Users and Passwords – Adding and Editing

Note: We are transitioning from word "Timekeeper" to "**User",**

Go to Settings/Office Settings

Under Office Settings and to the left is **Users** to the right of **Users** is **Add Edit** (&) **Delete**,
To Add: Click Add. A blank User (popup) screen will appear, fill it out:

Timekeeper Name: (type in name)

Timekeeper Number: (normally 1 to 10 for Partners), 11 to 20 for Associates, 21 to 40 for Paralegals and 51 + for other Office Staff.

Login Username: (normally email address).

Password: (usually initials plus office number)

Default Rate: (default hourly rate - you can change for a matter).

Role: Select Admin full access, Timekeeper Limited Access, Remote

Timekeeper most limited access.

Icon: Select

Save

The new User will be added to each open Client/Matter automatically.

To Edit (change information): Click on the User for which you want to change information, (including password). Click Edit. Click on only the fields you want to change (including Password), enter the replacement information.

Save

To Delete Users: You cannot delete users at this time, you will be able to delete users after October 2017, In the meantime, we suggest that when a user leaves the office, you change that user to remote timekeeper and change his/her password.

End. 2/27/17