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.



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.

<	Day Calendar	운 오 V V Bulk edit :	Emily Admin documentation@timecamp.com
		2	Profile Settings
Select task and project	note	Add manually START TIMER	දිරි} Account Settings
			Subscription
100 200 300 400 500 600 700 800 900 1000 1100 1200 1400	15:00 16:00 17:00 18:00 19:00	20:00 21:00 22:00 23:00 	() Log out
Day type: Working day			
)		
No recent time entri	es		
Seems like you haven't tracked any ti	me yet		
+0		Submit for approval	

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.

C TimeCamp	Live chat window:
TRACK	Show live chat widget with customer support representative on every page on bottom right corner
() Timesheet	Email notifications:
ANALYZE	Weekly computer-time team summary
Dashboard	Alert when someone change my time entry
G Reports >	Alert when I have time entries without a task
Computer Time	Remind me to submit my timehseet for approval
	Alert when someone reopen my timesheets
MANAGE	Alert when someone submits timesheets you should approve
	Weekly computer time summary
V/ rugs	Daily timesheet and work time summary
TEAM	Alert when 80% and 100% of the budget is exceeded
OS Users	Review General Data Protection Rights Consent
Attendance	Your programming API token:
Dimesheet Approvals	c718cc4f0ee667a999f9958b8c
CLIENTS	API specification
Clients	View your Timesheet in any calendar app:
s Invoices	To use this feature, first generate iCai linic, then simply copy it and add as a new calendar to your calendar app (such as Outlook, Apple Calendar, or Google Calendar).
	Click "Generate link" first
	View your absences from the Attendance module (for e.g. vacation leave) in any calendar app: To use this feature, first generate iCal link, then simply copy it and add as a new calendar to your calendar app (such as Outlook, Apple Calendar, or Google Calendar). Click "Generate link" first Sovo settings Cancel

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.

😑 🗾 Calendar	Today < > Feb -	- Mar 2023			<u>२</u> ७ 🕸	Week -	# A
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5 6 7 8 9 10 11	9 AM						
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26 27 28 1 2 3 4	11 AM						
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My calendars	2 PM						
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		•					
Reminders	•)						
Tasks	4 PM						-
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Other calendars + ^	5 PM						
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	7 PM						- 4
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My calendars							
Create new	calendar						
Browse cal	endars of interest						
Diotice out							-
Reminders From URL	— (2)						
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← Settings			← Settings				
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Add calendar ^ U	J <mark>RL of calendar</mark> https://ical-exporter.timecamp.io/api/attendance/U2F	— (3)	Add calendar 🗸 🗸		Name TimeCamp Attendance		
Subscribe to calendar	Make the calendar publicly accessible		Import & export	D	escription		
Create new calendar Yo	Add calendar		Settings for my calendars	T	imeCamp Attendance		
From URL			,,	(0	GMT+01:00) Central European Time - Amsterdam	1	
Import & export					URL https://ical-exporter.timecamp.io/api/attendance	e/U2FsdGVkX18Y0zaAqGrz8Maml	RCOdI%2BEU
Settings for my calendars			Settings for other calendars	Р	Permissions settings		
			Święta w Polsce		knyone can		
			TimeCamp Attendance	- (4) 🖱	ee nothing		
Settings for other calendars			Calendar settings	s	iee all event details		
Święta w Polsce			Permissions settings				
 TimeCamp Attendance 			Event notifications	E	vent notifications		
TimeCamp Timesheet			All-day event notifications	R	eceive notifications for events on this calendar. Ipting into these notifications may alert and be visible to t	the calendar owner(s)	
			Other notifications		+ Add notification		
			Integrate calendar				
Terms of Service - Privacy			Remove calendar				

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.

==	Outlook	𝒫 Search				4 Meet Now S 🖬 🗟 🚳 🖓 🗛
	Home View Help					
	🔲 🗖 New event 🗸 🗸	🖹 Day 🗸 🖱 Work week 💷	Week 🖾 Month 🕀	Board 👻 🗍 Split view	= Filter -> 🙆 Share 🕞 F	Print
89		Today ^ ~ Febr	uary 2023 ∨			Tue, Feb 28
~	SM TW TF S					
1	29 30 31 1 2 3 4	Sunday Monday	Tuesday Wedr	nesday Thursday	Friday Saturday	
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	12 13 14 15 16 17 18					
w	19 20 21 22 23 24 25					
	26 27 28 1 2 3 4					
	5 6 7 8 9 10 11	5 6	7 8	9	10 11	
•	 Add calendar My calendars 	1				
88	 Calendar 	12 13	14 15	16	17 18	
						Nothing plaque d for the day
	Show all					Enjoy!
		19 20	21 22	23	24 25	
		26 27	Feb 28 🛆 35° Mar	1 🛆 2	ଢ଼ି 3 ଦ୍ଦି 4	Ģ



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.

🗯 Calendar	File	1 indow	Help # N >		+		Day	Week Month	Veer		, [ø] ⊙	२ डि ग	ue 28 Feb 15:41
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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 v Da	y type V Bulk edit	Awaiting requests
				Show sto	atistics ₩			
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 I, 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	9 – Mar 2023				Q (?) 🔅	Week -
	SUN	MON	TUE	WED	THU	FRI	SAT
	26	27	28	1	2	3	4
GMT+01		Absent - documentatic				Absent - documentatic	
8 AM -	Strategy						
9 AM —	8 – 11:05am		Planning 8:30 – 10:25am				
10 AM -							
11 AM -	Documentation		Setup & Configuration 10:40am - 1:20pm				
12 PM -	11:05am – 12pm		-				
1 PM -							