Welcome to TimeCamp Help!

Search for articles...

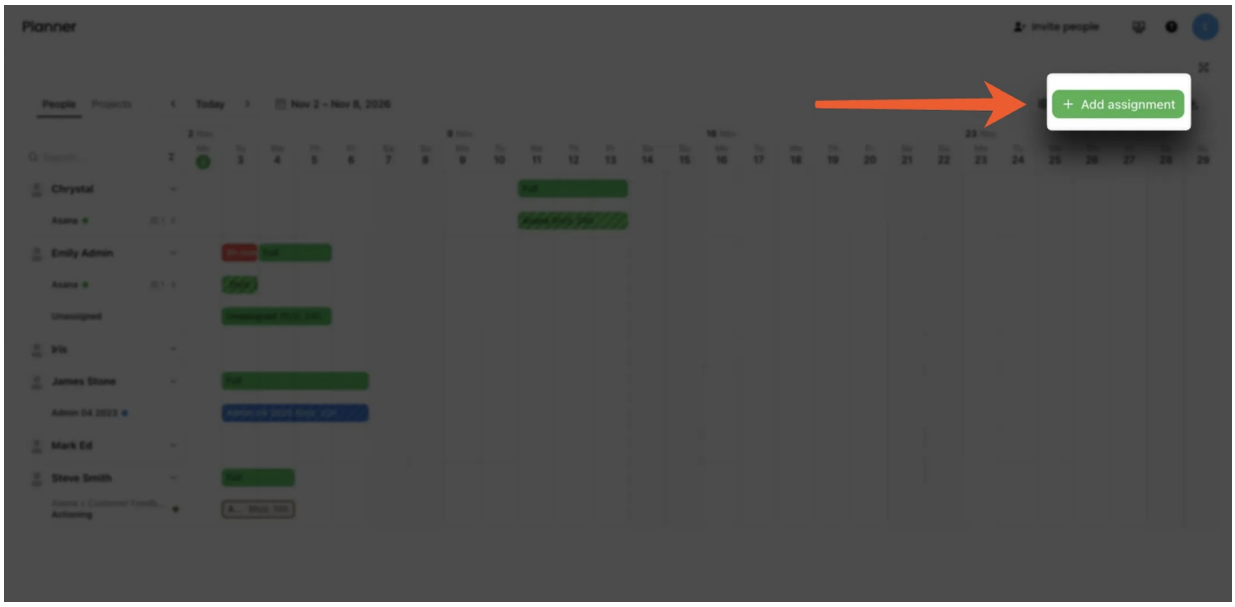
Planner

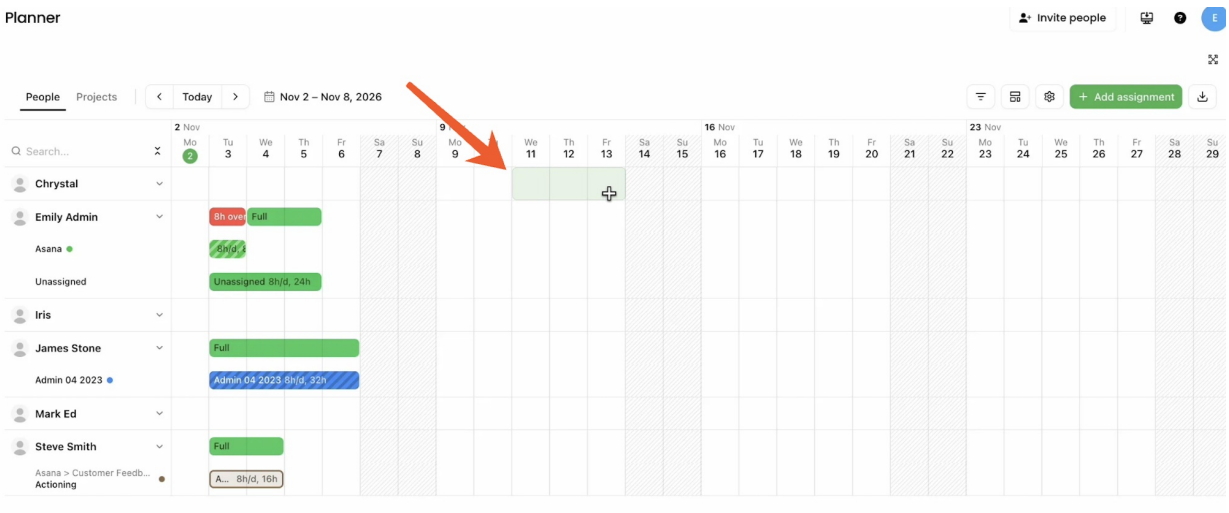
In this article:

You can use **Planner** to verify your users' availability and manage your team capacity.

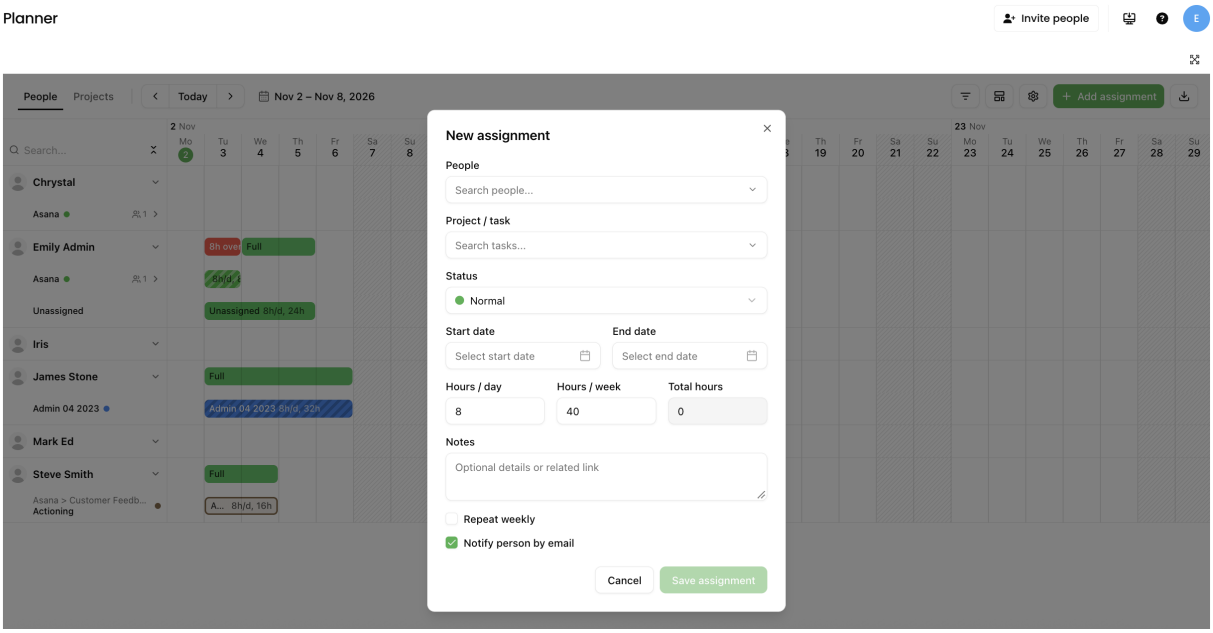
Add assignment

You can **add a new assignment** by clicking the green button **Add assignment** or by selecting a specific time period directly in Planner calendar:

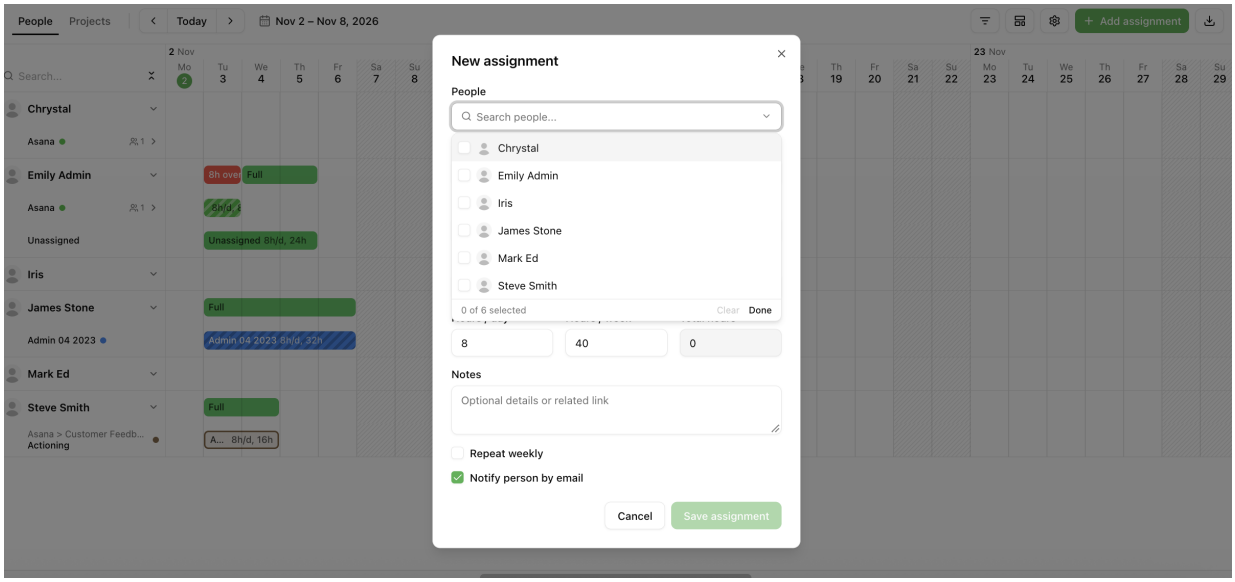




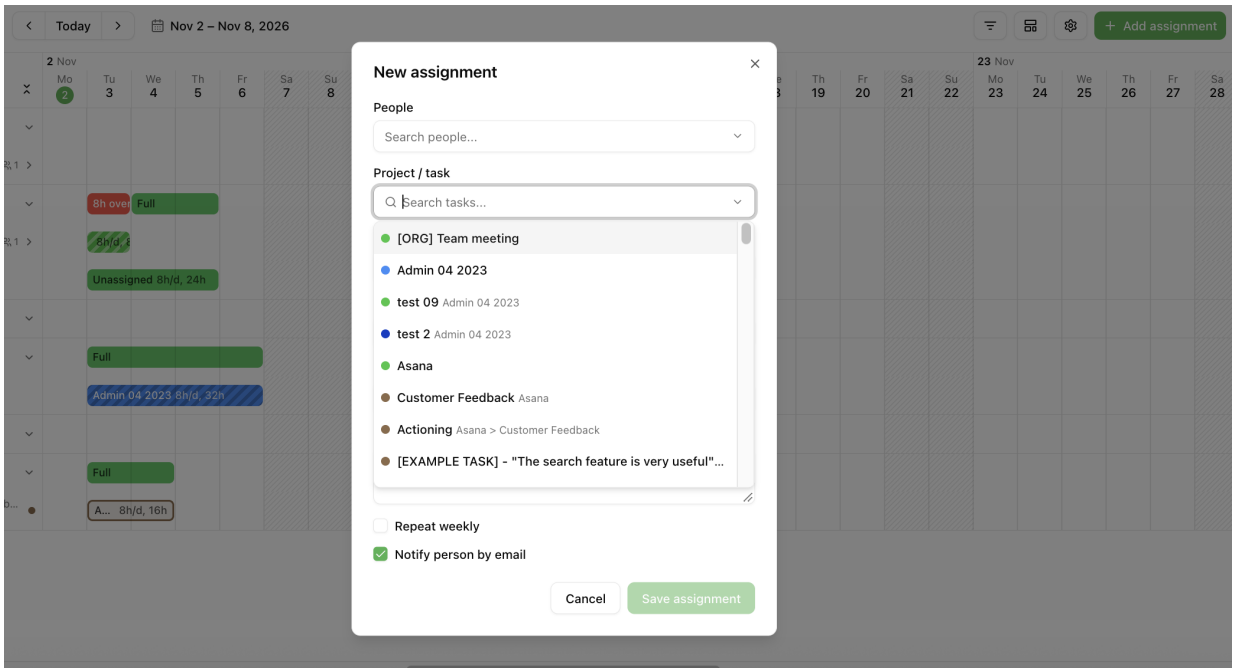
Upon adding a new assignment, a pop-up window will appear:



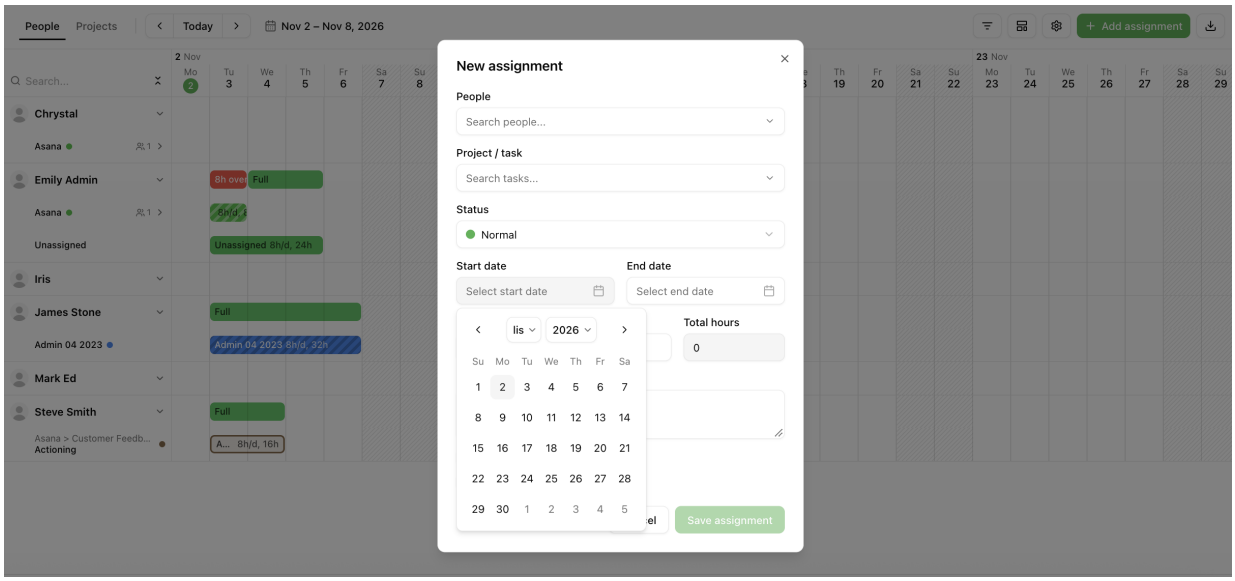
You can assign **People** from a drop-down list:



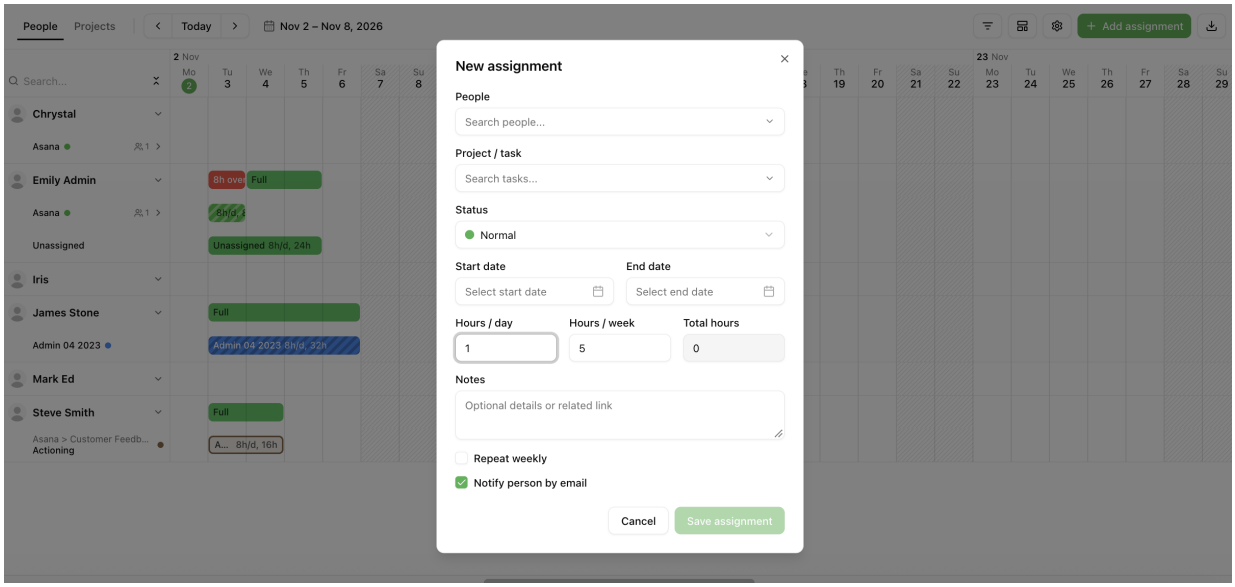
Then, you can select an assignment from your **Projects/Tasks** list:



You can select a **Start date** and **End date** as well as how many **hours** it should take.

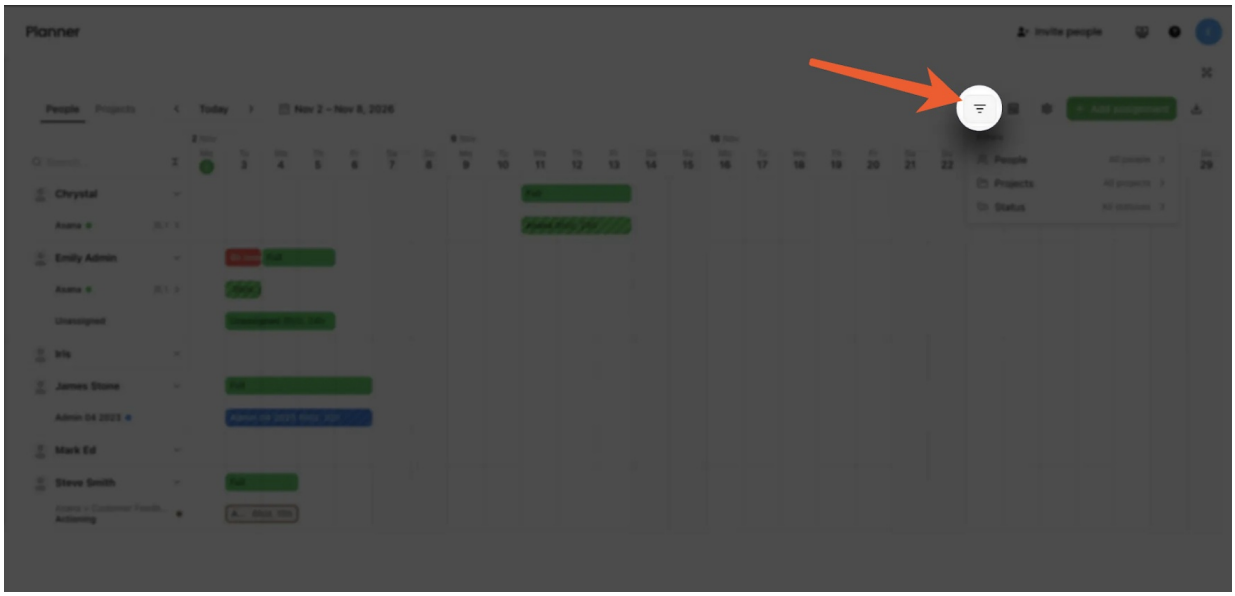


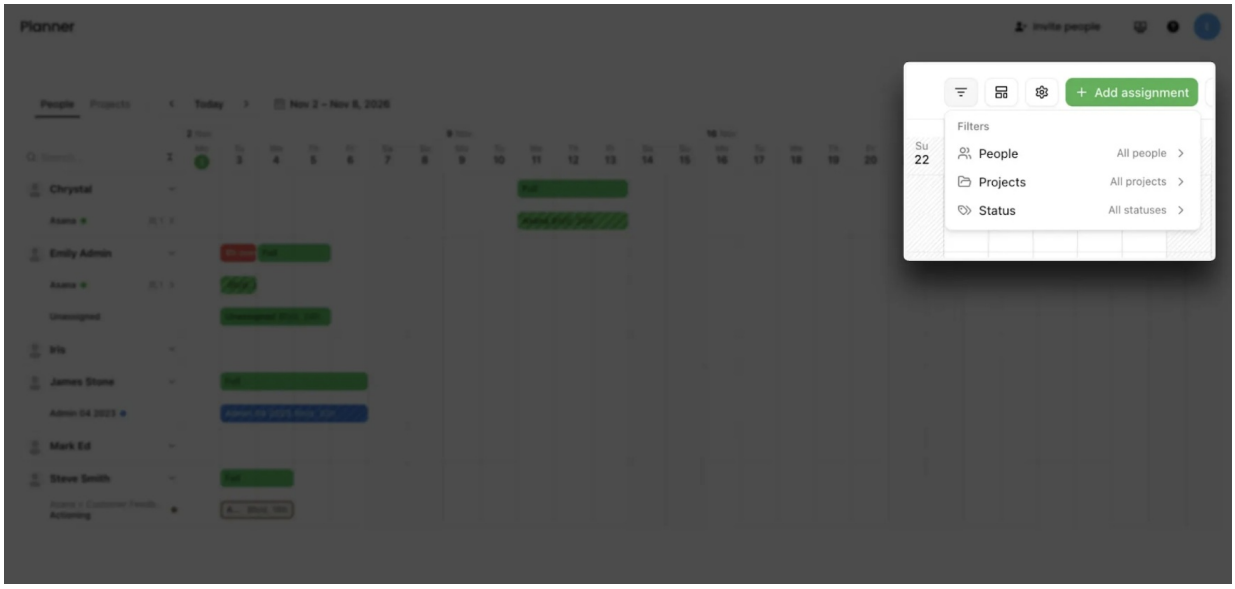
You can leave an **additional note** with some details or related link. You can also select to **repeat this assignment weekly** and **notify responsible person by email**.



Filters

You can filter your Planner view, selecting **People**, **Projects** and specific **Status**.

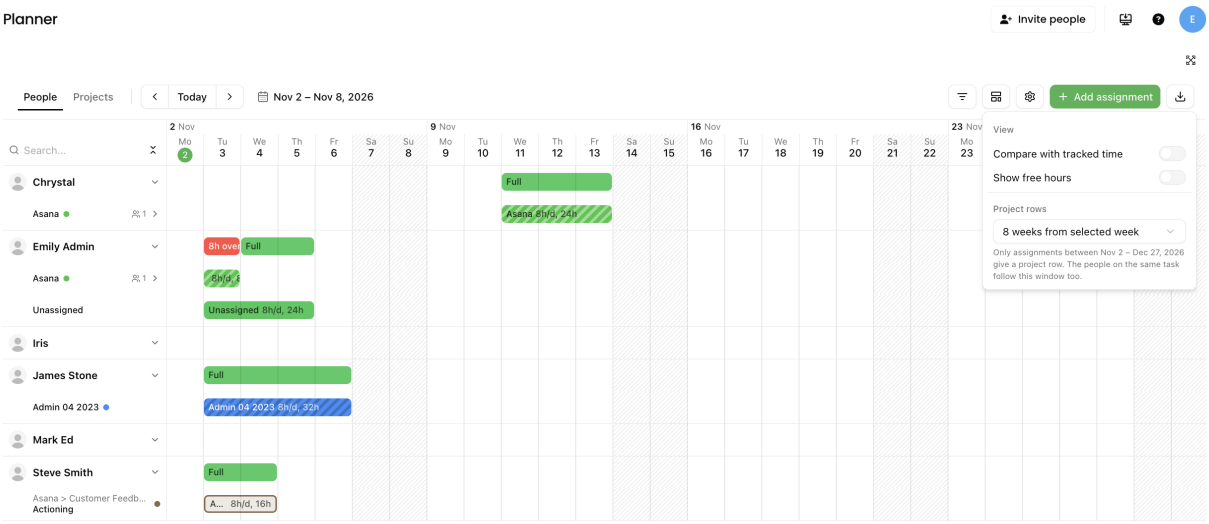


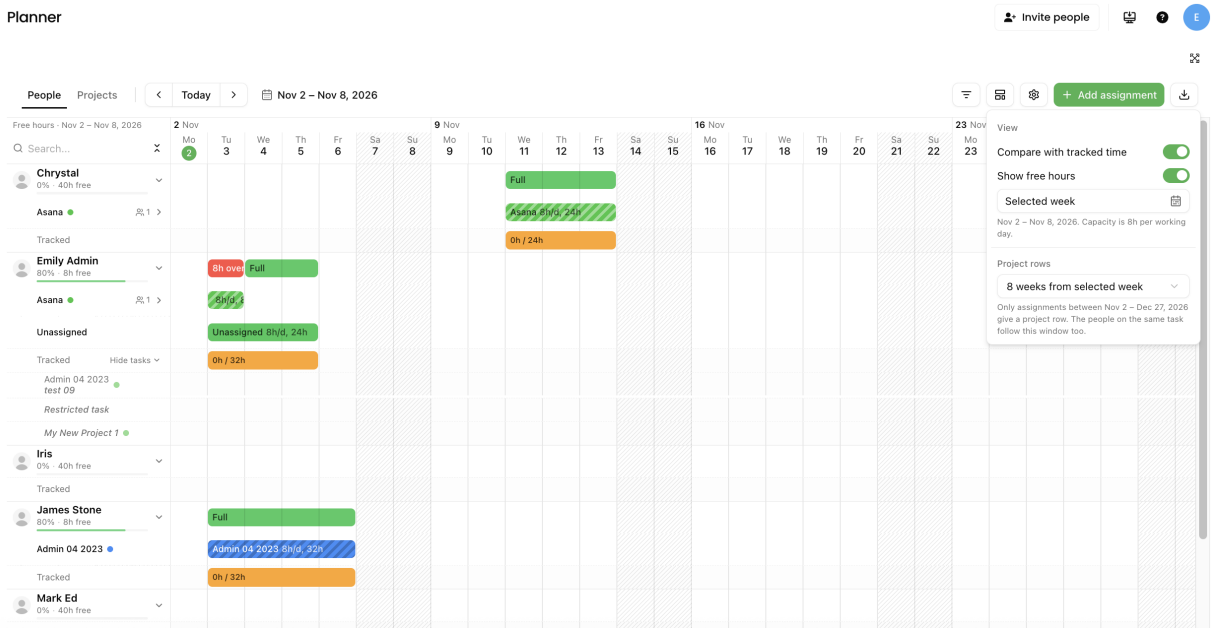


View

You can edit your Planner view by clicking on the View icon in the upper right corner, next to settings. You can **Compare the assignment with tracked time**, **show/hide free hours** or also select **Projects rows**:

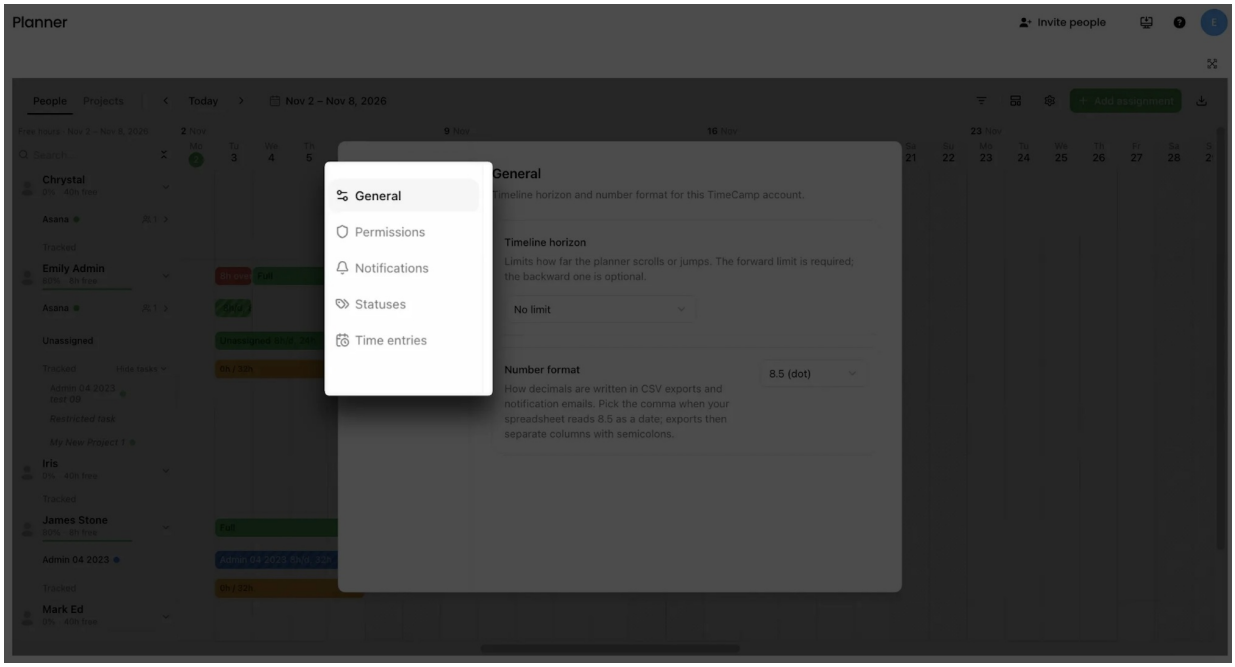




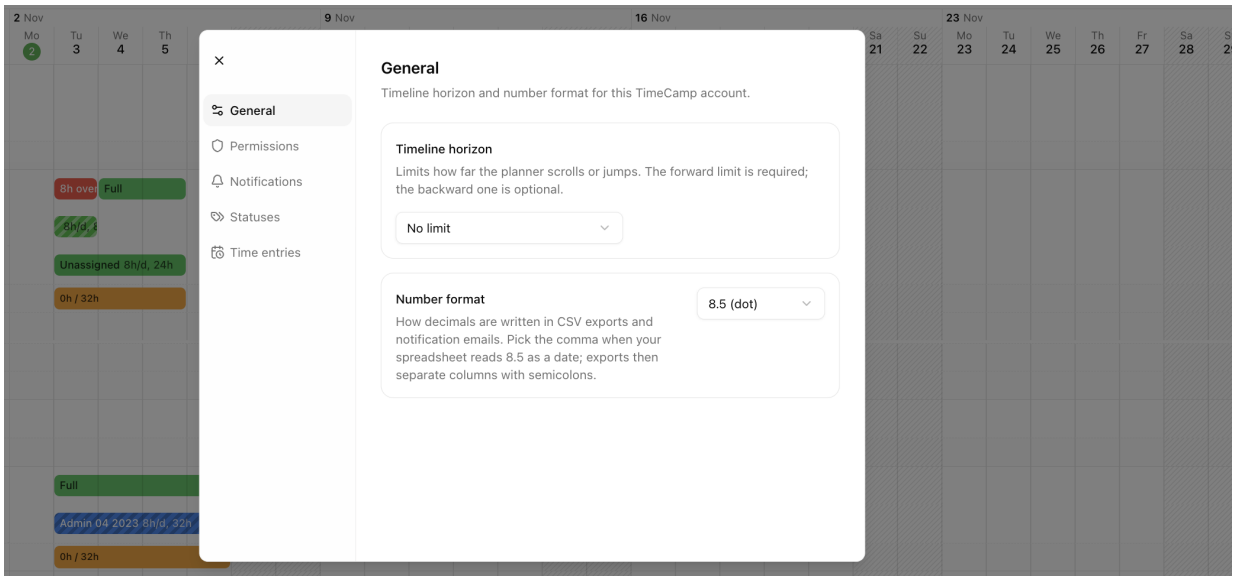


Settings

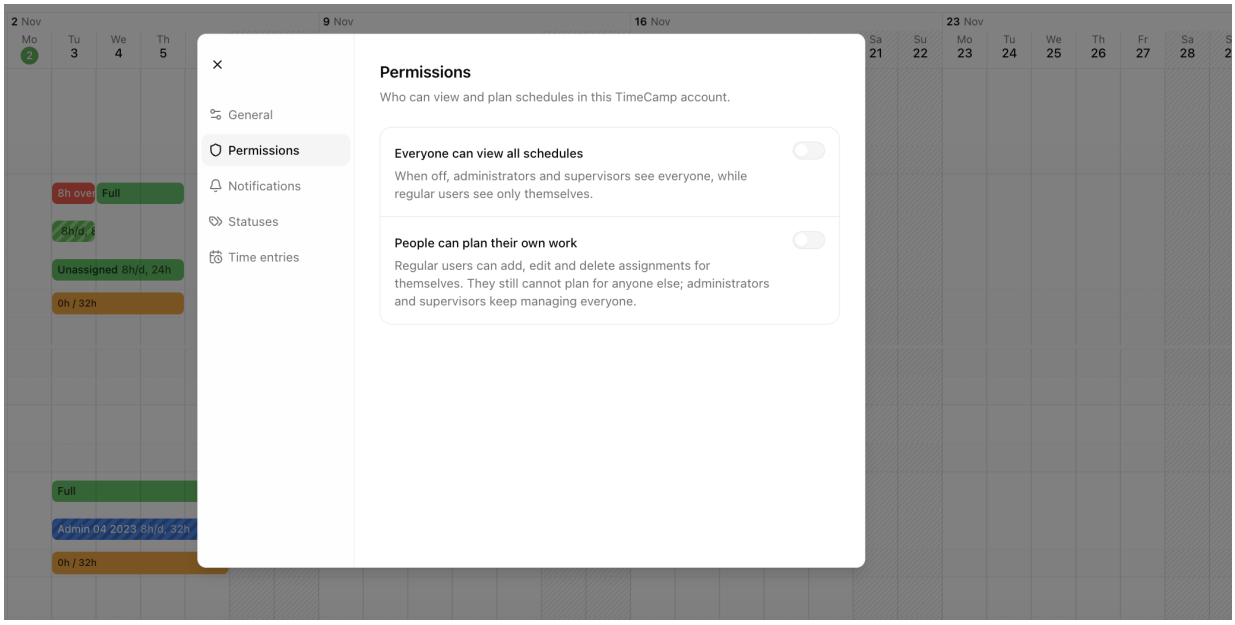
To change settings, you need to click the gear icon next to the **Add assignment** button. There are five options to choose from:



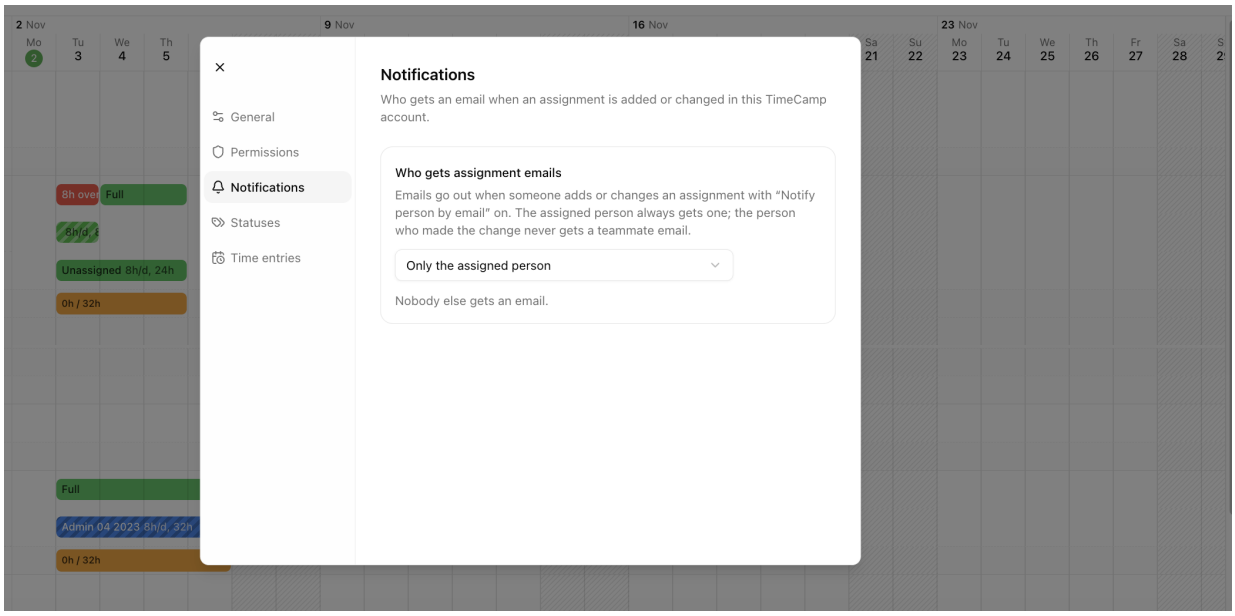
General: the general settings allow you to configure Planner's timeline horizon and number format. You can limit how far users can navigate through the timeline and choose how decimal numbers are displayed in CSV exports and notification emails.



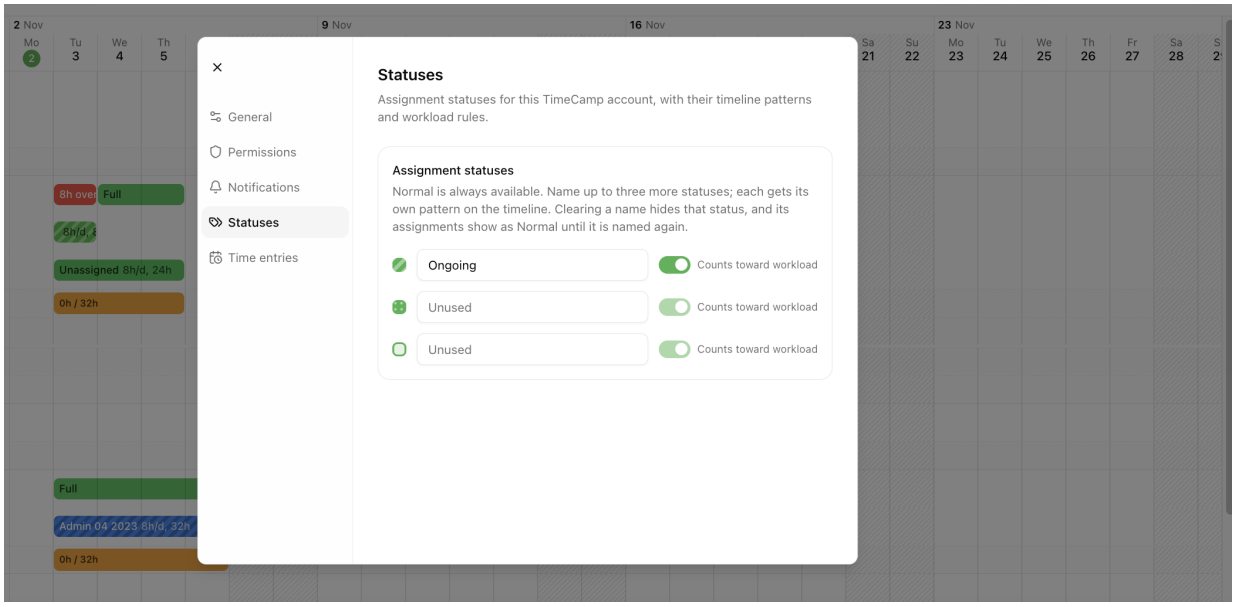
Permissions: the permissions settings let you control who can view and manage schedules in Planner. You can allow all users to see everyone's schedules and enable regular users to create, edit, and delete their own assignment.



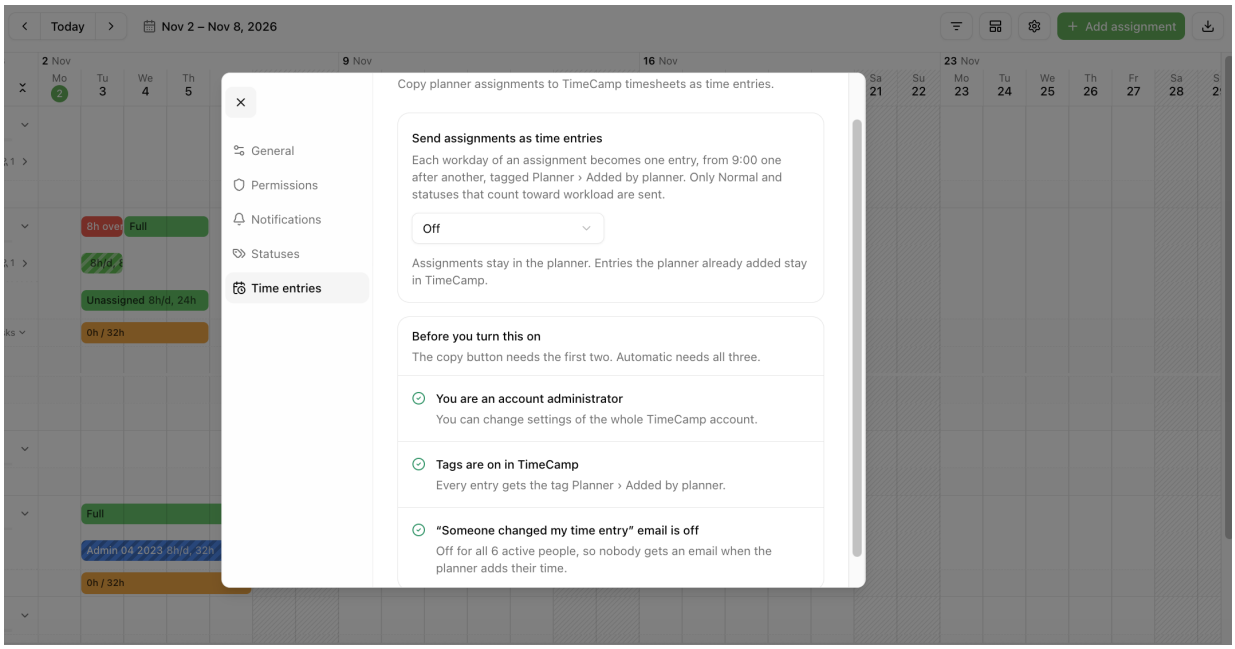
Notifications: the notifications settings allow you to manage email notifications for new or updated assignments. You can choose who receives these notifications when assignments are created or modified.



Statuses: the statuses settings allow you to customize assignment statuses in Planner. You can create up to three additional statuses alongside the default Normal status. You can customize their appearance on the timeline, and decide whether they count toward workload calculations.



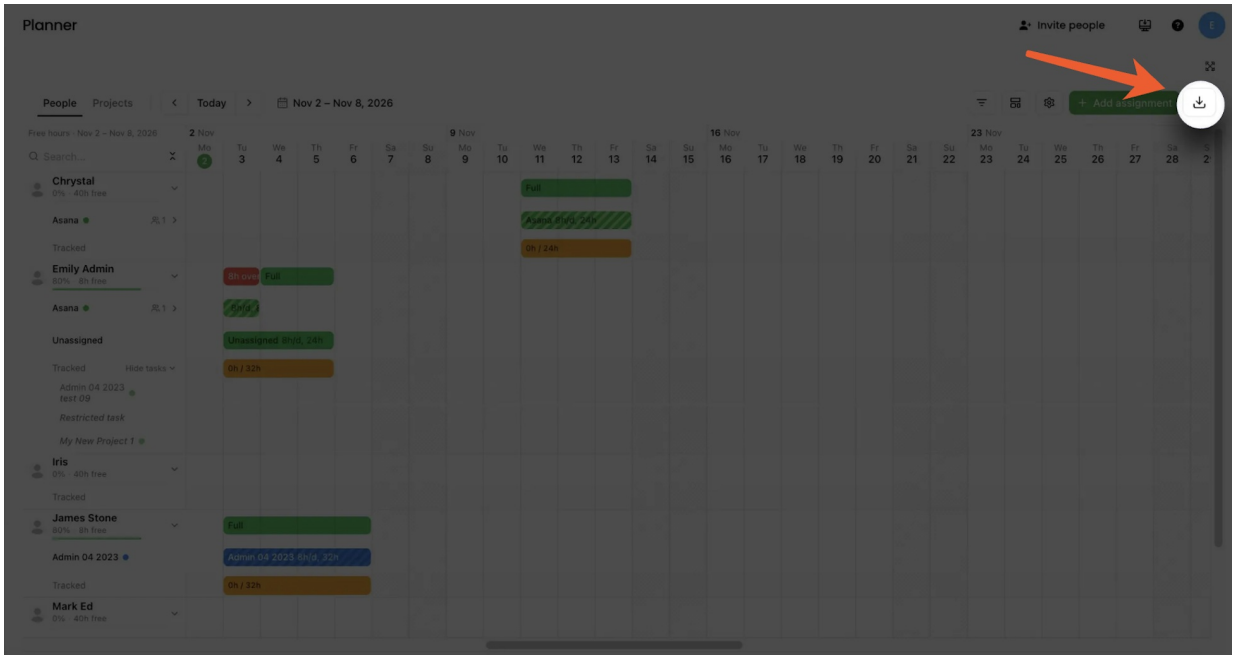
Time entries: the time entries settings allow you to copy planned assignments into TimeCamp Timesheet as time entries. You can configure how assignments are transferred and check the requirements for enabling manual or automatic time entry creation.

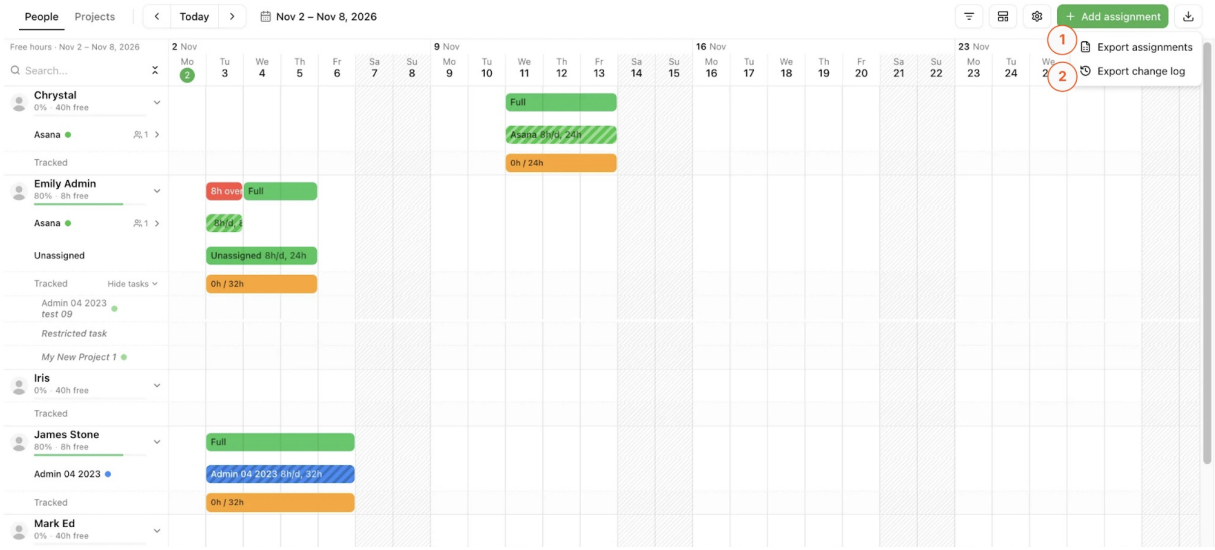


Export

You can either **Export your assignments** or **Export change logs**.

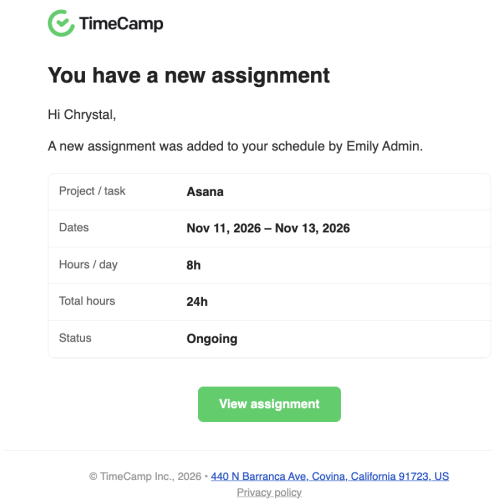
> To export your data, click the download icon in the upper right corner.





Email notifications

When a new assignment is added to your schedule, you receive an email notification with its details, including the project/task name, scheduled dates, hours per day, total hours, and assignment status.



The email will also show who created the assignment and will include a **View assignment** button that can take you directly to your Planner in TimeCamp.