

# Welcome to TimeCamp Help!

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## Toggl

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**Toggl** is a simple time tracker that helps you learn how much your time is worth. With this time-tracking app, you'll be able to start tracking your hours and managing your hours with just one click. You can generate reports, supervise the dashboard and create projects.

Only **Toggl Track** can be integrated with TimeCamp.

## Overview

The integration will be enabled for the entire account, so **all users will be able to track time on imported tasks**. The integration will be connected to the Toggl account of the person who enabled the integration.

**Workspaces will be imported as tasks under the Toggl project** Projects will be imported as subtasks under the tasks (workspaces) they belong to in TimeCamp. If you also manage Clients in Toggl, they will be imported as tasks under workspaces, and projects assigned to clients will be added as subtasks in TimeCamp.

If someone from your Team added their private workspaces or projects in Toggl and the person who created the integration was not invited to these spaces and projects, they won't be imported to TimeCamp. **Only items the owner of integration has access to could be imported.**

We provide an option to **select workspaces that should or should not be imported from Toggl to TimeCamp**. After the integration is enabled and you selected the desired workspaces all projects and tasks the owner of integration has access to, will be imported to the Projects module in TimeCamp.

It is not possible to edit the structure of imported items in TimeCamp.

As an integration creator, you automatically gain access to all imported items. Other users are assigned to Tasks (workspaces) automatically based on their email addresses, which need to match in both TimeCamp and Toggl. You can always assign tasks manually as well. If users are assigned to the main project Toggl they will be able to track time to all tasks under the Toggl project structure. If users are assigned only to certain tasks, they will be able to track time only to these tasks and subtasks under the tasks' structure.

We don't provide an option to export tracked time from TimeCamp to the Toggl account.

Tasks marked as archived or deleted in Toggl will be moved to the list of Archived tasks in TimeCamp after you sync the integration.

**TimeCamp performs the synchronization with Toggl only one time when creating an integration** so it imports the structure of projects only once. If you added new projects or made some changes in the workspace structure navigate to the Integrations tab, find Toggl on the list of active integrations, and click on its Settings. Next select workspaces you would like to update/connect to your TimeCamp account and click on the green "Save" button. Sync will be executed within a few seconds.

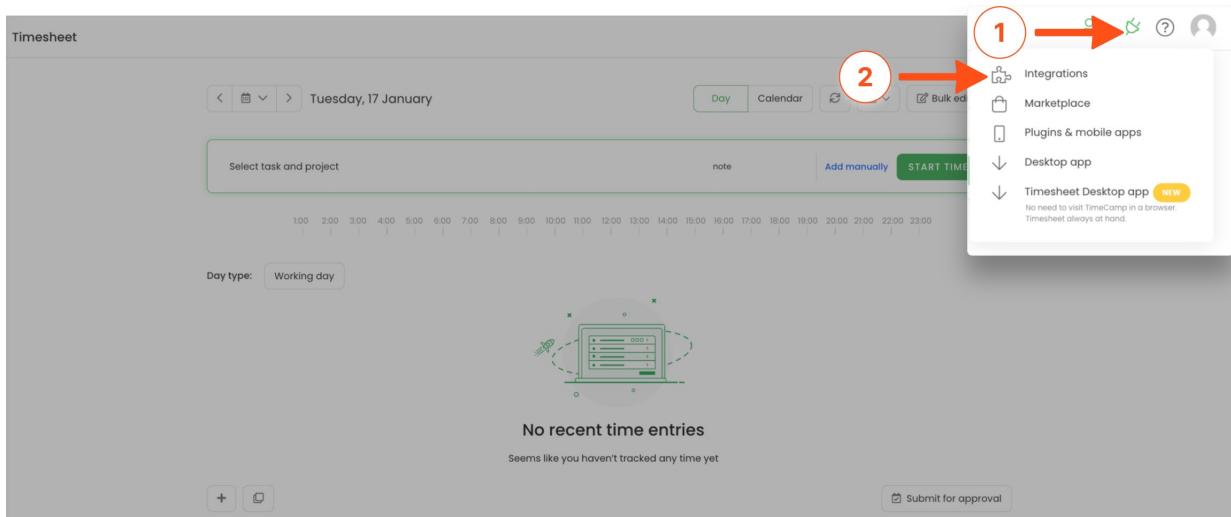
If the user who enabled the integration is not a part of your account anymore, we recommend reenabling the integration.

## Enable integration

Only the Administrator of the account can enable the integration.

### Step 1

To enable the Toggl integration, please navigate to the plugin icon and select the **Integrations** option. Next, find the **Toggl** integration on the list and click the **Enable** button.



This screenshot shows the TimeCamp Integration Marketplace. It lists various integrations in a grid format. The 'Toggl' integration card is highlighted with a red arrow pointing to its 'Enable' button. Other cards include 'monday.com', 'Podio', 'easyREDMINE', 'smartsheet', 'targetprocess', 'Projects', 'todoist', 'Trello', 'Wrike', and 'zapier'. Each card has a brief description and an 'Enable' button.

## Step 2

Next, paste your **API token** from the Toggl account and click on the green **Enable integration** button.

Settings

**Toggl Integration**

Migrate your account from Toggl and start tracking time with us.

- ✓ Import your projects and time entries to TimeCamp
- ✓ Estimate profitability of your projects
- ✓ Grow your business with our desktop application

**How to integrate?**

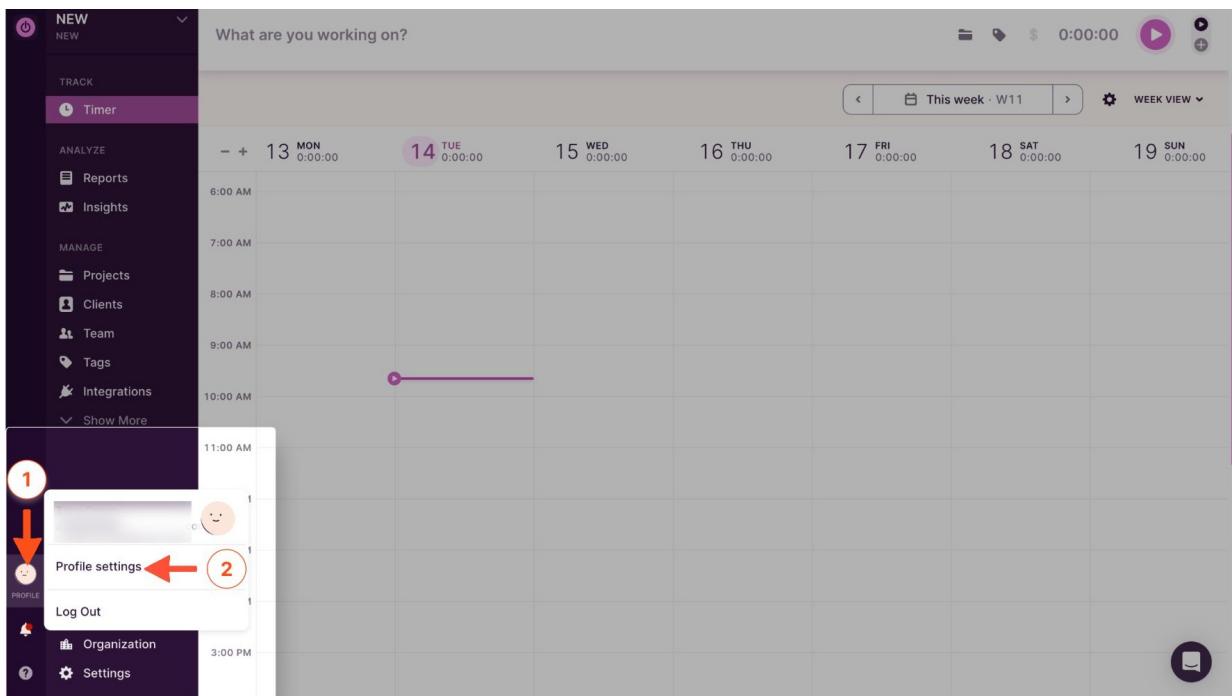
1. Open Toggl and go to "Profile Settings"
2. Copy your API KEY (you will find it at the bottom of the page)
3. Enter your API KEY in the field below and click "Enable integration"
4. Select your Workspaces to be synchronized and click "Save"
5. Now you can invite your team members to TimeCamp
6. For more information on how to enable the integration please visit our [Help Center](#)

API Token:

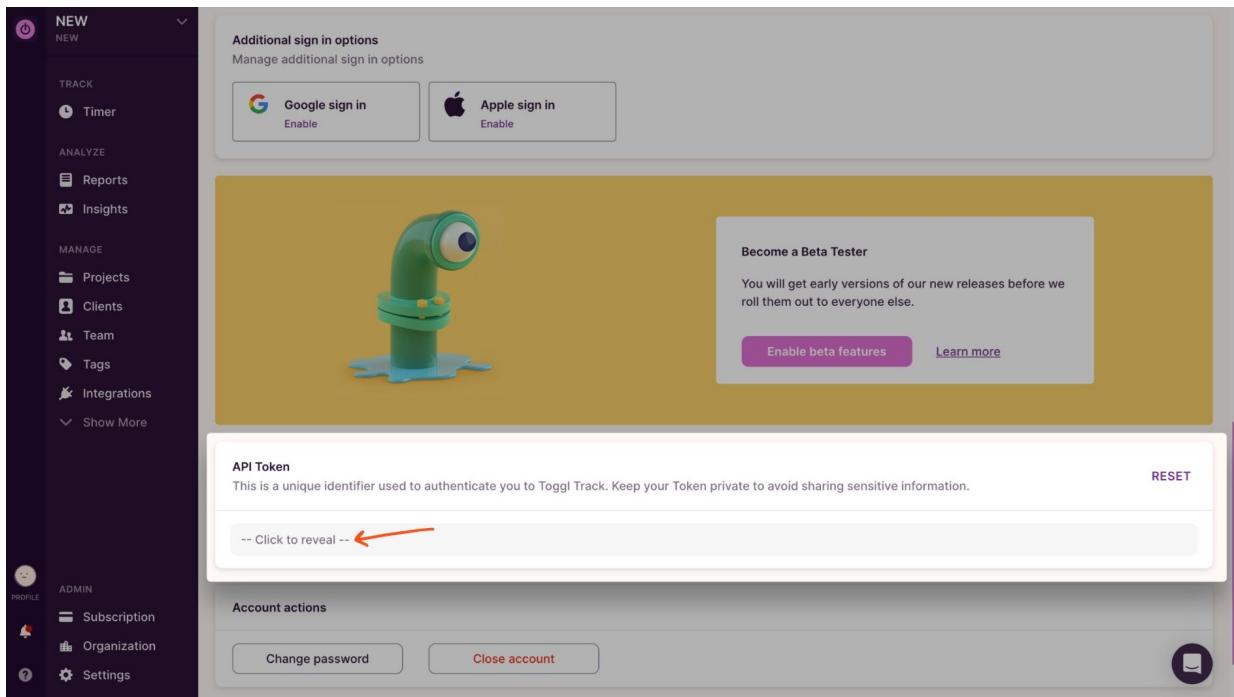
5851755617e37e278fe37d0e3b565686 

**Enable integration** 

**To copy your API token from Toggl** click on your avatar in the left-bottom corner and go to the **Profile settings** section. Scroll down to the API Token information and copy the API token.

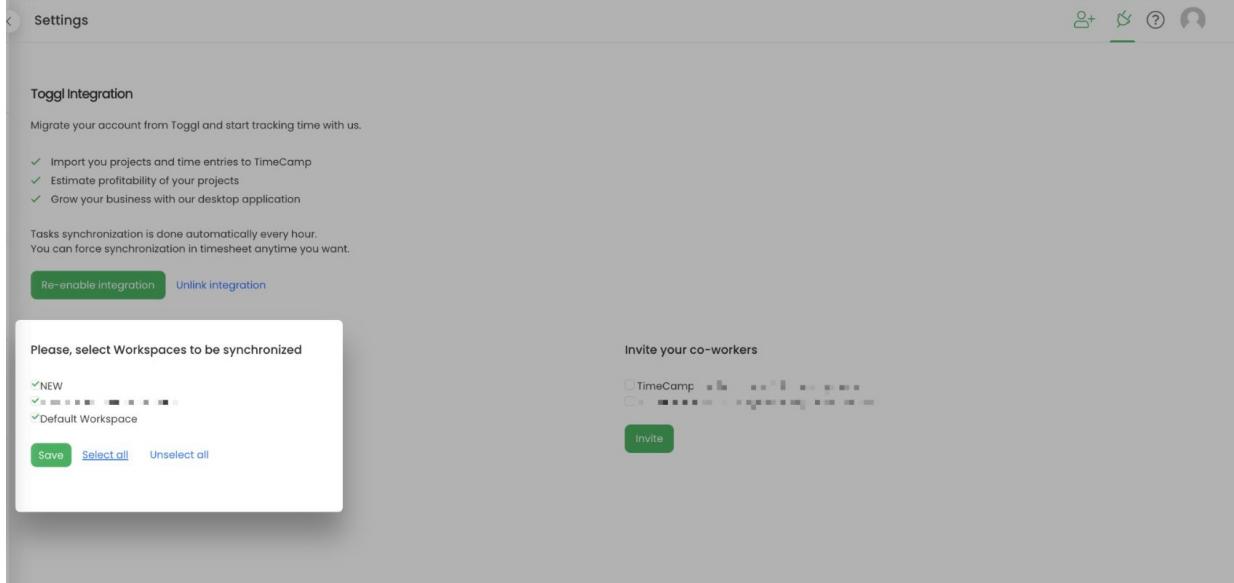


The screenshot shows the Toggl application interface. On the left, there's a sidebar with navigation options: NEW, TRACK (selected), ANALYZE (Reports, Insights), MANAGE (Projects, Clients, Team, Tags, Integrations), and PROFILE (selected). A red circle labeled '1' is on the PROFILE icon. A red arrow points from this icon down to the 'Profile settings' option in the dropdown menu. Another red circle labeled '2' is on the 'Profile settings' link. The main area shows a weekly calendar from Monday to Sunday with a timeline from 6:00 AM to 3:00 PM. A purple bar indicates a work session starting at 10:00 AM on Tuesday.



### Step 3

Now you'll need to **select workspaces** you'd like to import from Toggl. Import them all or mark specific ones with checkboxes and save your changes.



TimeCamp will automatically import selected workspaces. From now on you will be able to track the time spent on each assignment. All imported items will be accessible for you to track time using TimeCamp's timesheets, mobile app, desktop app, or browser plugin.

Optional you can **invite co-workers from Toggl** to your TimeCamp account. Simply mark checkboxes next to users you would like to invite and click on the green **Invite** button. They will receive an email

invitation to join your TimeCamp account.

## Track time on imported items

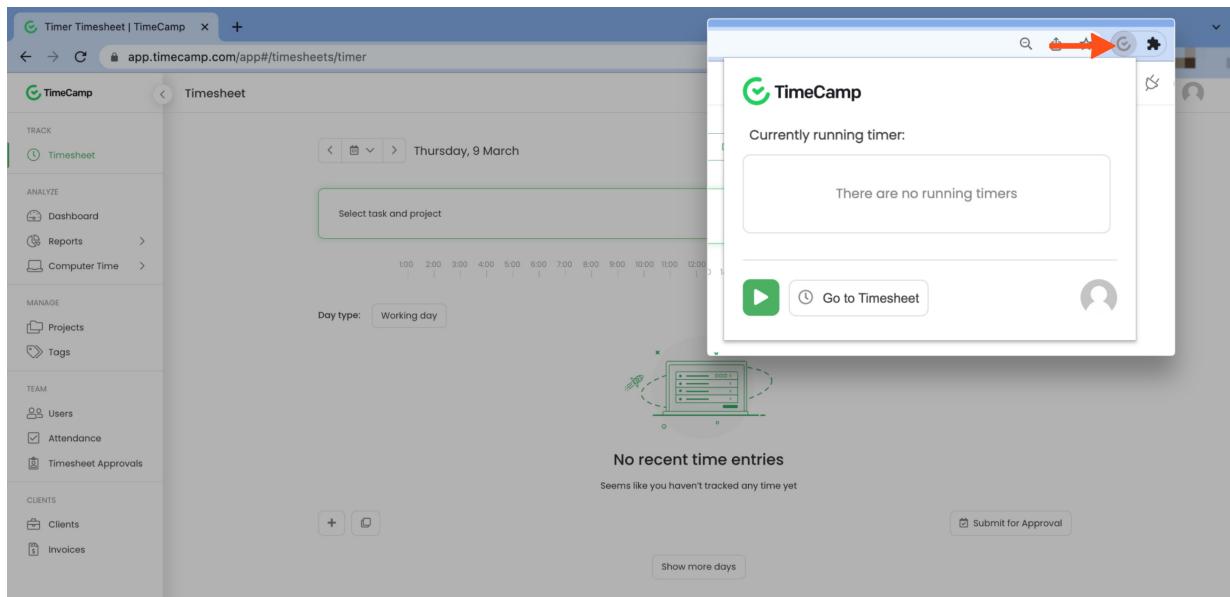
There are a few ways of tracking time in TimeCamp. After the integration is created and all your tasks are imported, you can simply select the desired task from the list and start your timer. Below you can find examples of all available ways of tracking time.

**Web Timesheet.** Simply select a task using a search box or the drop-down list and run the timer.[Learn more](#)

**Desktop app.** Click on the “No task” option in a task widget or use the option “Start a task” from the desktop app menu and use a search box or the drop-down list to find the target task. The task widget will be automatically synchronized with your web Timesheet. [Learn more](#)

**Mobile app.** Go to your Timesheet in the mobile app and click on the “Add” button if you want to create an entry manually or on the “Start” button if you prefer to track time in real time. Next use a search box or the drop-down list to find the target task and start tracking. [Learn more](#)

**Browser plugin.** If you installed the browser plugin and logged in to your TimeCamp account, just click on the plugin icon next to the URL address. Start the timer and select task without leaving the website you’re working on. When you finished tracking just click on the red “Stop tracking” button. The browser plugin will be automatically synchronized with your web Timesheet. [Learn more](#)



## Disable integration

Only the Administrator of the account can unlink or re-enable the integration.

## Step 1

If for some reason you would like to reenable or unlink the integration please navigate to the plugin icon and select the **Integrations** option. Next, find the **Toggl** integration on the list of active integrations and click on its **Settings**.

The image consists of two screenshots. The top screenshot shows the TimeCamp Timesheet interface. At the top right, there is a tooltip with numbered circles: circle 1 points to a gear icon, and circle 2 points to the 'Integrations' button. The bottom screenshot shows the 'Integrations' page. It has sections for 'Personal Integrations' (Calendar, Google Calendar) and 'Active Integrations'. The 'Toggl' integration card is shown with a 'Settings' button, which is highlighted with a red arrow.

## Step 2

Next, to unlink the integration simply click on the **Unlink integration** button.

Settings

Toggl Integration

Migrate your account from Toggl and start tracking time with us.

- ✓ Import you projects and time entries to TimeCamp
- ✓ Estimate profitability of your projects
- ✓ Grow your business with our desktop application

Tasks synchronization is done automatically every hour.  
You can force synchronization in timesheet anytime you want.

[Re-enable integration](#) [Unlink integration](#) 

Please, select Workspaces to be synchronized

NEW  
 Default Workspace

[Save](#) [Select all](#) [Unselect all](#)

Invite your co-workers

TimeCamp   
 

[Invite](#)

To re-enable the integration click on the **Re-enable integration** button. The list of active items imported to TimeCamp will be updated immediately.

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