Manage Employee Permission Settings

Last Modified on 11/01/2024 10:38 am MDT

Teamwork provides robust possibilities to assign specific permission levels, by schedule.

From the main Toolbar click Employees. Press **Edit** Employee, and select the

Permissions Tab

Т	eamwork	Dashboard	Schedules	Employees Rep	orts Share Files 🚍	Tools		ÿ@ Δ	Tech Support	
employee List								٩	Search for E	mployees
4 of 41 Schedules	~								Active	Ve 🔉 Working Shown
Location										
Dept										
 Main Vrfy Txt / Email - 54% Only One 	a, 15% Both								Add Existing Employees	Add New Employee
Name				Email Send Verif	y	Phone Send Verify	Language	Permissions	Active	Invite All Unactivated
Unassigned (employee place	holder)	[d	2							
Employee #1 (Employee, 1) Itm 28d since hired			î	Unverfied: No Emails test@teamwoi	rk.com	Unvertified: No Txts (512) 123-4567	English 🗸			Invite is Sent Email Never Delivered? Click Here
Employee #2 (Employee, 2) Iy 2m 20d since hired		[J	1	test2@teamwo	ork.com		English 🗸	Rory's Fabulous Foods		Invite (Activated)

From the dropdown menus, choose a **Permission Level** for each schedule required (Permissions are **Location** specific and **Schedule** specific!)

Scroll to the lower portion of the page to see definitions.

Teamwork Dash	ooard Schedules Employees Reports Share-Files 🚍 Tools	🍟 🐵 🔔 🔛 Tech Support 🔮
😌 Edit Profile for Employee #	ŧI	Search for Employees
Edit Availability, Days Off and Activate/Inactivate	¥	Back to Employee List
Profile Schedules / Roles Salary / Wages	Permissions Alerts Reminders, Certs & Custom Input Manager Notes	
Admin Unimited access to all program functionality OFF Employee (Norce	Assistant GM (12) General Manager (13) Master Admin Scheduling Manager (11) Shift Manager	ard Widget Template Employee Customizable V
© Location Dept Warry Warry Suproved by T Support Administrative	Bookkeeper Enable Mobile Clock-in Lagbook Access Ron's Fabulous Foods Send alerts shift load TEST	
test	Employee - Base Level 🗸	View Permission Details

To Permission an Manager for ALL FUTURE SCHEDULES that may be ADDED to a given Location, make the following selection to "Add to All New Locations as"

Admin Unlimited access to all prog functionality	Filter by Location: Location 1 **(Primary)**
	Employee (No Permissions) V Apply to All Schedules Add to All New Locations as Scheduling Manager (L1)
Occation 1	
Dept Primary Bar 1 approved by T Support	Scheduling Manager (LI)
BOH approved by T Support	Scheduling Manager (L1) View Permission Details

You may create custom permission levels in system settings. Creating Permission Templates

To create a FULL SYSTEM ADMINISTRATOR with UNLIMITED PERMISSION, use the the Admin "SWITCH".

