

# Welcome to TimeCamp Help!

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## Account roles and permissions

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TimeCamp allows you to create an expanded organizational structure of users. You can create multiple groups with separate settings and switch between 3 default user privileges classes.

Additionally, you can give different roles to your coworkers in each project. This allows you to give extra permission to each person in each project.

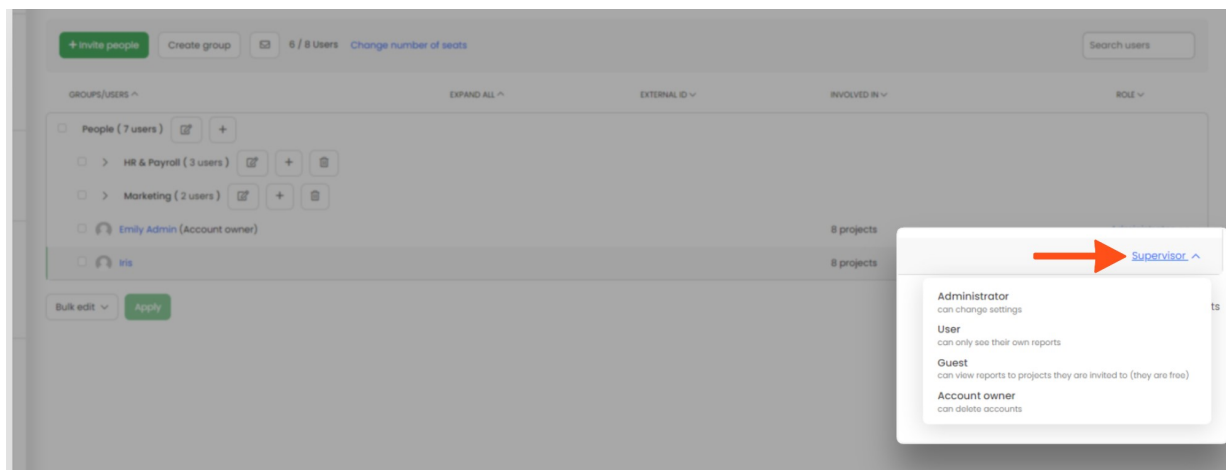
In disregard to account roles, there are special permissions that Administrator can assign to each user.

Management roles such as Supervisor and User are available only in Premium and Ultimate plans.

### Team's access rights

We provide 3 different account roles that may help to organize the team's structure and define tracking permissions. You can choose between such roles:

- Administrator
- Supervisor
- User



The additional role is **Account Owner**. Only one person can be set as the owner. [Learn more](#)

**Administrator** - can see reports of all users within the groups and subgroups they manage. Administrators also can manage the account settings for groups and subgroups they manage and invite new users to groups and subgroups they manage.

Only the Administrators from the main parent group can manage the Subscription.

**Supervisor** - can see computer time tracked by other users within the groups and subgroups they manage. Supervisors don't have access to account settings.

To view also time tracked on projects by other users you need to assign the Project Manager role in projects and tasks settings.

**User** - can only see their own time in the reports.

If User is assigned as a Project Manager to certain tasks, they will be able to view other users' time tracked on these tasks. [Here](#) you can learn more about roles in projects.

# Guests

A Guest role is available in all subscription plans and is not counted in your license limit.

A **Guest** is a special role, granting **access to reports of time tracked by your team**, without the possibility to track time on their own. This role may be helpful if you're working with contractors, or running projects for a Customer and need to share ongoing progress, so you can now invite such users to the system as **Guests**.

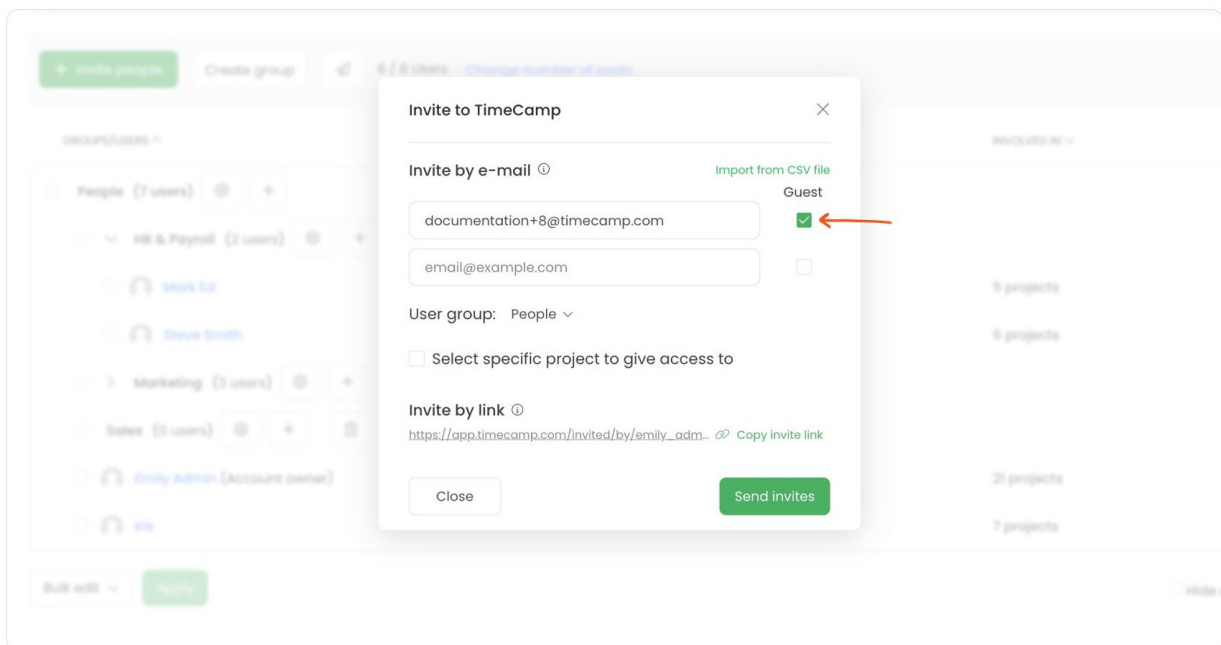
Here are some **most important rules and permission that applies to a Guest role**:

- Guests do not count in your license limit;
- You can add as many Guests as you need;
- Guests can not track time or create/modify projects. Their role is limited to the reporting feature;
- Guests will not be able to browse your team's timesheets, hourly rates, and invoices;

## Inviting Guests

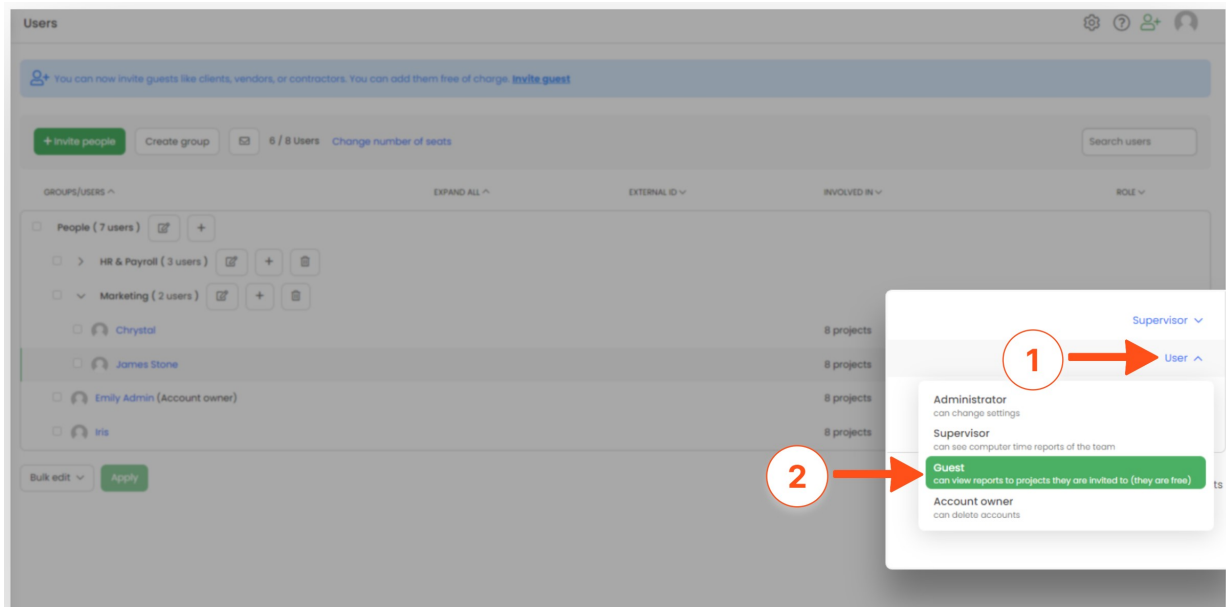
While inviting a new user just **mark the checkbox next to the Guest role** so this user will be invited to your TimeCamp account as a Guest.

Your Guest will receive an email invitation with their password, the same way regular users do.



## Changing someone's role to Guest

You can turn your user into a Guest and vice versa at any time. Simply click on the role next to this user's name and choose the Guest role from the drop-down menu.



If you would like to turn your **Guest** into a **Regular User** (who can track time), you'll need a free license available on your account.

If you would like to turn your **User** into a **Guest**, it'll free up a license for you to use on someone else. Remember to reduce number of seats if you do not intend to invite a new user!

### Granting access to specific projects

To grant your **Guest** access to specific projects, you need to assign the **Guest** to a project, the same way you **assign your team members** – by editing a project in the project's edit panel. While your **Guest will not be able to track time on their own**, they'll be able to **generate Reports from projects you'd assign them to**.

Keep in mind that the same inheriting rules apply. If you grant your **Guests** access to the parent project, they'll automatically gain access to reports for all subtasks of this project.

Guests are not visible in the People picker filter.

## Roles in projects

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

**Project Manager** - this role gives you complete control over the project.

**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.

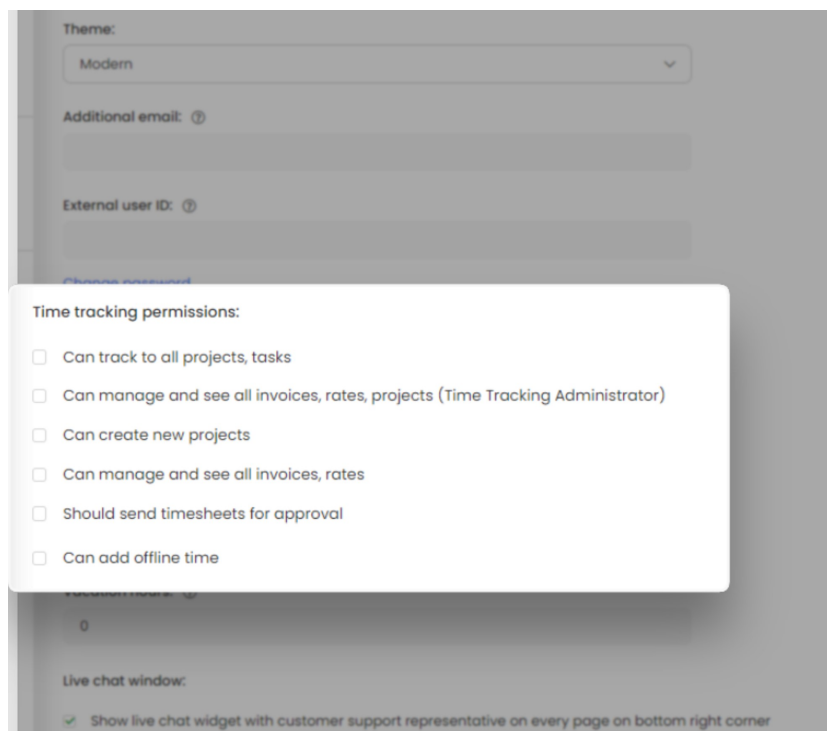
The additional functionality that TimeCamp provides is creating **custom roles** and modifying roles' permissions.

Please take a look at this [article](#) to learn more about setting roles in projects.

## Time tracking permissions

In disregard to account roles that are assigned to users and roles defined in projects, there are some additional tracking permissions the administrator can modify and apply to each user.

To change tracking permissions please go to the **Users** module on the left side menu and **click on a particular user**. You'll be redirected to the **profile settings** of this user where you can find the section **Time tracking permission**.



Here you'll find the following options:

- **Can track to all projects, tasks** - allows for tracking time to all projects and tasks no matter which role is assigned to this user in projects' settings;
- **Can manage and see all invoices, rates, projects (Time Tracking Administrator)** - allows for editing

settings for all tasks in the whole organization, allows for viewing time tracked by all users within the organization, and in addition allows for managing invoices, rates, and creating new projects;

- **Can create new projects** - allows for creating new projects and tasks no matter which role is assigned to this user in projects' settings;
- **Can manage and see all invoices, rates** - allows for managing rates and invoices no matter which account role and role in projects' settings is assigned to this user;
- **Should send timesheets for approval** - if the option is disabled, the user won't have to submit a timesheet and won't receive any notifications regarding submitting their timesheet. This setting refers to the Approvals feature;
- **Can add offline time** - if the option is disabled, the user won't be able to manually add the offline time in the Away time section, and only the away time registered by the desktop app will be counted;