Project Approval Managers

Here you define one or more user/s who can approve work logs for this project (approval managers or pprovers). They automatically get all permissions required to perform the approval process in the **Reporting** section of *ictime*.

- How it Works
- Assign/Unassign Users for Approval (Approval Managers)
 - Assign Approvers
 - Remove Approvers

How it Works

For general information on the approval feature, please refer to Approval. For information on approving work logs, please refer to Approve Work Logs.

To use approval,

- the feature needs to be activated gobally (see General Configuration)
- at least one user needs to be selected as approval manager for each project.



Approval can't be activated/deactivated on project level. If approval is in place, it applies to all projects.

Assign/Unassign Users for Approval (Approval Managers)

Go to

ictime - Administration - Project Configuration

Edit a project and click on the tab "Approval" (see Project List).

Assign Approvers

If approval is globally enabled, at least one user needs to be selected as approval manager for each project.

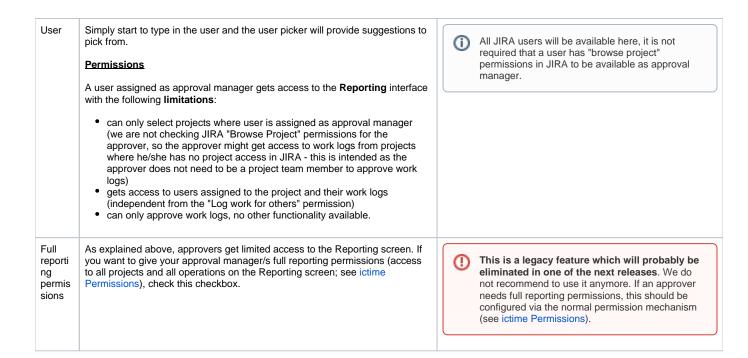
Approval Managers

Here you define one or more user/s who can approve work logs for this project (approval managers). They automatically get all permissions required to perform the approval process in the Reporting section of ictime.

Assign users



Field Description Remarks



Remove Approvers

Select one or more users and click on "Unassign". Users won't be entiteld to approve work logs for this project any longer.

| Approval Managers | |
|--|------------|
| Here you define one or more user/s who can approve work logs for this project (approval managers). They automatically get all permissions required to perform the approval process in the Reporting section of ictime. | |
| Assign users | |
| User:* | |
| Full reporting permissions: | |
| | Assign |
| Unassign users | |
| Current approval* managers: | John Doe 🔼 |
| | Unassign |