

TimePilot Enterprise: Multi-Level Access

TimePilot Enterprise allows you to set multiple levels of access to employee clock-ins and clock-outs.

This comes in handy if, for instance, *you* want to see and be able to modify all employee transactions and you want *supervisors* of individual departments to be able to see and modify only transactions generated by their department's employees.

You can limit people's access by company, location, department or shift. You can also give them the ability to make changes to the TimePilot hardware (change the time on the clocks, for instance) or the ability to view transactions but not make any changes. Each person with access receives their own username and password.

Below is an example of how multiple levels of access might be used by a small fire department:

Fire Chief

(Administrator: Can view and modify all employee transactions, change the time on the clocks and add and delete employees.)

Day Shift Captain

(Can view and modify only transactions of all Day Shift employees)

Night Shift Captain

(Can view and modify only transactions of all Night Shift employees)

Ladder Truck Lieutenant

(Can only view—not modify—Ladder Truck crew's transactions)

Pumper Truck Lieutenant

(Can only view—not modify—Pumper Truck crew's transactions)

Ambulance Chief EMT

(Can only view—not modify—Ambulance crew's transactions)

To set up a log-in, start TimePilot Central, click the "Administrative" menu and choose "Login Account Access." Here's a screenshot:

Add a User Login

Login Information (Required)

Login Name:

Password:

User Information (Optional)

First Name:

Last Name:

☐ Give this user full administrative rights.

Select the method to use for selecting access rights for this user.

☐ Allow this user to modify the hardware setup

☐ Read Only - Do not allow this user to edit transactions or Setup information

☐ Company

☐ Location

☐ Department

☐ Shift

Company Name

Save

Cancel