

# Tip of the Week: Empowering Timekeepers with Enhanced Permissions

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We're excited to introduce a powerful enhancement to TimeSolv that gives your Timekeeper users even more flexibility and control over their time and expense entries. With the new option, "For Own and Specific Timekeeper," Timekeepers can now enter Time and Expense, not only for themselves, but also for selected Timekeepers. This week's Tip of the Week dives into the details of this empowering new enhancement!

## Navigating the Timekeeper Profile

First, head to the Account section and click on Professionals/Staff/Timekeepers to access the Timekeeper Profile. Here, you can enter and edit basic information about each timekeeper in your firm.

## Timekeeper Types

Now, let's talk about the exciting part—Timekeeper Types! The "Timekeeper" user type now comes with enhanced capabilities:

- **Own and Specific Timekeepers:** Timekeepers can enter Time and Expense for both themselves and selected Timekeepers. This provides unparalleled flexibility in managing entries.
- **Own:** If preferred, Timekeepers can stick to entering Time and Expense for their own activities only.
- **Own and All Timekeepers:** For those who need to oversee the bigger picture, this option allows Timekeepers to enter Time and Expense for all Timekeepers in the firm.

## Baines, Dianne

Profile

Contact

Permissions

Matters

Hourly Cost

Abbreviations

TimeSync

Role

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Administrator

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Administrators have access to the the entire system and can access Timekeeper setups and the Firm's account information.

Dashboard \*

View Only

Clients \*

View Only

Access to Assigned Matters Only?

☐

Budgets \*

No Access

Conflicts \*

No Access

Calendar \*

No Access

Time \*

For Own and Specific Timekeepers

Update Billable Type?

☐

Can View and Override Rate?

☐

Show on Calendar \*

All Time

Expense \*

For Own Entries

Update Billable Type?

☐

No Access

For Own and Specific Timekeepers

✓ For Own Entries

For All Timekeepers

### Exclusive Entry Selection

To avoid any confusion, Timekeepers selected by another Timekeeper won't be visible for selection by others on the Time and Expense Entry screen. This ensures accurate and individualized entries.

This enhancement is great for firms looking to streamline their time and expense tracking while providing their Timekeepers with enhanced control. Empower your team to work more efficiently with TimeSolv's latest capabilities!