

Users and Roles:

There is no limit to the number of users an office can have.

There are currently three type of Users, An Administrator who has total access to all system screens and functions. Timekeeper2 who has access to all screens and functions excluding Office Totals, User Productivity, Year to Date and File to Date Reports and the Full Client Listing (with Demographics and Features and the Billing Report and the Payments Report). Timekeeper 1 has access limited to the Log and Prebill and only for their own entries.

To Add Edit and Hide Users go to Settings (Default is Office Settings). The Screen has a left and right panel. On the left panel is a list of users and three buttons at the top for Adding, Editing and Hiding Users. Click on the User you want to Edit or Delete. Click Add to add and fill out the form.

End