Permission Management in Project Time Tracking

Within **project time tracking**, a powerful **permission management** system ensures that only authorized persons can **book** to projects and **edit** or **evaluate** them.
Depending on the system, these permissions can be assigned by the Full System Administrator, the Project Time Admin, or similar roles. They are assigned and controlled **individually** for each **project** directly in the edit view under

MODULES -->
Project Time Tracking -->
Projects -->

in the **"Permissions"** tab. Via the **"Add permission"** button, permissions can be granted collectively to entire **clients** or **groups**, **roles**, or **individual persons**.

In principle, there are **5 types of permissions** in project time management, which can be assigned via the checkboxes to various subjects within the system:

Types of Permissions

Inherit

> WARNUNG
> This checkbox is only available when assigning a group permission!

If a **group** is selected as the permission type, this checkbox is available. If the **"Inherit"** checkbox is checked, then **all subgroups** of the defined group also have **the same project permissions** as the assigned group. If "Inherit" remains deactivated, the project permissions are not inherited by subgroups.

Negative

The negative permission prevents access to booking, editing, or reporting on projects for a specified client/ group/person, etc. With the negative permission, note that in addition to the "Negative" checkbox, the checkboxes of those actions for which the negative permission is to apply must also be checked.

> NOTIZ
> **IMPORTANT:** Since the two permissions for "Book" and "Rebook" are identical in function, for the negative permission - if the person/group/etc. in question is not to be able to book - both checkboxes (Book & Rebook) should be checked, in addition to the "Negative" checkbox, to be safe.

For example, it can be specified that all members of project group XY can book to a project (permission type "Group", selection [Project group A] --> checkbox "Book" activated). Mr. Maier is also part of project group A, but is not supposed to receive a permission to book to the project. This is solved with a negative permission (permission type "Person" [Mr. Maier] --> checkboxes "Negative", "Book", and "Rebook" activated).

Book

The assignee receives the permission to book productive working time to the project. This is possible either in real time via the stopwatch function or after the fact via the recording mask.

Rebook

This option is identical to the "Book" permission option and has the same effects and functions. To obtain the permission to book, it is sufficient to assign one of these two permissions.

Modify

This option allows the assignee to edit project properties such as name, subproject, permissions, and further project information.

Report

Depending on their view permissions (these are configured in the evaluation action), the assignee can display their own project times or the project times of others within the project and evaluate them in reports.