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Roles in projects

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The [time tracking](#) module has a separate, independent privileges system. Each project or task can have different settings, which allows you to adjust the task structure to your needs.

Apart from the account roles, you can give different roles to your coworkers in each project. This allows you to give extra permission to each person in each project.

There are 2 predefined roles:

- [Project Manager](#)
- [Regular User](#)

The default roles of Project Manager and regular Users are available only in Premium and Ultimate plans.

The additional functionality that TimeCamp provides is creating [custom roles](#) and modifying roles' permissions.

Custom project roles are available only in the Ultimate plan.

How to change the role in projects?

To change one's role go to the Projects section on the left side menu and [click on the desired project or task](#) to open the edit panel. You'll see the list of assigned users and next to each name simply [click on their role](#) to open

the dropdown menu. You'll be able to **change a role** for each assigned user.

The screenshot shows a project management interface with a sidebar on the left containing a list of projects and tasks. A red arrow labeled '1' points to the 'Development' task, which is highlighted with a green border. A red arrow labeled '2' points to a dropdown menu in an open 'Edit task' dialog, specifically to the 'Regular User' option. The dialog also shows other users and their assigned roles.

The additional option which allows to view the entire list of assigned users and **edit them in bulk** is located just next to the "People" section.

The screenshot shows the TimeCamp interface with a sidebar on the left containing various project and user management sections. A red arrow points to the 'People' section in an open 'Edit project' dialog. The dialog shows a list of users with their assigned roles and a 'Regular User' dropdown menu.

After clicking here a new window will appear where you can mark the checkboxes next to specific users or entire groups and remove them from the task or change their role for this task in bulk.

Role	People
Regular User	Iris
Regular User	Emily Admin
Role	HR & Payroll
Regular User	Steve Smith
Regular User	Mark Ed
Role	Marketing
Regular User	Chrystal
Regular User	James Stone

Project Manager

The Project Manager role gives you **complete control over the project**. It allows to:

- create tasks and subtasks
- edit task - assign users, change their roles, add a budget, assign tags and keywords
- track time to all tasks and subtasks under the assigned project
- see other users' time (tracked on the assigned project) in reports
- create an invoice based on time tracked to the assigned project
- change inherited role to lower

Regular User

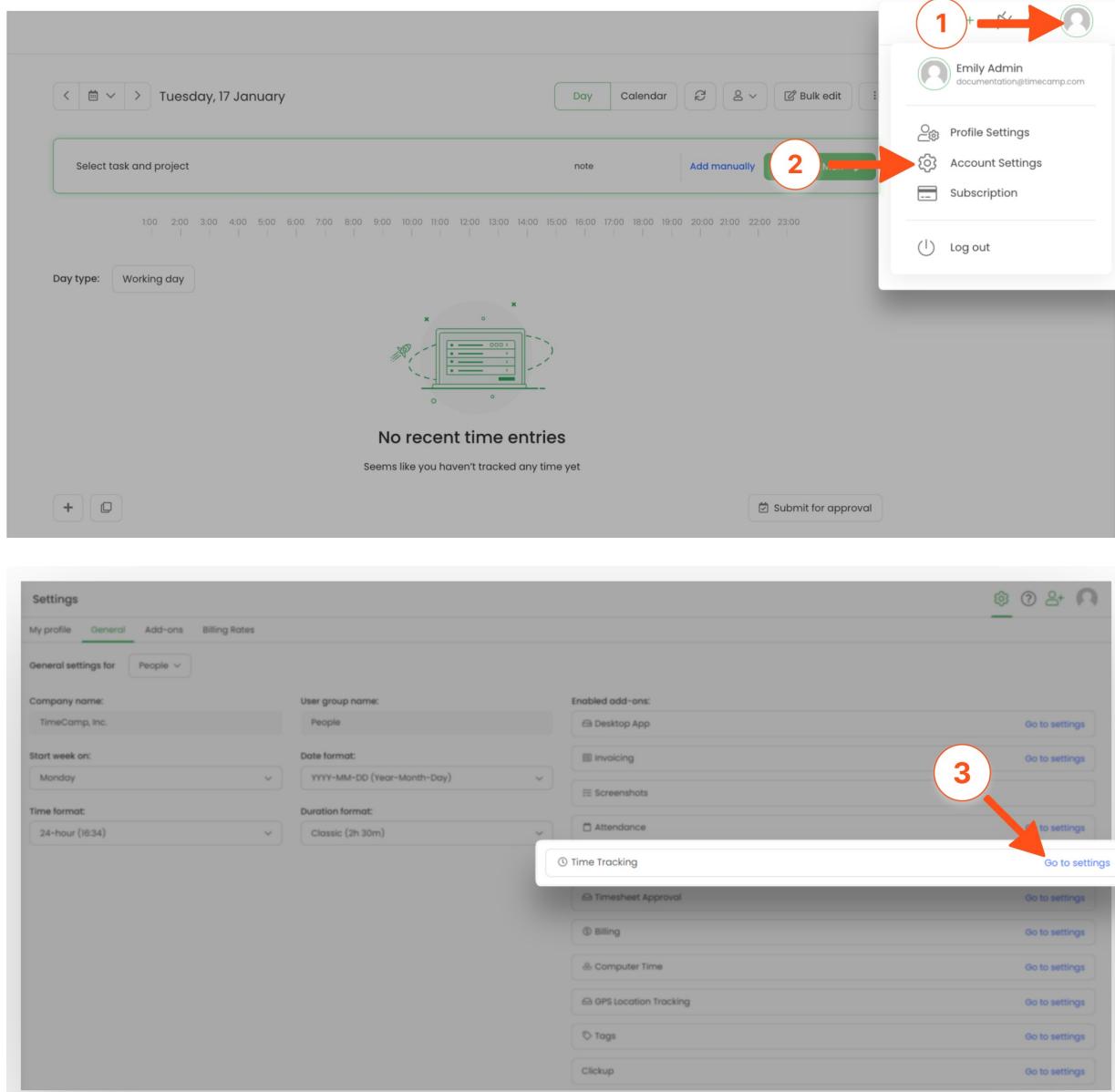
This role **only allows users to track time on projects and tasks** under the projects they are assigned to. In the Reports section, Regular Users will only see their own time.

Permission to **Can track to all projects, tasks** can be modified both individually for a specific user and for all users and groups at once in the account settings. It will overwrite the regular User permissions.

Custom project roles

The Ultimate plan allows you to **create your own roles** in projects and **modify roles' permissions**. It means that you can add and name a new role and define specific permissions to it. You can create a new role either from the Time tracking settings or directly from the project's edit panel.

To add a new role from the **Time tracking settings**, click on your avatar in the upper-right corner and select the **Account Settings** option. You'll be redirected to the General tab where you can use the shortcut to get to the **Time tracking settings**.



The image consists of two screenshots of the TimeCamp application interface. The top screenshot shows the main dashboard for a day (Tuesday, 17 January). It features a header with navigation buttons, a main area for selecting tasks and projects, and a timeline from 1:00 to 23:00. A green button labeled 'Add manually' is circled with a red number 2. The sidebar on the right shows a user profile for 'Emily Admin' and links for 'Profile Settings', 'Account Settings' (which is highlighted with a red circle and number 1), and 'Subscription'. The bottom screenshot shows the 'General' settings page. It includes sections for 'My profile', 'General' (which is highlighted with a red circle and number 3), 'Add-ons', and 'Billing Rates'. Under 'General', there are fields for 'Company name', 'User group name', and 'Enabled add-ons'. The 'Enabled add-ons' section lists 'Desktop App', 'Invoicing', 'Screenshots', and 'Attendance'. Below this is a section for 'Time Tracking' with a 'Go to settings' button. The sidebar on the right is identical to the one in the top screenshot.

On the right side of the page, under the roles table, you will find a field and a green **Add user type** button. First, enter the name of a new role in the field, and next click on the green **Add user type** button and select desired permission for this role.

Those roles settings are global

Role Name	Project Manager	Regular User
Role priority ⓘ	0	2
Create subtasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit task	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Track time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
See other people time in reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Change inherited role to lower	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Create invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Payroll Manager **Add user type**

Those roles settings are global

Role Name	Project Manager	Regular User
Role priority ⓘ	0	2
Create subtasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit task	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Track time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
See other people time in reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Change inherited role to lower	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Create invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Payroll Manager **Add user type**

To add and edit a new role directly within the project's edit panel, click on the dropdown that allows you to change one's role and click on the **Edit...** button. You'll be redirected to the Time tracking setting so just follow the steps mentioned above.

Projects

Search

Add project Filter Archived

Calendar Events - Emily Admin

Development

Evernote

First Notebook

Finances

Google Calendar Events - Emily Admin

Insightly

Keywords Test

Marketing

Monday

QuickBooks

Trainings

Add task

Edit task

Development

People

Emily Admin

Chrysal

Steve Smith

Project Manager

Has permission to: create subtasks, edit task, track time, see other people time in reports, change inherited role to lower, create invoice.

Regular User

Description

Click to edit description

Budget

Estimated hours

Time from this task is billable by default

Save Cancel

