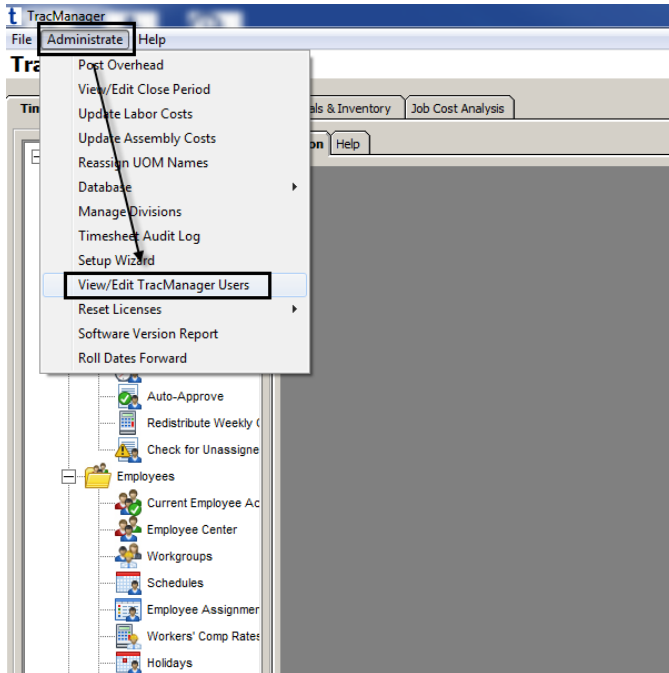
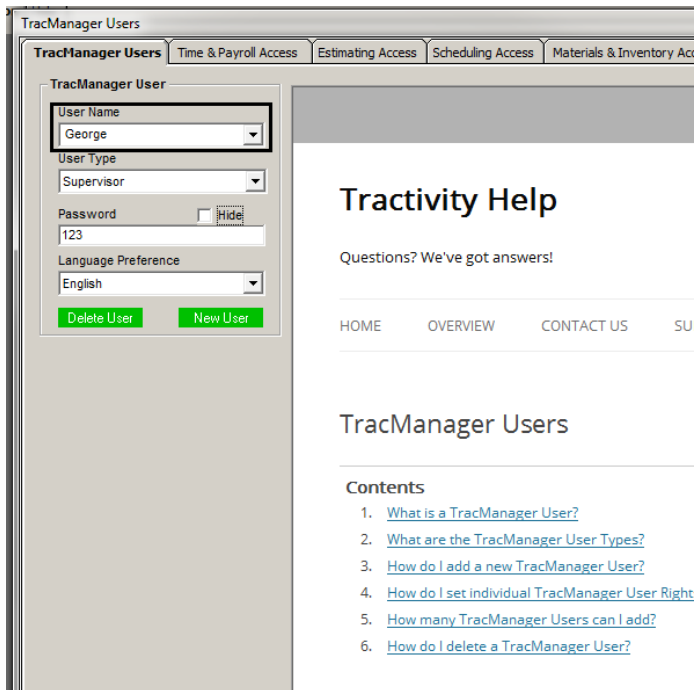


# How To Edit User Rights

## 1. Go to Administrative, View/Edit TracManager Users



## 2. Select User Name of TracManager User from dropdown box



## How To Edit User Rights

3. Go to the Time & Payroll Tab
4. Open Timesheet, then Timesheet Center
5. Make sure “Modify Timesheets” is checked

The screenshot shows the 'TracManager Users' interface. The 'Time & Payroll Access' tab is selected. The 'Access rights for: George' section is visible. The 'Timesheets' folder is expanded, and the 'Modify Timesheets' checkbox is checked. The 'Delete Timesheets' checkbox is unchecked. The 'Tractivity' logo and navigation links are also visible.

TracManager Users

TracManager Users **Time & Payroll Access** Estimating Access Scheduling Access

Access rights for: George

- Time & Payroll Home
- Reminders
- Report Favorites
- Timesheets
  - Timesheet Center
    - Modify Timesheets
    - Delete Timesheets
- Auto-Approve
- Redistribute Weekly Ove
- Customers/Jobs/Budgets
- Employees
- Labor Activities
- Help Lists
- Setup

Tractivity

Questions? We've got :

HOME OVERVIEW

Time & Payro

Access to the menu controlled by checki