Welcome to TimeCamp Help!

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Roles in projects

In this article:

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.

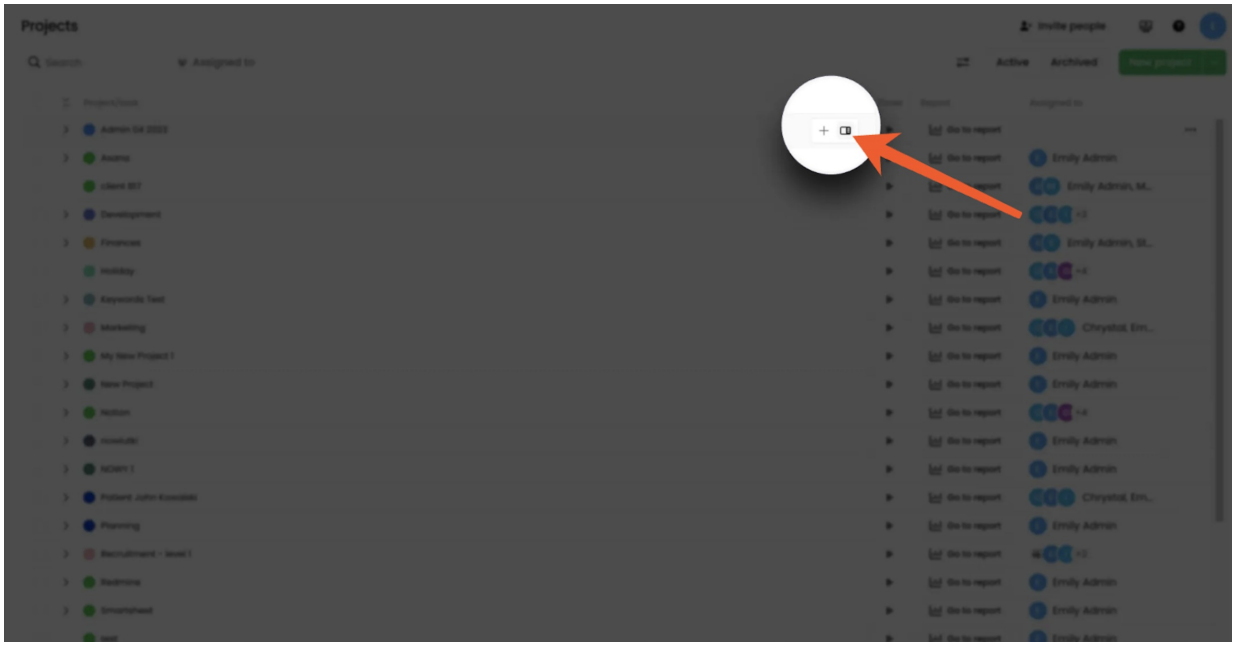
There are 2 predefined roles:

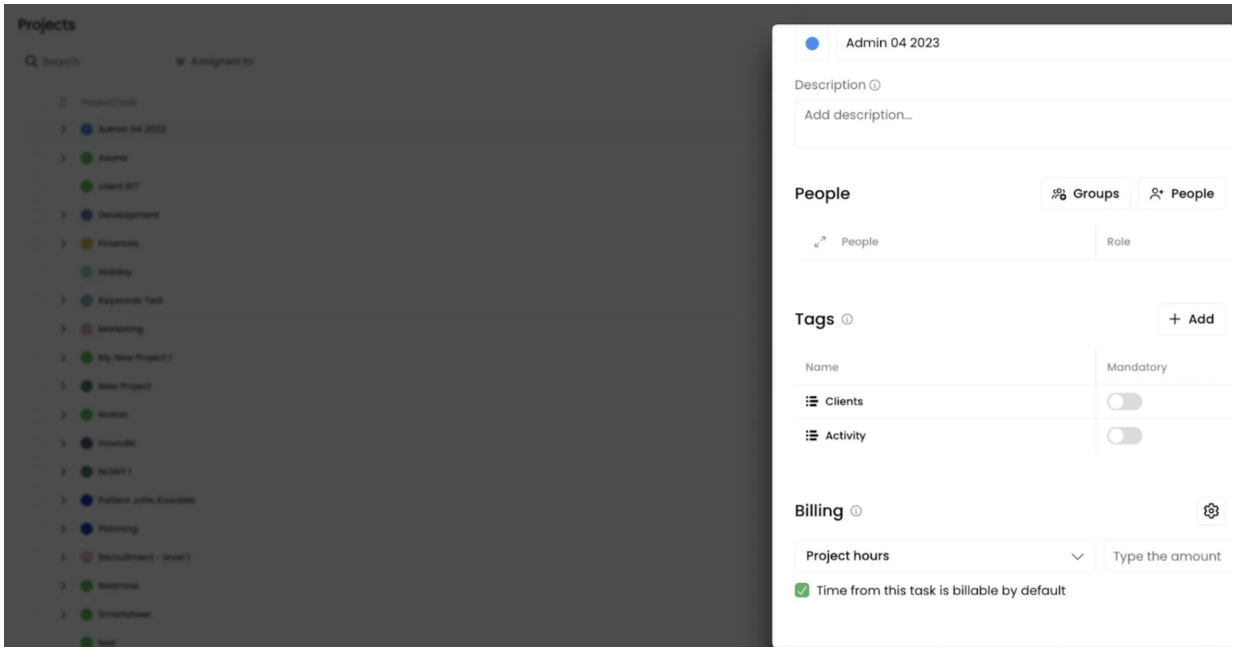
- **Project Manager**
- **Regular User**

The additional functionality that TimeCamp provides is creating **custom roles** and modifying roles' permissions.

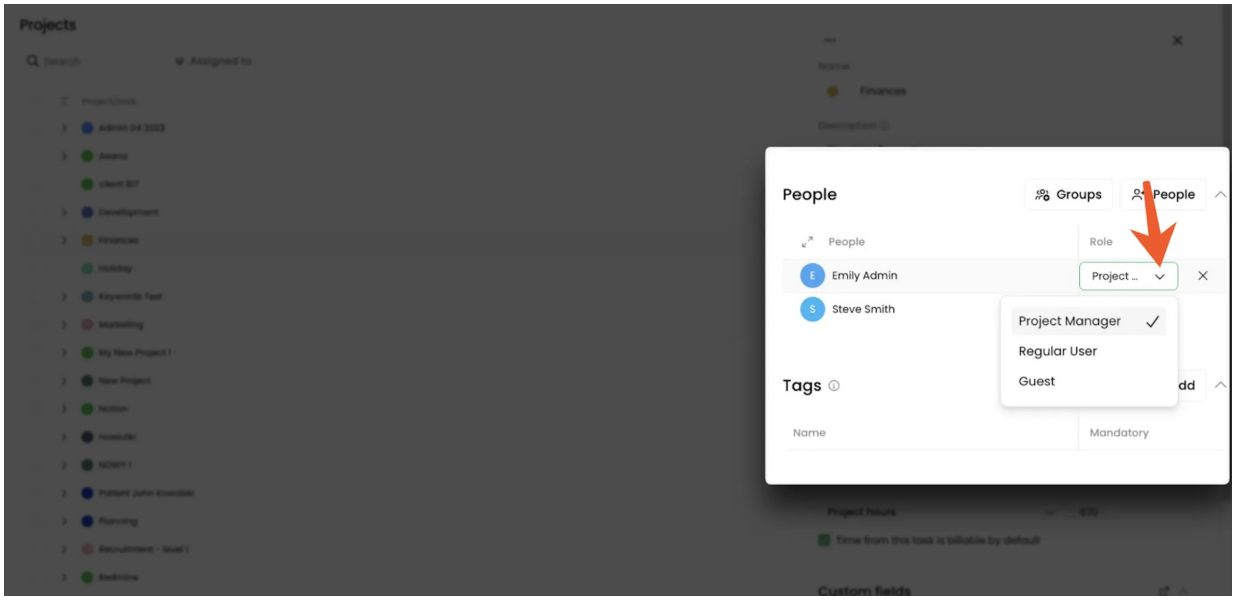
How to change the role in projects?

To change one's role go to the Projects section on the left side menu and **click on the edit icon of a specific task**. The **Edit panel** will open on the right-hand side.





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.



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

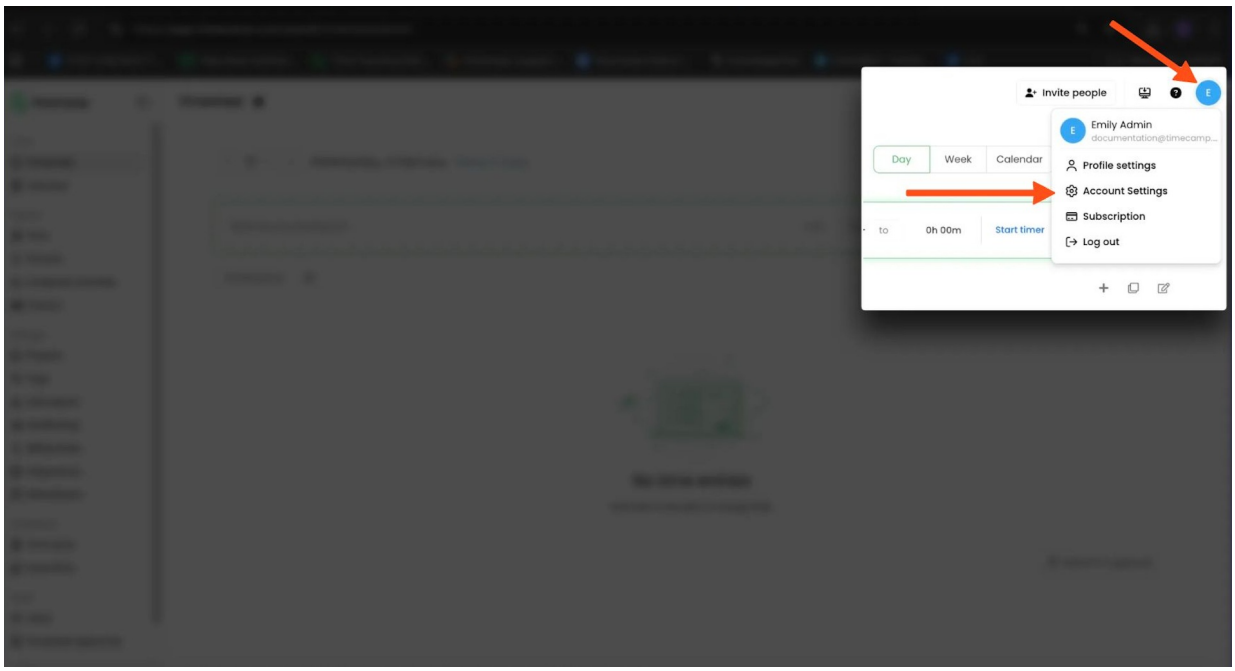
This role **only allows users to track time on projects and tasks** under the projects they are assigned to. In the Reports section, Regular Users will only see their own time.

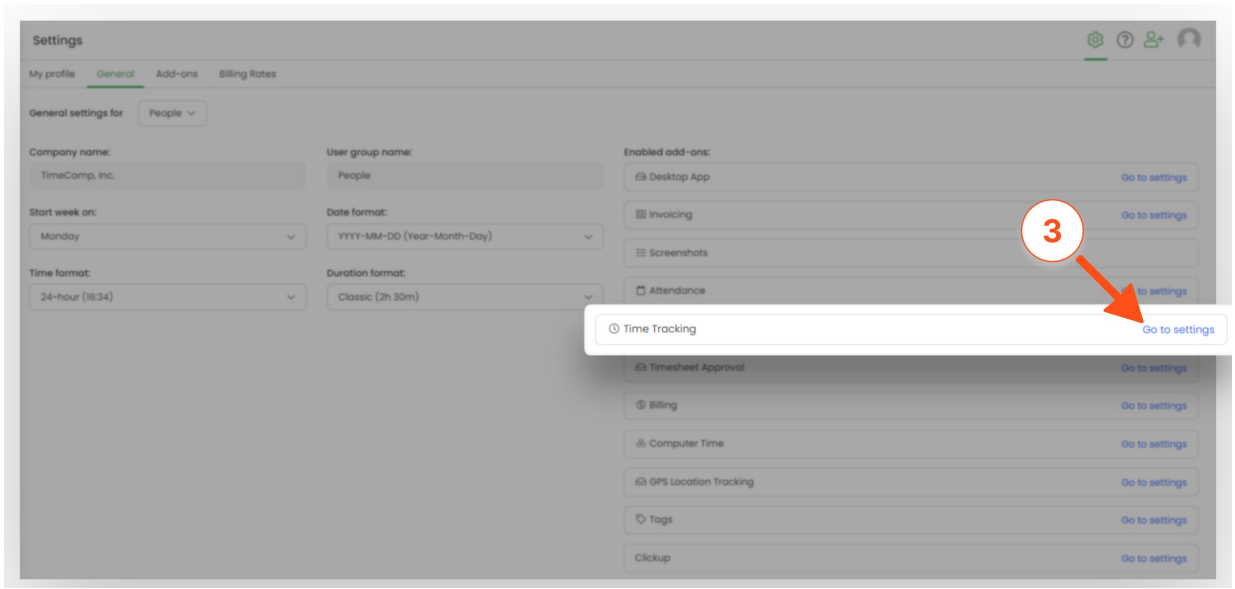
> Permission to **Can track to all projects, tasks** can be modified both individually for a specific user and for all users and groups at once in the account settings. It will overwrite the regular User permissions.

Custom project roles

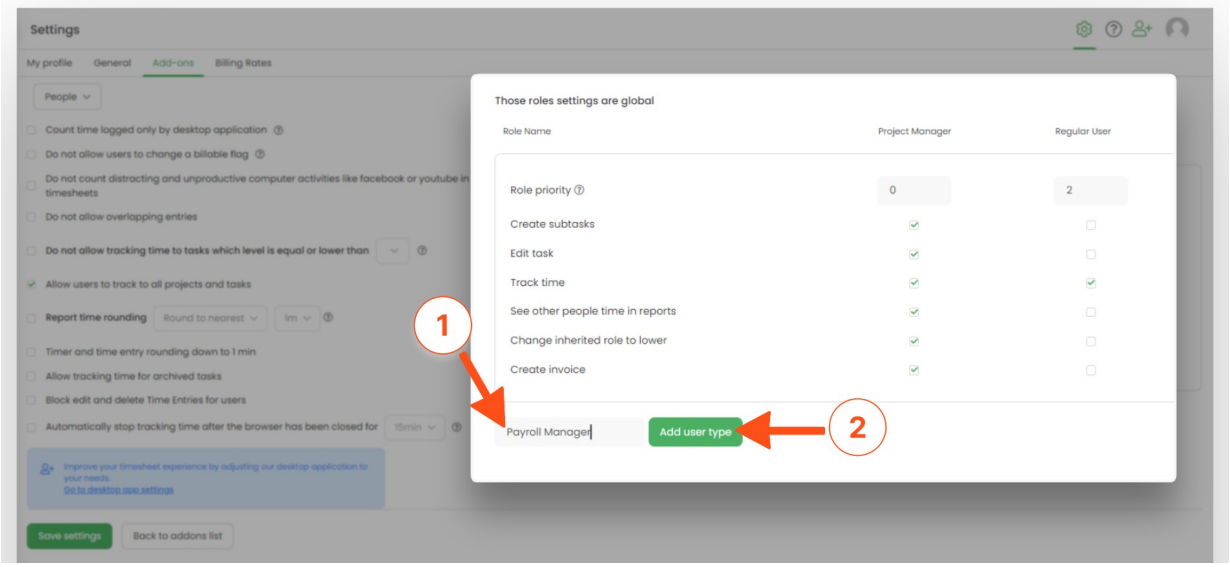
The Ultimate plan allows you to **create your own roles** in projects and **modify roles' permissions**. It means that you can add and name a new role and define specific permissions to it. You can create a new role either from the Time tracking settings or directly from the project's edit panel.

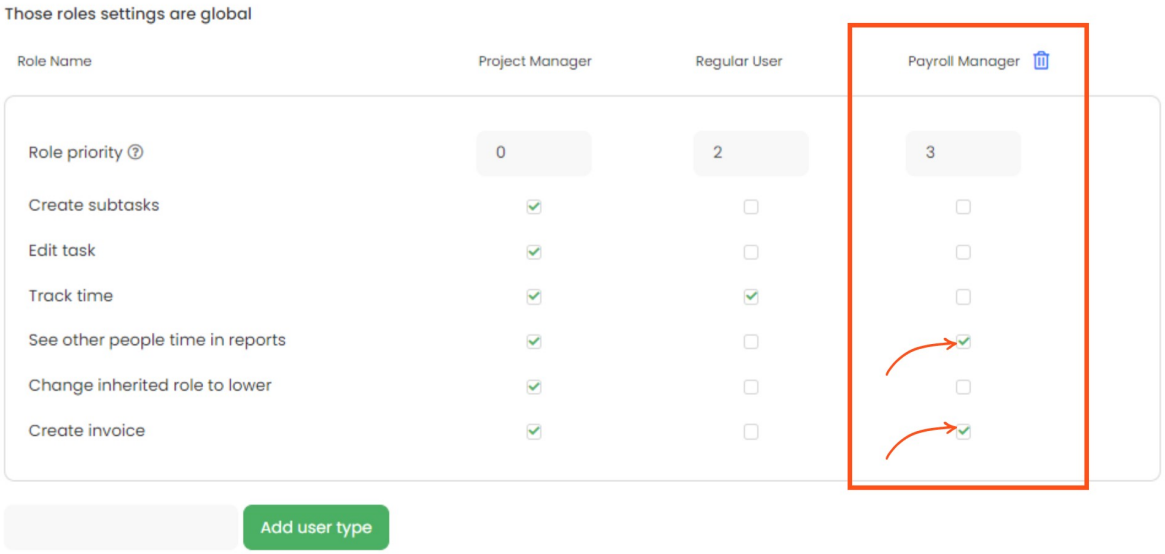
To **add a new role from the Time tracking settings**, click on your avatar in the upper-right corner and select the **Account Settings** option. You'll be redirected to the General tab where you can use the shortcut to get to the **Time tracking settings.**



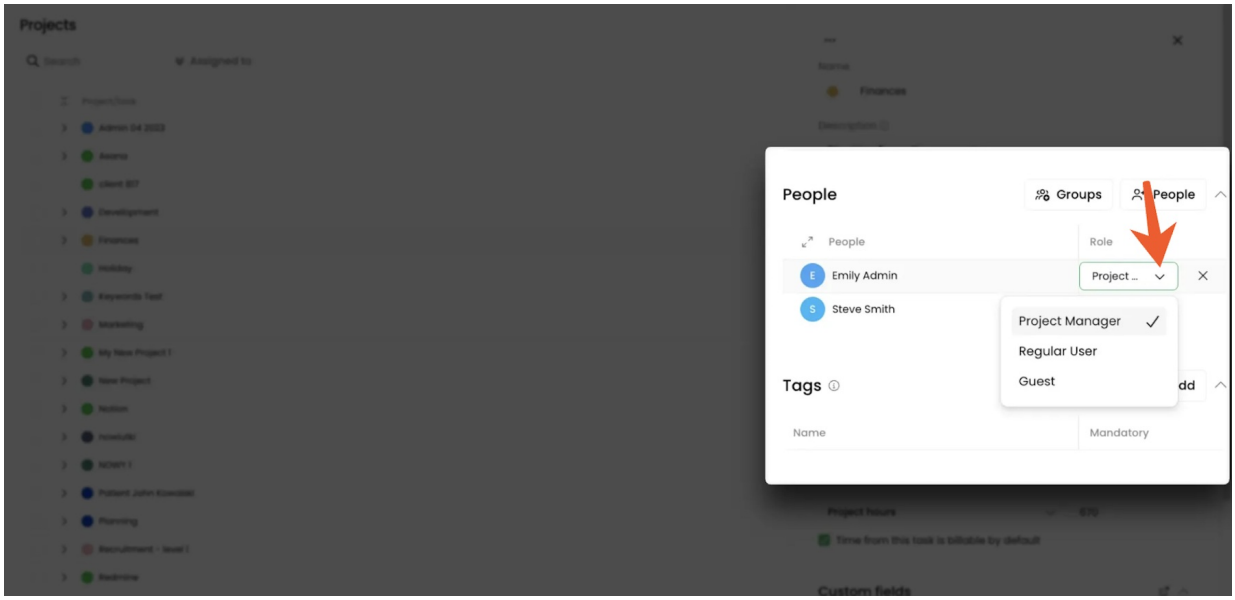


On the right side of the page, under the roles table, you will find a field and a green **Add user type** button. First, **enter the name** of a new role in the field, and next click on the green **Add user type** button and **select desired permission** for this role.





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
People
Groups
People
People
Role
Emily Admin
Project ...
Steve Smith
Project Manager
Regular User
Guest
Tags
Name
Mandatory