



ACCESS RIGHTS

AceProject offers a wide range of access rights at both the user and project level. Access rights are very flexible. They allow administrators and project managers to grant the right privileges to the right users.

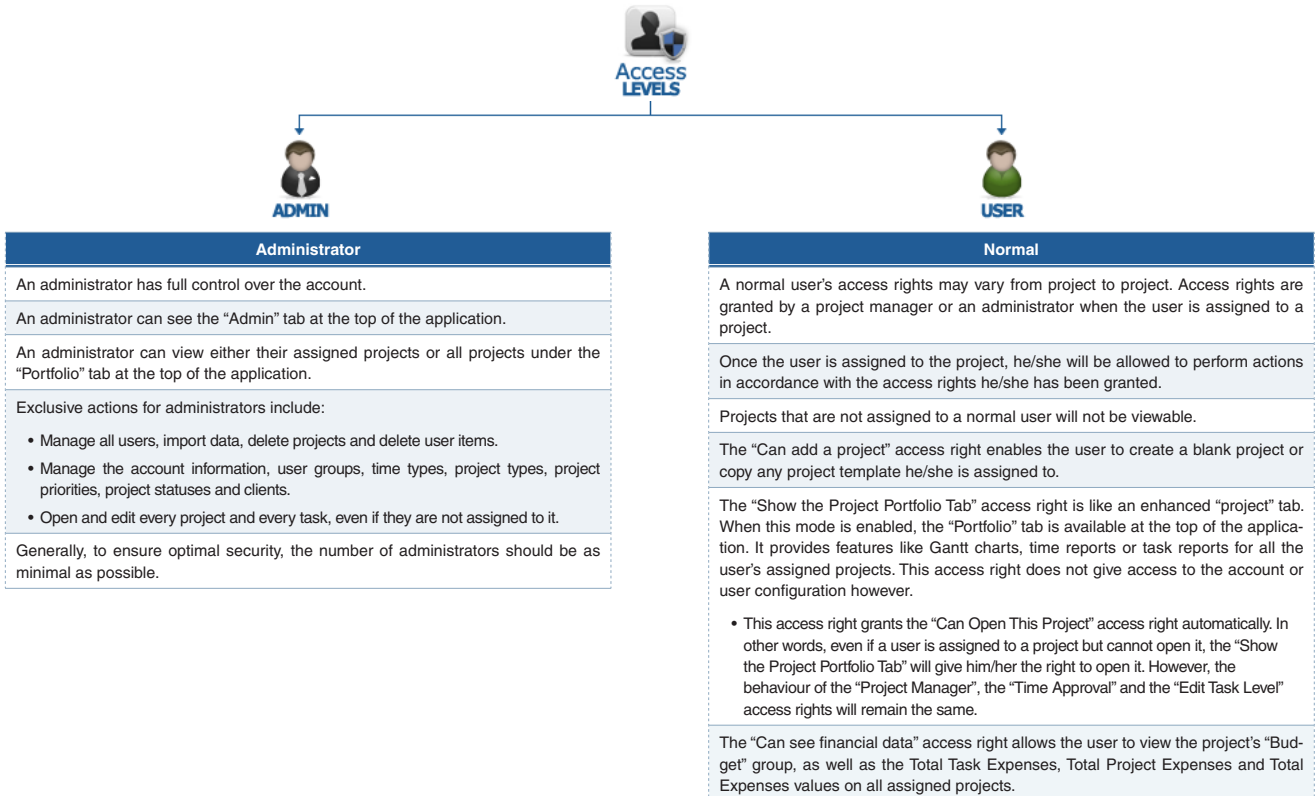
The User Access Rights

The user access rights are used to grant privileges with regards to actions that can be performed in the account. Only administrators can grant these access rights, under "Admin -> Users".

- For better understanding, the graph below illustrates the user access rights. The main access right is the "Access Level". The additional user access rights are: Status, Time Entry Mode, Email Notifications, User Directory and Show/Hide Help.

Access Levels

The Access Levels are used to define whether a resource is an administrator or a normal user.



Status

The Status access right is used to set whether a user can access AceProject or not and whether you wish to have the user appear in lists for new assignments or not.

- The "Active - Access Allowed" option is set as default. It allows the user to access the account.
- The "Active - Access Denied" option prevents a user from logging in. However, users under this status will be available for new assignments.
- The "Inactive - Access Denied" option allows you to disable a user without deleting it and losing important historical data. Users under this status will not be available for new assignments. However, these users will not be unassigned from projects and tasks when their status is changed from an Active status to the Inactive status. Wherever they are already assigned, they will remain visible in the lists. Finally, AceProject does not send out email notifications to inactive users.

Email Notifications

The Email Notifications access right enables you to decide whether the user can edit his/her email notification preferences under "My Office -> My Preferences".

Time Entry Mode

The Time Entry Mode access right is used to define the method a user will use to fill timesheets. It can be manually by using the timesheet module, automatically by using the IN/OUT time clock module or both options combined. The following options are available:

- "Timesheet + IN/OUT" offers the flexibility to fill timesheets either manually or automatically, as mentioned earlier.
- "Timesheet Only" forces a user to enter his/her time manually through the timesheet module, which is located under "My Office -> My Time Sheets". In that case, the IN/OUT module is not available for time entry.
- "IN/OUT Only" forces a user to use the IN/OUT time clock module for time entry. The time clock can be started and stopped within a task, or under "My Office -> My Time Sheets -> My IN/OUT". This option ensures efficient monitoring of users, since they cannot edit their time once entered.
- "Time Entry Disabled" prevents a user from entering time in AceProject, as both time tracking modules are not available.

Time can be entered based on these conditions:

1. Time can be added to incomplete projects only.
2. Time can be added to both incomplete and completed tasks.
 - If you have the “Can Open this Project” access right in a project, you can add time to the project itself and any task in the project.
 - If you don't have the “Can Open this Project” access right in a project, you can only add time to tasks you are assigned to or reviewer on.

Expense Entry Mode

The Expense Entry Mode access right is used to define whether or not a user will be allowed to add expenses. Additionally, this is where you will indicate if the user has the right to approve his own expenses.

Expenses can be entered based on these conditions:

1. Expenses can be added to incomplete projects only.
2. Expenses can be added to both incomplete and completed tasks.
 - If you have the “Can Open this Project” access right in a project, you can add expenses to the project itself and to any task in the project.
 - If you don't have the “Can Open this Project” access right in a project, you can only add expenses to the project itself or to tasks you are assigned to or reviewer on.
- For Normal users, the “Can approve own expenses” right only applies to projects the user is assigned to and on which he/she has the «Expense Approval» right.

User Directory

The User Directory access right is used to set permissions in regard to the resources displayed in a user's “User Directory” (located under “My Office -> My User Directory”). This feature actually displays other user's contact information, such as phone numbers and email addresses. The following options are available:

- “Display All Users” lists all existing users in your account.
- “Display Only Administrators” lists administrators only. In that case, normal users are not listed.
- “Users Assigned on the Same Projects” lists users assigned on the same projects. In that case, users assigned on other projects are not listed.
- “Users in the Same Group” lists users associated with the same user group. For example, an architect would only see other architects. In that case, users associated with other user groups are not listed.
- “Disabled” prevents a user from viewing the user directory in the “My Office” section. This option ensures confidentiality as a user cannot find the other user's contact information.

Show/Hide Help

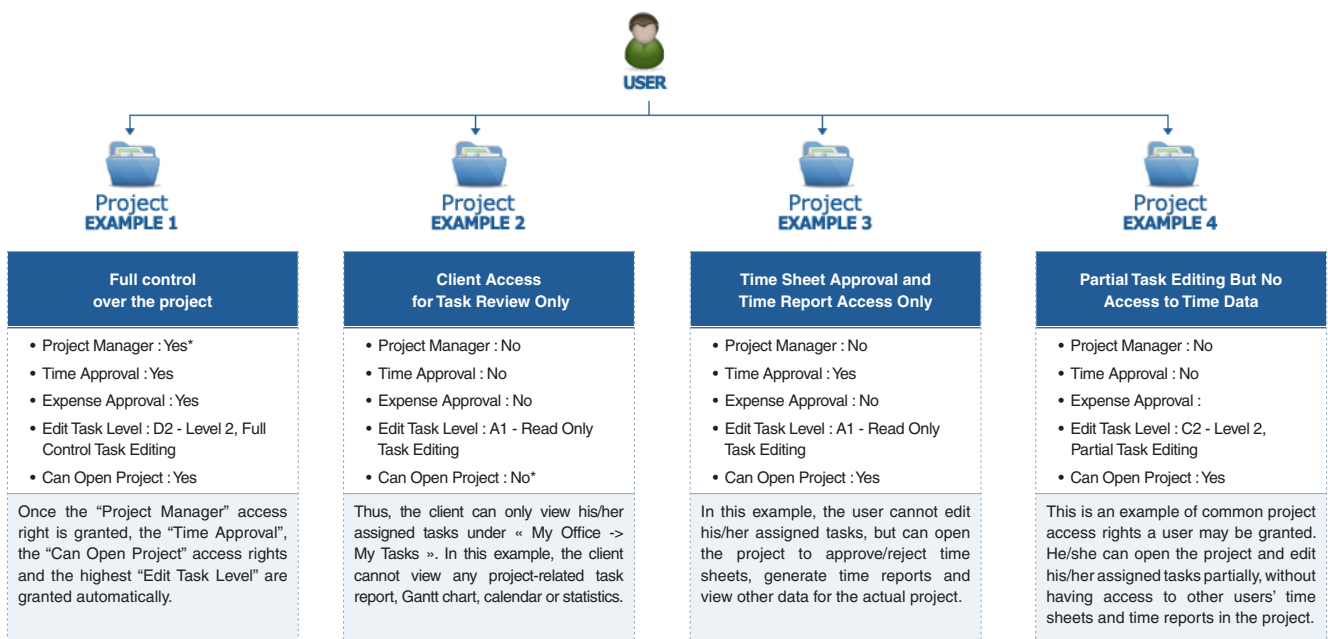
The Show/Hide Help access right is used to decide whether the contextual help link and the “Help” tab are available to a user.

- The “Hide Help Tab” checkbox enables you to prevent the user from seeing the “Help” tab.
- The “Hide Contextual Help Link” checkbox enables you to prevent the user from seeing the “Contextual Help” links, at the upper right of all pages.

The Project Access Rights

The project access rights are used to grant privileges at the project level. Both administrators and project managers can grant these access rights under “Open Project Tab -> Configuration -> Assigned Users”. The project access rights are the following: Project Manager, Time Approval, Project Access and the Edit Task Levels.

 The graph below shows a few project assignment scenarios.



Project Manager

The project manager access right is used to grant full control over the project. As a project manager, a user can perform the following actions:

- Manage the project's structure:
 - The project's basic values (e.g. project number, project name, start date, due-date, etc.).
 - Assign and un-assign users as well as their project access rights.
 - Make changes to task parameters, such as task groups, statuses, types, and priorities.
- The "Project Manager" access right automatically grants the "Time Approval", "Project Access" (Can Open this Project) access rights as well as the highest "Edit Task Level" (D2 - Level 2, Full Control). Furthermore, the Project Manager can edit work items (timesheet entries) and expenses recorded against the project.

Time Approval

The time approval access right is used to grant the privilege to approve/reject time sheets submitted by users assigned to the project. Furthermore, this access right enables a user to generate time reports and, as a result, view the other user's timesheets in the project. However, only project managers and administrators can edit the other user's timesheets.

Expense Approval

The Expense approval access right is used to grant the privilege to approve/reject expenses submitted by users assigned to the project. Furthermore, this access right enables a user to generate expense reports and, as a result, view the other user's expenses in the project. However, only project managers and administrators can edit the other user's expenses

Project Access (Can open this project)






The can open this project access right is used to grant the privilege to view all the project's data.

- If the user can open the project, he/she will get access to the project's tab, that is, all project data (calendars, charts, statistics, discussion forums, reports, among others).
- If a user cannot open the project, he/she will only see his/her assigned tasks under "My Office -> My Tasks". In that case, the open project tab is not available.

The Edit Task Levels

The edit task levels are used to define the actions a user can perform on tasks he is associated with. These levels are very flexible. They are actually separated in four modes: Read Only, Limited, Partial, and Full Control.

Details

-  : Yes
-  : No
-  : Task Creator
-  : Assigned / Reviewer
-  : Not Creator / Not Assigned / Not Reviewer

- A1 : Read Only Task Editing
- B1 : Level 1, Limited Task Editing
- B2 : Level 2, Limited Task Editing
- C1 : Level 1, Partial Task Editing
- C2 : Level 2, Partial Task Editing
- D1 : Level 1, Full Control Task Editing
- D2 : Level 2, Full Control Task Editing
- PM : Project Manager/Administrator

	Read Only		Limited		Partial		Full Control		
	A1	B1	B2	C1	C2	D1	D2	PM	
Create task									
Reopen completed task									
Task									
Read									
Edit Status and % done									
Edit Actuals Dates									
Add comments									
Edit all other fields									
Copy task to the same project									
Copy / Move task to another project									
Delete task									
Assignment									
Assign users									
Documents									
Add/Delete documents									
Lock/Unlock documents									
Unlock documents locked by others									
Make own document private/public									
Make other's documents private/public									
Dependencies									
Create/Delete dependencies									

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