

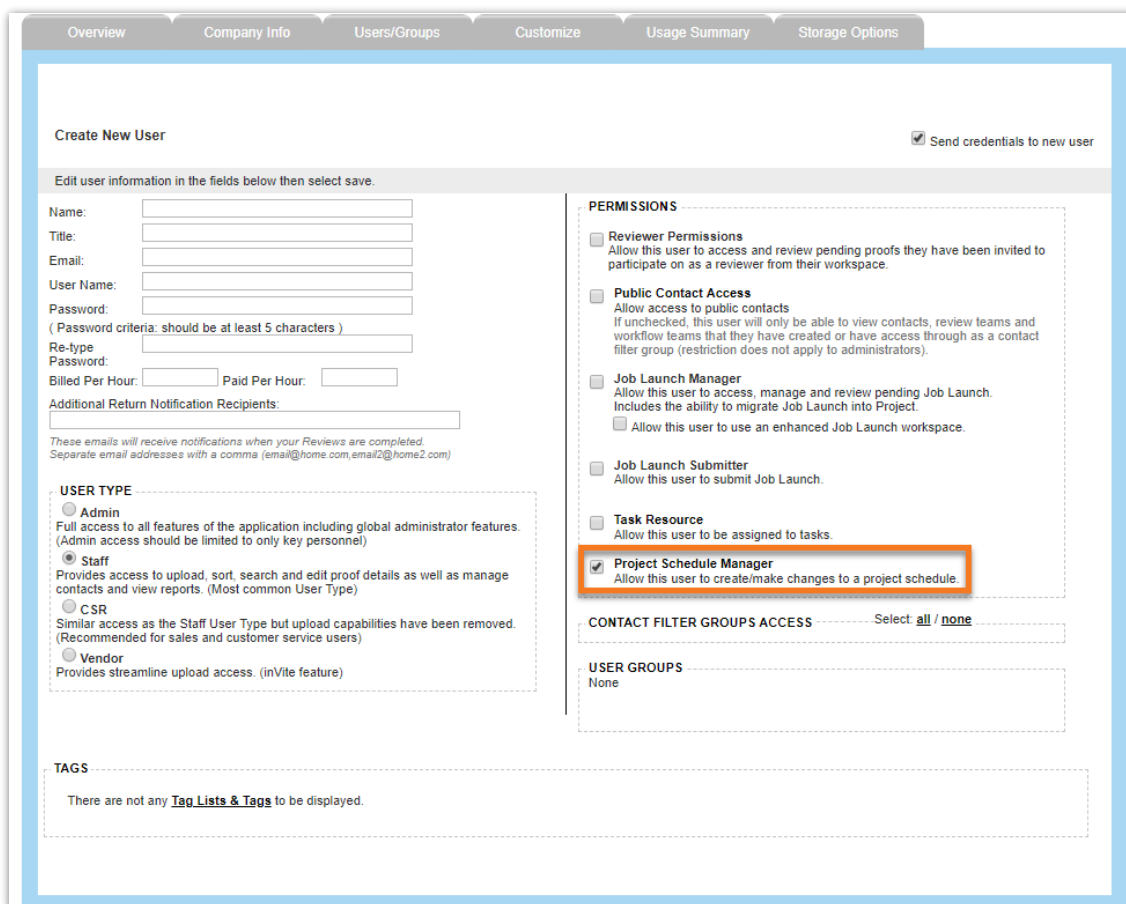
Project Schedule Manager

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Project Schedule Manager is a permission available for users in the *Admin*, *Staff*, and *CSR* roles. This permission gives a user the ability to add team members to a project, as well as create or make changes to tasks within a project. While not required, it is recommended for project owners to have this permission enabled.

How to enable Project Schedule Manager

The **Project Schedule Manager** permission can be enabled by any admin user by clicking **Account > Account Settings > Users/Groups >** then clicking the applicable user profile. **Project Schedule Manager** can be found as the last option under '**Permissions**' in the right-hand panel.



Overview Company Info Users/Groups Customize Usage Summary Storage Options

Create New User ☒ Send credentials to new user

Edit user information in the fields below then select save.

Name:
 Title:
 Email:
 User Name:
 Password:
 (Password criteria: should be at least 5 characters)
 Re-type Password:
 Billed Per Hour: Paid Per Hour:
 Additional Return Notification Recipients:
These emails will receive notifications when your Reviews are completed.
 Separate email addresses with a comma (email@home.com,email2@home2.com)

USER TYPE

- ☐ Admin
Full access to all features of the application including global administrator features.
(Admin access should be limited to only key personnel)
- ☒ Staff
Provides access to upload, sort, search and edit proof details as well as manage contacts and view reports. (Most common User Type)
- ☐ CSR
Similar access as the Staff User Type but upload capabilities have been removed.
(Recommended for sales and customer service users)
- ☐ Vendor
Provides streamline upload access. (inVite feature)

PERMISSIONS

- ☐ Reviewer Permissions
Allow this user to access and review pending proofs they have been invited to participate on as a reviewer from their workspace.
- ☐ Public Contact Access
Allow access to public contacts
If unchecked, this user will only be able to view contacts, review teams and workflow teams that they have created or have access through as a contact filter group (restriction does not apply to administrators).
- ☐ Job Launch Manager
Allow this user to access, manage and review pending Job Launch.
Includes the ability to migrate Job Launch into Project.
☐ Allow this user to use an enhanced Job Launch workspace.
- ☐ Job Launch Submitter
Allow this user to submit Job Launch.
- ☐ Task Resource
Allow this user to be assigned to tasks.
- ☒ Project Schedule Manager
Allow this user to create/make changes to a project schedule.

CONTACT FILTER GROUPS ACCESS Select: all / none

USER GROUPS
None

TAGS
There are not any Tag Lists & Tags to be displayed.