



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.

Level Name: 

Add a Level:

Name:

TimeFox	Reports	View
<input type="checkbox"/> Account Preferences	<input checked="" type="checkbox"/> Client Report	<input type="checkbox"/> CEO Desktop
<input checked="" type="checkbox"/> Change Password	<input checked="" type="checkbox"/> Custom Report	<input checked="" type="checkbox"/> CEO Desktop - P.M. Desktop
<input type="checkbox"/> Contact Info	<input checked="" type="checkbox"/> Estimate Report	<input checked="" type="checkbox"/> Monetary Values
<input checked="" type="checkbox"/> Contacts	<input checked="" type="checkbox"/> Expense Report	<input checked="" type="checkbox"/> Others' Timesheets
<input checked="" type="checkbox"/> Group Calendar	<input checked="" type="checkbox"/> Project Report	<input checked="" type="checkbox"/> Project Scope/Hours Pop-Up
<input checked="" type="checkbox"/> Home	<input checked="" type="checkbox"/> Project Type Report	<input checked="" type="checkbox"/> See Other
<input checked="" type="checkbox"/> My Calendar	<input checked="" type="checkbox"/> Personnel Report	<input checked="" type="checkbox"/> View Estimates
<input checked="" type="checkbox"/> Search	<input checked="" type="checkbox"/> Productivity Report	
	<input checked="" type="checkbox"/> Ranking Report	
Setup	<input checked="" type="checkbox"/> Status Report	
<input type="checkbox"/> Access Levels	<input checked="" type="checkbox"/> Task Report	
<input type="checkbox"/> Archiving		
<input checked="" type="checkbox"/> Clients		
<input checked="" type="checkbox"/> Estimates		
<input checked="" type="checkbox"/> Project Cost Items		
<input checked="" type="checkbox"/> Project Costs		
<input checked="" type="checkbox"/> Project Status		
<input checked="" type="checkbox"/> Projects		
<input type="checkbox"/> Personnel		
<input checked="" type="checkbox"/> Status Options		