

User (Timekeeper) Rights

Users and Timekeepers

Interbill is transitioning from using the word Timekeepers to the word Users.

Users with Administrative rights (Admin rights) have access to the entire program all screens.

This will change; we are adding **Management Rights** which will have access to certain reports like the Office Totals and Productivity Reports to which Users with **Admin Rights** will no longer have access.

Users with Admin rights have access to the **Settings Screen**. In that Screen there are several sub-screens. The Office Settings (left panel) is the Settings sub-screen where Users with **Admin Rights** can add, edit and delete other Users.

Admin: Users with Admin rights have total access to all screens and all User data on the Log List.

Timekeeper: Users with Timekeeper rights can access the Log, but they are restricted to viewing their own entries on the Log List. They can access the Statement Preview Viewer Icon on the Log, the Prebill and in Settings, User settings.

Remote Timekeeper: Users with Remote Timekeeper rights can access the Log, but they are restricted to viewing their own entries on the Log List. They cannot access the Statement Preview Icon on the Log nor do they have access to any other screens.

End 12/7