

# The ExpressTime Insider

www.expresstime.net

888-457-7978

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## Customizing Access to ExpressTime

In this industry each staff member has a specific role in the daily running of your company. For this reason they each need access to ExpressTime that is limited to their individual task. This is accomplished by setting up a unique login for each staff member, which in turn allows you to limit their access to be exclusive to their job. Some common job titles and access limitations are as follows:

- HR Manager– Needs access to confidential personal Employee information. They would also need access but not limited to Reports and Building information.
- Operations Manager– Needs access but not limited to Building information, schedules, project work and Building related reports.
- General Manager– Needs access but not limited to Employee information, Buildings, Reports, Budgets & Statistics.
- Supervisor-Needs access but not limited to Scheduling screen (Buildings).
- Bookkeeper- Needs access but not limited to Employee information, Building information, Reports.

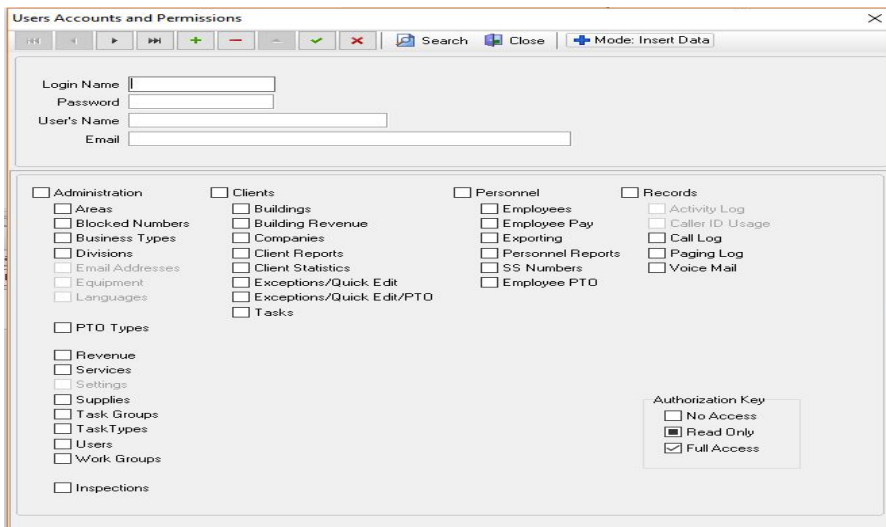
### ACCOUNTABILITY ALERT

If an edit is made, sharing a login makes it virtually impossible to track who made the edit. Setting up individual Logins enables accountability.

To view User Setup Guide [click here](#)

### TIMELY TIDBITS

To let your potential customers know you are the cutting edge of quality, print a Quality Assurance document from our website for using when you submit a bid! To print the QA document [click here](#).



**Users Accounts and Permissions**

Login Name  
 Password  
 User's Name  
 Email

Administration  
 Areas  
 Blocked Numbers  
 Business Types  
 Divisions  
 Email Addresses  
 Equipment  
 Languages  
 PTO Types  
 Revenue  
 Services  
 Settings  
 Supplies  
 Task Groups  
 Task Types  
 Users  
 Work Groups  
 Inspections

Clients  
 Buildings  
 Building Revenue  
 Companies  
 Client Reports  
 Client Statistics  
 Exceptions/Quick Edit  
 Exceptions/Quick Edit/PTO  
 Tasks

Personnel  
 Employees  
 Employee Pay  
 Exporting  
 Personnel Reports  
 SS Numbers  
 Employee PTO

Records  
 Activity Log  
 Caller ID Usage  
 Call Log  
 Paging Log  
 Voice Mail

**Authorization Key**  
 No Access  
 Read Only  
 Full Access

### Office hours

8am-5pm CST M-F

Close for lunch

12pm-1pm.

Available 24/7 in emergencies only.

Closed May 30

Memorial Day

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