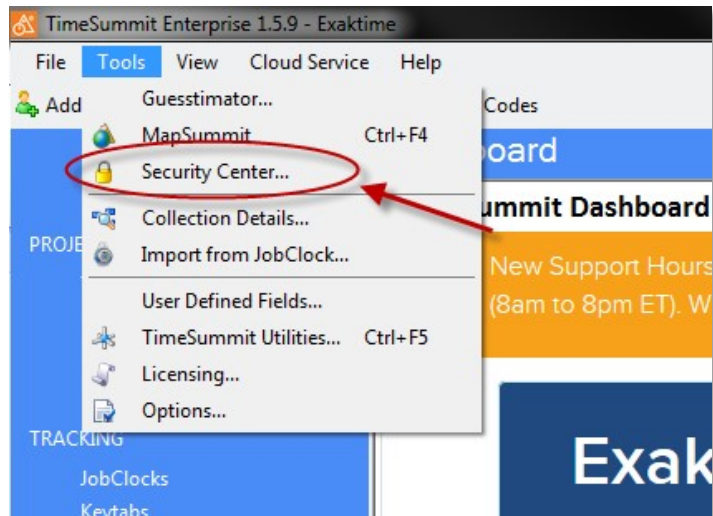


Please Note: Security Center features are only available with TimeSummit Enterprise.

TimeSummit Enterprise lets you, the administrator, allow a user access to specific features as you see fit. You can manage these roles and permissions through the Security Center.

To access the Security Center, you can go into **Tools** and the top of TimeSummit and click on **Security Center**.

You can also access the Security Center through the Employee View Detail screen.

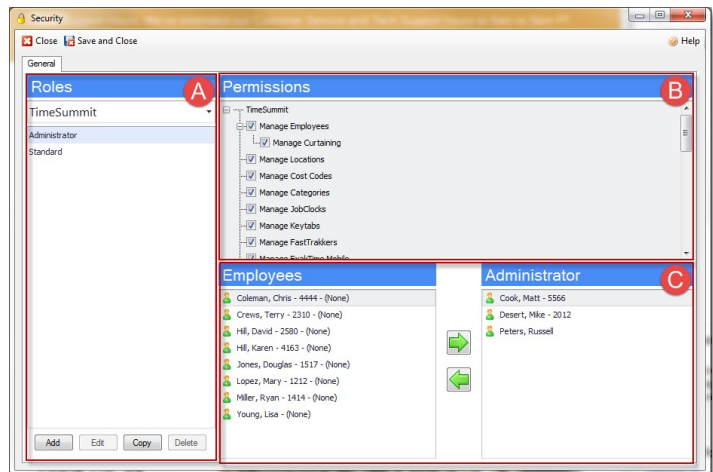


Security Center will open in a new window, and is organized as follows:

A. Roles: A role is a group of permissions and can be assigned to any employee you choose.

B. Permissions: These are the individual features that the role has access to.

C. Employee/role management: This section allows you to add or remove employees from the role selected from “A”.

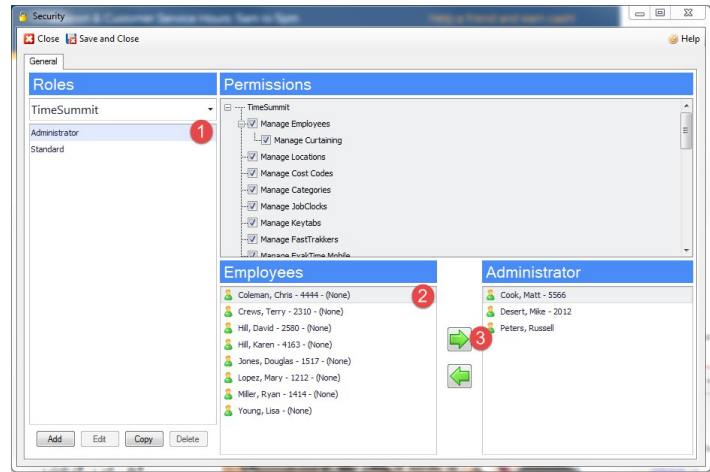


To edit a Role, select the role you wish to change in “A”. Next, select the permissions you wish that role to have by checking or unchecking the boxes in “B”. You can create a new role by clicking on the “Add” button at the bottom of “A” and then giving the role a name. Afterwards, you can add or remove permissions to the new role.

After you have created or edited your roles, you can assign which employee you want to add to the role by using the Employee/Role manager “C”.

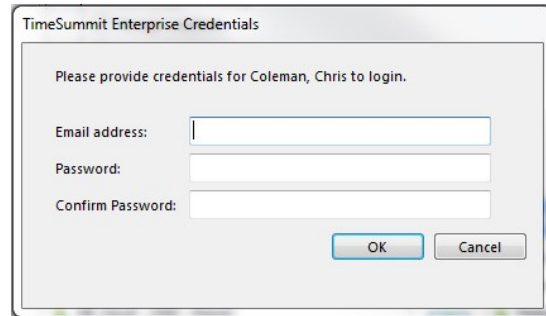
To assign an employee to a security role:

1. Select the role you wish to assign the employee
2. Select the employee
3. Use the arrow button to add them to that role



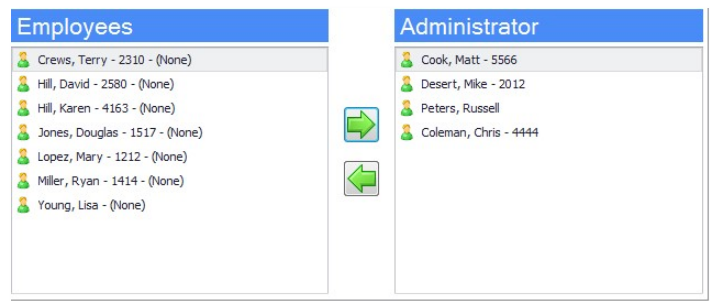
If the employee does not already have credentials, you will need to create them after you click on the arrow in Step 3.

Fill in the email and password you want them to use to log into TimeSummit. This can always be changed later if necessary.

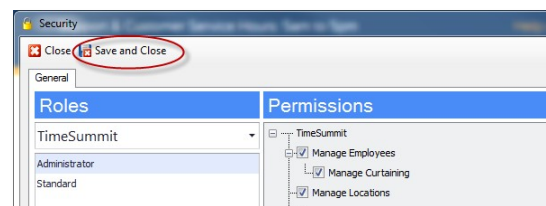


Please Note: You cannot use an existing email address.

Once you have created their credentials, your Employee/Role management screen will update as follows; notice our employee Chris Coleman is now an administrator.



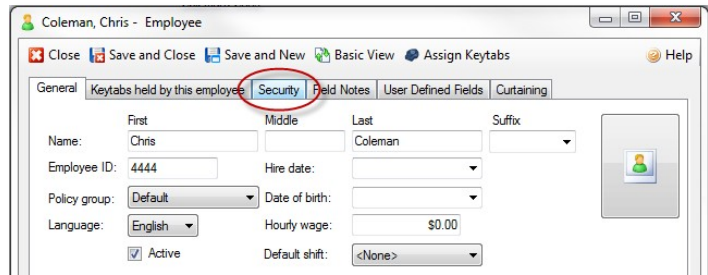
When you are done, you must click on **Save and Close** at the top left of the Security Center for the changes to take effect.



You can also access the Security Center through the Employee Profile. This is an alternate method that accomplishes the same task.

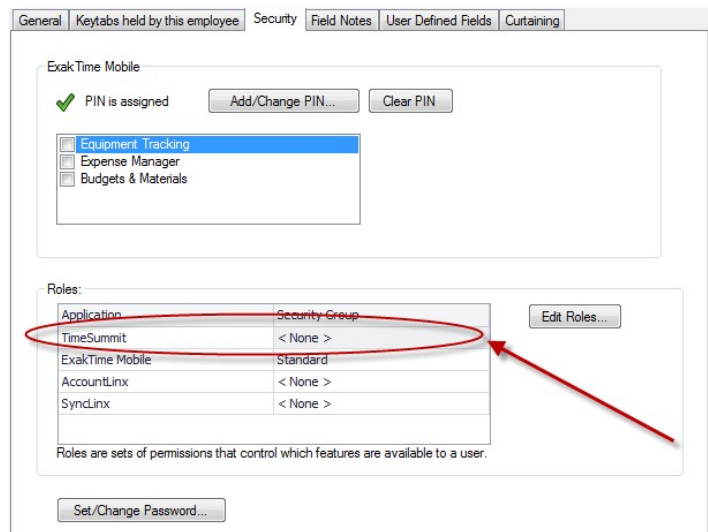
Go to your employee list in TimeSummit, then double-click on the employee you wish to assign a role to.

Next, click on the **Security** tab in their profile.

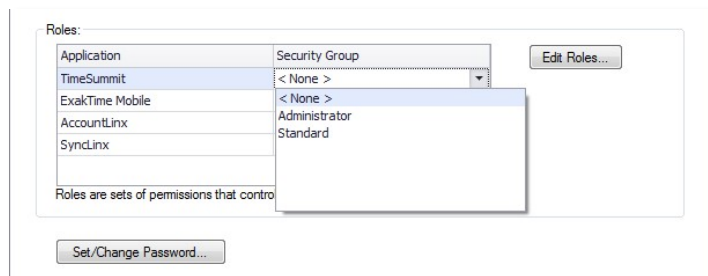


From the Security screen you can edit their ExakTime Mobile permissions as well as their security role.

To change their security role, click on **None** under “Security Group” for the application you wish to grant a security role for.



You can change their role by clicking on the name of the role you want to change and selecting from the dropdown list.



You can also edit the security role information from the **Edit Roles** button.

Clicking on the **Edit Roles** button will take you to the Security Center where you can manage roles and permissions as shown in the beginning of this tutorial.

