Welcome to FunctionFox! Questions or comments? Contact us at 1.866.369.8463 or email staycreative@functionfox.com. We are here to help!

FunctionFox Access Levels

Access Levels can be found under Personnel > Access Levels in the left menu. This is typically an Admin-only feature that controls which areas of FunctionFox each user can see and use. FunctionFox comes with four pre-set access levels (Admin Level, Level 1, Level 2, & Level 3) with Admin being the highest level of access and Level 3 intended for basic time-tracking only, however, you can customize each level, as needed.

Note: Admin users should have access to all FunctionFox features and functionalities. If a feature is removed at Admin level, you will need to contact us in order to get it back!

To add or remove a feature, select the appropriate level from the Level Name drop-down menu. Next, check the box next to a feature that you would like to add to your chosen level, or uncheck a box to remove access to that feature. Click Save Changes. If you’re not sure what a feature is or does, simply click on it to bring up the associated help file.

Once saved, these changes will take effect for all users at this level. To see who is currently set at this level, scroll down to the bottom of the page to the Level Members list.

To add a user to a specific Access Level, select their name from the Personnel list and click the → icon to move that user into the Level Members list.

To move a user from one Access Level to another, select the Level that you would like to move that user into from the Level Name drop down. Next, select that user from the Personnel list at the bottom, and use the arrow icon to move them into that level.