ExpressTime Solutions

The ExpressTime Insider

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.
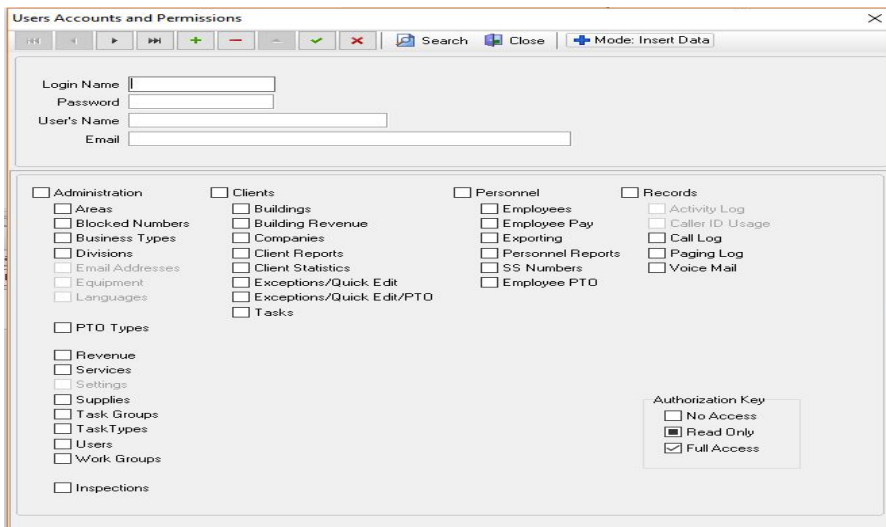
ACCOUNTABILITY ALERT

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*.

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8am-5pm CST M-F
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12pm-1pm.

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