# Permission Management in Project Time Acquisition



Within **project time recording**, an efficient **permission management** ensures that only authorized persons can **book projects** and **edit** or **report** on 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 **individually for each project** directly in the editing view under

**MODULES**
**--> Project time acquisition**
**--> Projects**

Permissions are assigned and controlled under the tab **"Permissions"**. Via the button **"Add permission"**, access rights can be assigned collectively to entire **clients** or **groups**, **roles** or individual **persons**.

Basically, there are **6 types of permissions** in project time management which can be assigned to different subjects within the system via the checkboxes:

## Types of Permissions

### Inherit

> WARNUNG
> This option is only available when assigning project permissions to groups!

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

### Negative

The negative authorization **prevents the access** to booking, editing or reporting of projects for a defined client / group / person, etc.. When using negative authorization, however, it should be noted that, in addition to the "Negative" checkbox, the checkboxes of the actions for which the negative authorization is to apply must also be checked.

> WARNUNG
> **IMPORTANT:** Since the two authorizations for "Book" and "Rebook" are identical in their function, both checkboxes (Book & Rebook) should be ticked next to the checkbox "Negative" if the person/group/etc. concerned should not be able to book.

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

### Book

The user is authorized to record productive working time for the project. This is possible either via the stopwatch function in real time or via the entry mask afterwards.

### Rebook

This option is identical to the authorization option "Book " and has the same effects and functions. To obtain authorization for booking, it is sufficient to assign one of these two authorizations.

### Edit

This option allows the performer to edit project properties such as names, sub-projects, permissions, and other project information.

### Report

Depending on his access rights (these are configured in the evaluation action), the user can display his own project times or project times of others within the project and evaluate them in reports.