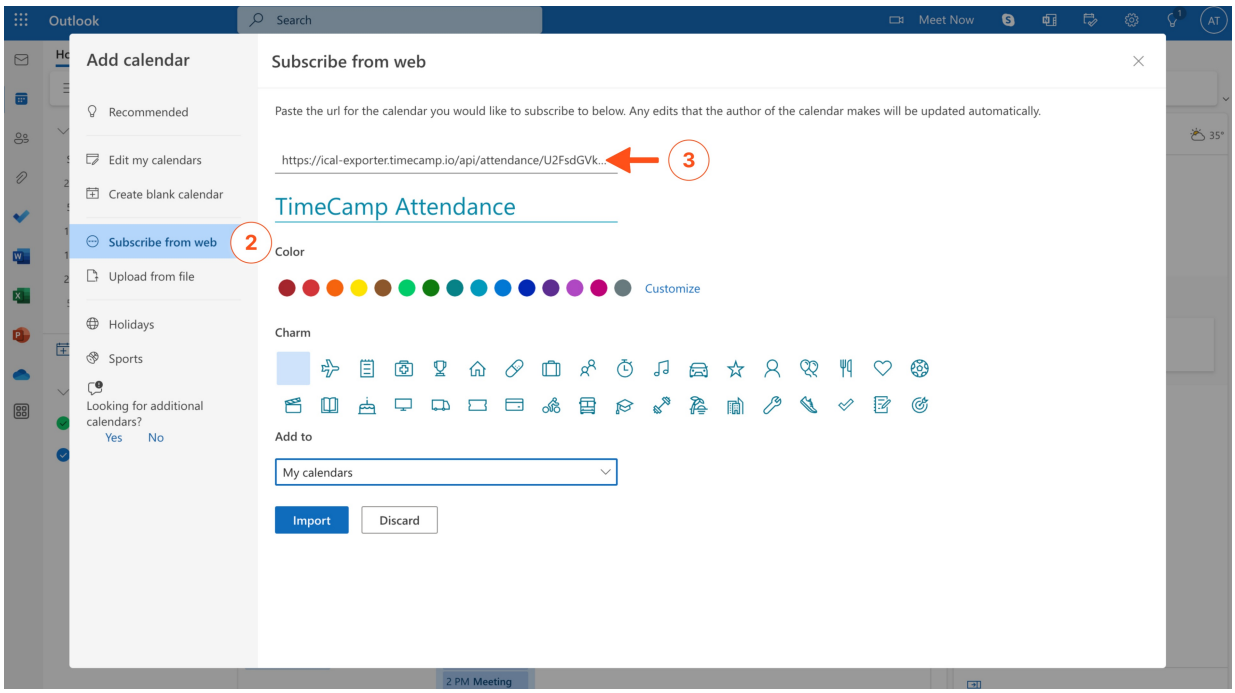




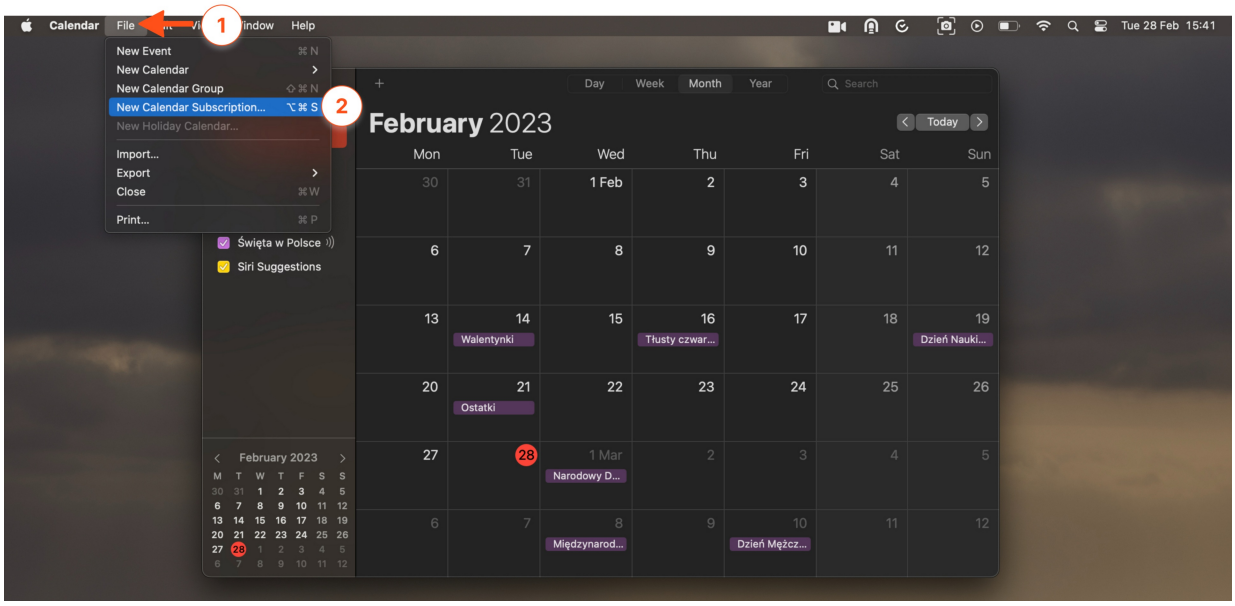


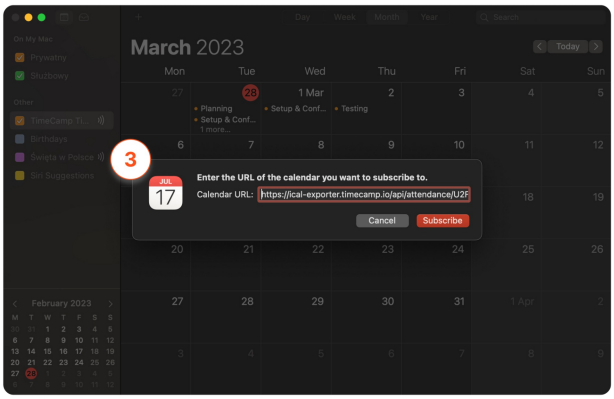
Outlook Calendar (online version): click on the "Add Calendar" button on the left side menu. Next select option "Subscribe from web" and input copied ical link. Enter the name of your calendar, choose a color, and select a list you'd like to add a new calendar to.

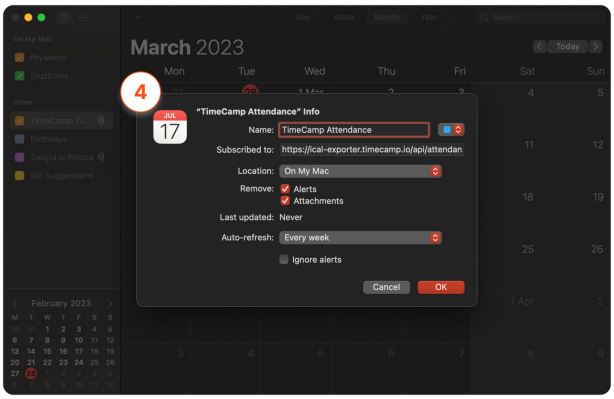




Apple Calendar (desktop version): open Calendar on your Mac and click on the File tab. Select "New Calendar Subscription" from the menu. Next input copied ical link, name your calendar, select its color and click on the "Ok" button.



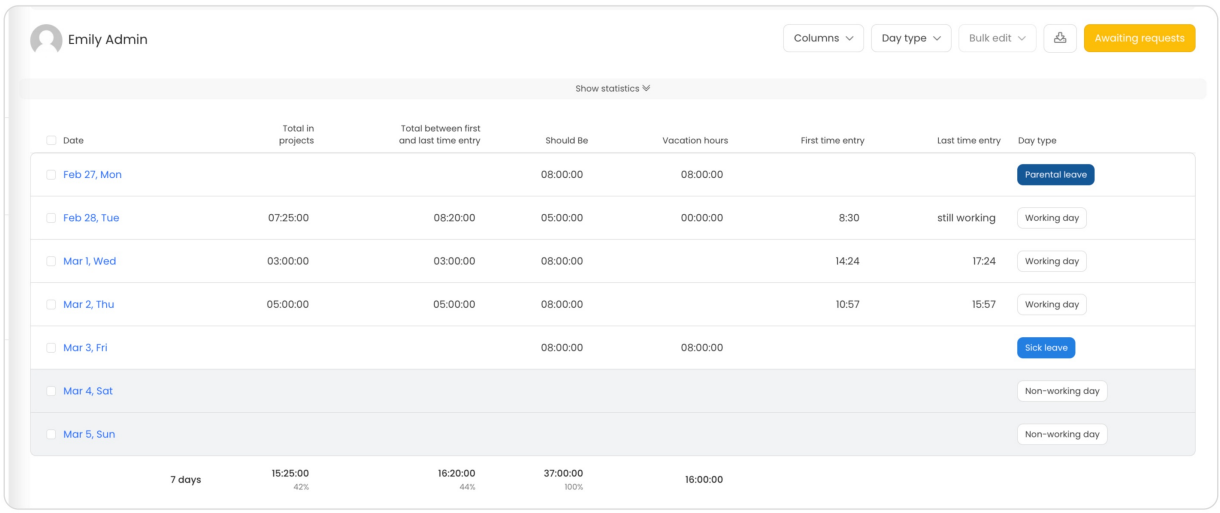


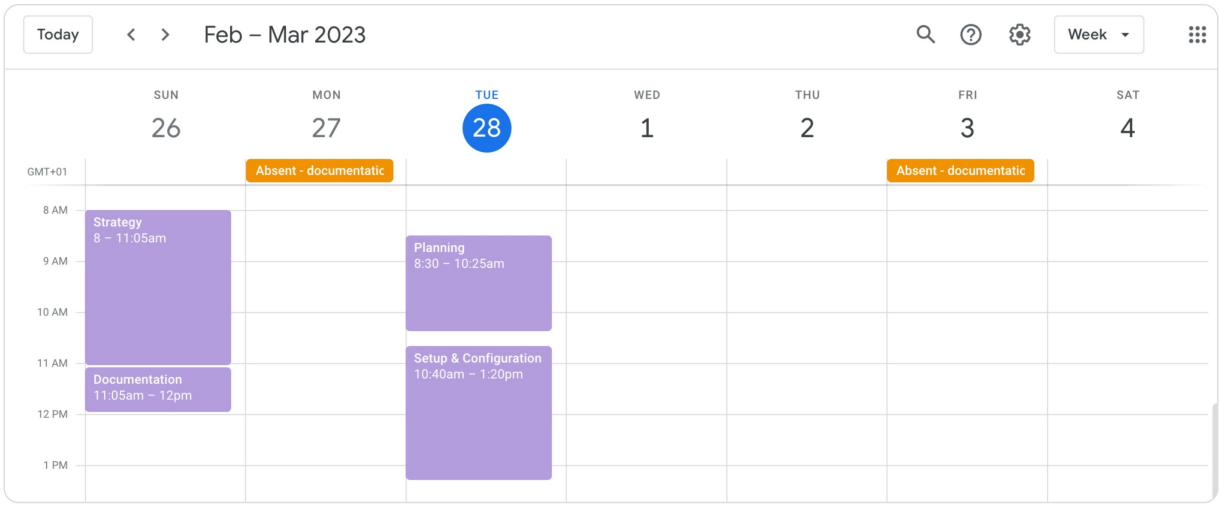


Days off will be automatically exported as all-day Absence events to your calendar. By default, all days off will be imported for the **past 30 days** and for the **future 30 days**.

> Currently, it is not possible to adjust "before" and "after" days for exporting days off from the Attendance module.

Example of exported Absent days:


Emily Admin
Columns
Day type
Bulk edit
Awaiting requests
Show statistics
Date
Total in projects
Total between first and last time entry
Should Be
Vacation hours
First time entry
Last time entry
Day type
Feb 27, Mon
08:00:00
08:00:00
Parental leave
Feb 28, Tue
07:25:00
08:20:00
05:00:00
00:00:00
8:30
still working
Working day
Mar 1, Wed
03:00:00
03:00:00
08:00:00
14:24
17:24
Working day
Mar 2, Thu
05:00:00
05:00:00
08:00:00
10:57
15:57
Working day
Mar 3, Fri
08:00:00
08:00:00
Sick leave
Mar 4, Sat
Non-working day
Mar 5, Sun
Non-working day
7 days
15:25:00
42%
16:20:00
44%
37:00:00
100%
16:00:00


Today
Feb – Mar 2023
Week
SUN 26
MON 27
TUE 28
WED 1
THU 2
FRI 3
SAT 4
GMT+01
Absent - documentatic
Absent - documentatic
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM
Strategy
8 – 11:05am
Documentation
11:05am – 12pm
Planning
8:30 – 10:25am
Setup & Configuration
10:40am – 1:20pm