

Create Supervisors and filter reports using the Departments / Supervisors features.

Step One:

Features tab, Departments

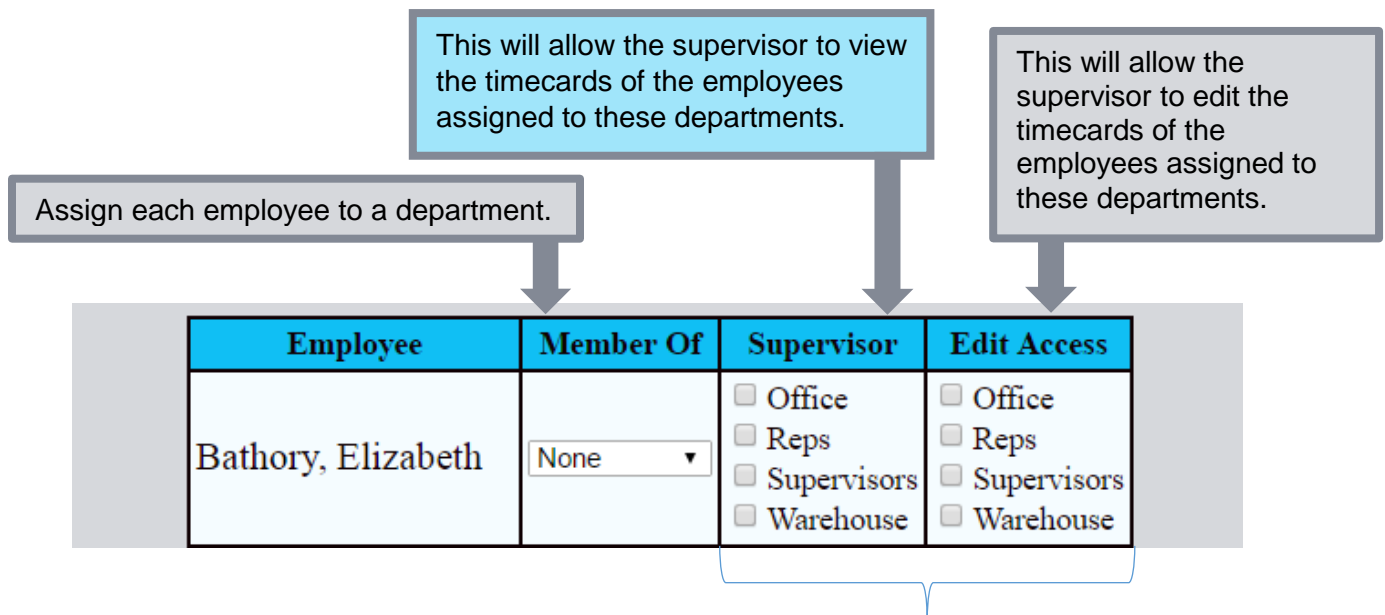
Create Departments

Department	Internal Note	Remove
Office		<input type="checkbox"/>
Reps		<input type="checkbox"/>
Supervisors		<input type="checkbox"/>
Warehouse		<input type="checkbox"/>
Add New Department		

Step Two:

Features tab, Assign Departments and Supervisors

Assign Departments & Create Supervisors



Do not use the last 2 columns for employees who are not supervisors.

Let's look at a few examples.

Employee	Member Of	Supervisor	Edit Access
Bathory, Elizabeth	Office ▼	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Reps <input type="checkbox"/> Warehouse	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Reps <input type="checkbox"/> Warehouse

Elizabeth can view and edit timecards of the employees assigned to the Office department, including herself.

Employee	Member Of	Supervisor	Edit Access
Bathory, Elizabeth	Office ▼	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Reps <input type="checkbox"/> Warehouse	<input type="checkbox"/> Office <input type="checkbox"/> Reps <input type="checkbox"/> Warehouse

Elizabeth can only view the timecards of the employees assigned to the Office Department. She cannot make any edits.

Employee	Member Of	Supervisor	Edit Access
Bathory, Elizabeth	Supervisors ▼	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Reps <input type="checkbox"/> Supervisors <input type="checkbox"/> Warehouse	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Reps <input type="checkbox"/> Supervisors <input type="checkbox"/> Warehouse

Elizabeth can view and edit timecards of the employees assigned to the Office department. She cannot edit her own timecard.

A special Department was created to make her a "Member Of" so that she does not have access to her own timecard.