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Turn off the approvals feature for specific users

After enabling the Timesheet Approvals feature, by default all users will have to submit their timesheets. We provide a setting that helps to turn off the approvals feature for specific users.

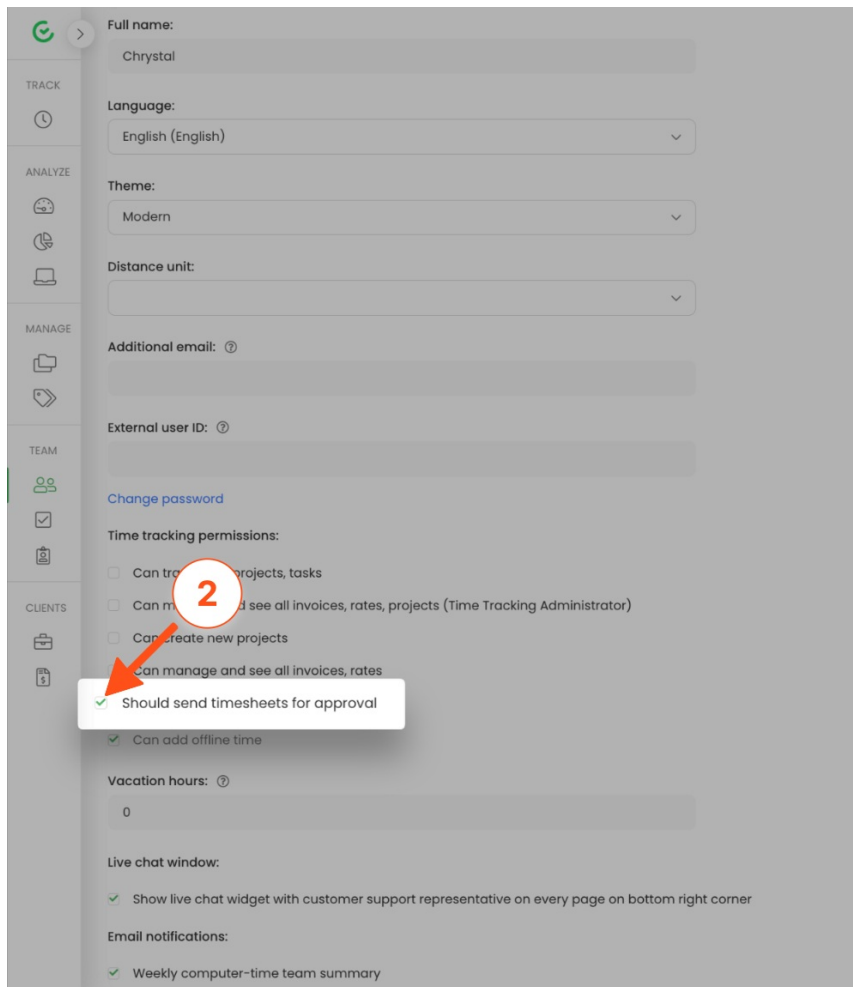
Only the **Administrator** of account can manage this setting. Users and Supervisors can't change it for themselves.

All you have to do is to turn off the option **Should send timesheets for approval** in the user's profile settings.

To do that navigate to the **Users** module on the left side menu and click on the user's name to open their profile settings. Next, scroll down to the Time tracking permissions section and remove a tick from the checkbox next to the **Should send timesheets for approval**. Don't forget to **Save** your changes.

The screenshot shows the 'Users' management page in TimeCamp. A modal window titled 'GROUPS/USERS' is open, displaying a list of users. The user 'Crystal' is highlighted with a red arrow and a circled '1', indicating the user to be selected for editing. The modal window also shows options for 'Bulk edit' and 'Apply'.

GROUPS/USERS	EXPAND ALL	EXTERNAL ID	INVOLVED IN	ROLE
<input type="checkbox"/> People (7 users)				
<input type="checkbox"/> > HR & Payroll (3 users)				
<input type="checkbox"/> Marketing (2 users)				
<input type="checkbox"/> Crystal			6 projects	Supervisor
<input type="checkbox"/> James Stone			6 projects	User
<input type="checkbox"/> Emily Admin (Account owner)			33 projects	Administrator
<input type="checkbox"/> Iris			33 projects	User



If the option is disabled, user won't have to submit a timesheet and won't receive any notifications regarding submitting their timesheet.

Users who should not submit their timesheets won't be visible on the list of users in the Timesheet Approvals module. In addition, such users won't see the button Submit for Approval on their Timesheet.

We don't provide a bulk edit option here, profile settings should be adjusted for each user separately.