

API Key - Generate	The API Key - Generate role ability allows the assigned user to create API keys for use in accessing the Journyx API in third party systems.
API Key - Sign In	The API Key - Sign In role ability allows users to use a previously generated API key to access the Journyx API in third party systems.
Access - Custom Entry	Displays the Custom tab in the navigation menu, which provides access to the Custom Entry screens. Withholding Custom Tab access is useful if your organization does not wish to implement custom entry tracking.
Access - Dashboard	Displays the Dashboard tab in the navigation menu. The tab gives the user access to set up visual reports on a Dashboard.
Access - Details	Displays the Details tab under Preferences in the navigation menu. The tab gives the user information about objects they can access in the system.
Access - Entry Screens	Displays the Entry Screens tab under Preferences in the navigation menu. The tab gives the user access to options for entry screen customization. For example, users can change the Time Entry Screen they are using on this screen if they have access to more than one in their Groups.
Access - Expense Entry	Displays the Expenses tab in the navigation menu, which provides access to the Expense Entry screens. Withholding Expenses Tab access is useful if your organization does not wish to implement expense tracking.
Access - Extra Link	Displays the Extra Link in the user's toolbar as defined in System Settings.
Access - Leave Requests	Displays the Leave Requests-->Request Time Off and Leave Request Calendar tabs under Management in the navigation menu. While Administrators, Managers and Reporters will be able to see the Leave Request Calendar (for reporting purposes only) without this ability, no one can request time off without access to Leave Requests and Time Entry.
Access - Logout	Displays the Logout link at the top right corner of the screens.
Access - Password	Displays the Reset Password link under Preferences in the navigation menu. Withhold this access ability when you do not want users to reset their own passwords.
Access - Project Notes	Displays the Project Notes tab under Projects. This tab gives users the ability to add extended documentation in Project notebooks. Other users who have access to the same projects can then read each other's notes.
Access Records Management	Displays the Records Management tab in the navigation menu, which provides access to the Records Management screens. Administrators get default access to Records Management, which allows them to create and modify time, expense and custom records for any user in the system. If Managers are given access to Records Management, they can do the same for the users in their groups.
Access - Reports	Displays the Reports tab in the navigation menu. Withhold this access ability when you do not want users to run reports.
Access - Time Entry	Displays the Time Entry tab in the navigation menu. Withhold this access ability when you do not want users to log time entries.
Accruals - Create	The Accruals - Create role ability provides the assigned user with the ability to create new accrual types and balances for other users. This is a group-scoped ability. In order to create accruals for a given user, the role must be assigned to a group that both users are in.
Accruals - Delete	The Accruals - Delete role ability provides the assigned user with the ability to delete existing accrual types for other users. This is a group-scoped ability. In order to delete accruals for a given user, the role must be assigned to a group that both users are in.
Accruals - Modify	The Accruals - Modify role ability provides the assigned user with the ability to modify existing accrual types and balances for other users. This is a group-scoped ability. In order to modify accruals for a given user, the role must be assigned to a

	group that both users are in. Modification includes the ability to change accrual balances, applicable Hour Types, and other rules.
Approver - Group	The Approver - Group role ability allows the approval of Time, Expense and Custom Entry sheets that have been submitted for approval to any approver and are also in the Group Approver's assigned groups. A Group Approver can approve any user submission provided they are in a shared group. The Group Approver does not need to be a designated approver in a period approval plan.
Approver - Regular	The Approver - Regular role ability allows the approval of Time, Expense and Custom Entry sheets that have been submitted to the approver by others who have this user as their assigned approver. A Regular Approver must be set up as a designated approver or back approver in a Period Approval Plan in order to approve user submissions.
Approver - Super	The Approver - Super role ability allows the approval of Time, Expense and Custom Entry sheets that have been submitted by any user within the Journyx database. A Super Approver can approve any user submission and does not need to be a designated approver in a period approval plan.
Authority - Administrator	The Authority - Administrator role ability provides the ability to execute administrator level functions and system software adjustments, such as license key changes and global preference modifications. Administrators can see all users and other items in the system, regardless of group membership. Technically, Administrators always belong to all groups in the system (a/k/a "system-scoped" access).
Authority - Custom Entry Keeper	The Authority - Custom entry keeper role ability provides the ability to enter custom records for other users in same group as the user to whom this role has been assigned. This authority is "group-scoped", which means that the user assigned to this role can only carry out the associated functions for other users and items in the user's assigned groups.
Authority - Expensekeeper	The Authority - Expense keeper role ability provides the ability to enter expense records for other users in same group as the user to whom this role has been assigned. This authority is "group-scoped", which means that the user assigned to this role can only carry out the associated functions for other users and items in the user's assigned groups.
Authority - Manager	The Authority - Manager role ability provides the ability to execute manager level functions, including reporting on and modification of users who are in at least one group with the manager. This authority is "group-scoped", which means that the user assigned to this role can only carry out the associated functions for other users and items in the user's assigned groups.
Authority - Punch User	The Authority - Punch User role ability provides the ability to use the punch screen interface. This authority is "self-scoped", which means that the user assigned to this role can only carry out the associated functions for him/herself.
Authority - Reporter	The Authority - Reporter role ability provides limited reporting ability without Time, Custom, or Expense Entry access. This authority is "group-scoped", which means that the user assigned to this role can only carry out the associated functions for other users and items in the user's assigned groups.
Authority - Timekeeper	The Authority - Timekeeper role ability provides the ability to enter time records for other users in same group as the user to whom this role has been assigned. This authority is "group-scoped", which means that the user assigned to this role can only carry out the associated functions for other users and items in the user's assigned groups.
Authority - User	The Authority - User role provides Time, Expense and Custom entry access to the user to whom this role has been assigned. This authority is "self-scoped", which means that the user assigned to this role can only carry out the associated functions

	for him/herself. This authority can be combined with Authority - Manager (or other group-scoped authorities) when managers need to track their own time and expenses.
Corrections - Custom Entry	The Corrections - Custom Entry role ability provides the user to whom this role ability has been assigned with the ability to make adjustments to previously approved Custom Entries. Changes can be made to custom records created by any user within the Journyx database.
Corrections - Expense	The Corrections - Expense role ability provides the user to whom this role ability has been assigned with the ability to make adjustments to previously approved Expense Entries. Changes can be made to expense records created by any user within the Journyx database.
Corrections - Time	The Corrections - Time role ability provides the user to whom this role ability has been assigned with the ability to make adjustments to previously approved Time Entries. Changes can be made to time records created by any user within the Journyx database.
Currency Conversion - Controller	The Currency Conversion - Controller role ability provides users whose role contains this role ability with the ability to create and modify Currency conversion tables.
Custom Entry Conversion - Controller	The Custom Field - Create role ability provides access to create new custom fields in the system. Anyone with this ability can create custom fields for use by everyone in the system.
Custom Field - Create	The Custom Field - Create role ability provides access to create new custom fields in the system. Anyone with this ability can create custom fields for use by everyone in the system.
Custom Field - Delete	The Custom Field - Delete role ability provides access to delete custom fields in the system. Anyone with this ability can delete any custom field in the system.
Custom Field - Modify	The Custom Field - Modify role ability provides access to modify existing custom fields in the system. Anyone with this ability can modify any existing custom field in the system.
Entry Column - Create	The Entry Column - Create role ability provides access to create new entry column values in the system. Administrators can give others access to these values by putting them in any of the groups in the system. Other group-scoped roles can only place these values in the groups to which they belong.
Entry Column - Delete	The Entry Column - Delete role ability provides access to delete entry column values in the system. Administrators can delete any value. Other group-scoped roles can only delete the values in their groups.
Entry Column - Modify	The Entry Column - Modify role ability provides access to modify entry column values in the system. Administrators can modify any value. Other group-scoped roles can only modify the values in their groups.
Entry Screen - Create	The Entry Screen - Create role ability provides access to create new entry screens in the system. Administrators can give others access to these screens by putting them in any of the groups in the system. Other group-scoped roles can only place these screens in the groups to which they belong.
Entry Screen - Delete	The Entry Screen - Delete role ability provides access to delete entry screens in the system. All roles with access to this ability can delete any entry screen in the system.
Entry Screen - Modify	The Entry Screen - Modify role ability provides access to modify entry screens in the system. All roles with access to this ability can modify any entry screen in the system.

Group - Create	The Group - Create role ability provides access to create new groups in the system. Administrators can add any user or other item in the system to a new group. Other group-scoped roles can only add users and items from the groups to which they belong.
Group - Delete	The Group - Delete role ability provides access to delete groups in the system. Administrators can delete any value. Other group-scoped roles can only delete their own groups.
Group - Modify	The Group - Modify role ability provides access to modify group values in the system. Administrators can modify any value. Other group-scoped roles can only modify their own groups.
Holidays - Create	The Holidays - Create role ability provides access to create new holidays and holiday schedules in the system. Administrators can give others access to these schedules by putting them in any of the groups in the system. Other group-scoped roles can only place these schedules in the groups to which they belong.
Holidays - Delete	The Holidays - Delete role ability provides access to delete holidays and holiday schedules in the system. All roles with access to this ability can delete any holiday or holiday schedule in the system.
Holidays - Modify	The Holidays - Modify role ability provides access to modify holiday schedules in the system. All roles with access to this ability can modify any holiday schedule in the system.
Login Restriction	Gives access to the Login Restriction option. This option allows you to lockout certain users from having access to the web interface via browser. You can lockout the entire system by clicking the 'Enable Login Restriction' button. Before doing so, make sure you understand that this will also lock you out of the system as well. From the select list, you can select the users that you still want to grant access to the system via the web interface. Be sure to select these users before enabling the web interface lockout.
MSProject Sync Admin	The MSProject Sync Admin role ability provides access to the Projectlink synchronization functions of Journyx. The MSProject Sync Admin can create and modify users and projects/tasks. Note: To use Projectlink synchronization, your organization must have purchased Projectlink fo Journyx PX.
MSProject Sync User	The MSProject Sync User role ability provides access to some of the Projectlink synchronization functions of Journyx. The MSProject Sync User can modify users and projects/tasks. MSProject Sync Users cannot create new users or tasks via the Projectlink sync. Note: To use Projectlink synchronization, your organization must have purchased Projectlink for Journyx.
Memorized Entry Management	
Memorized Sheet - Create For Groups	The Memorized Sheets - Create For Groups role ability provides access to the Group Schedule Creation functions of Journyx
Memorized Sheet - Create For Others	The Memorized Sheets - Create For Others role ability allows a user whose role includes this ability to create schedules for other users within the Journyx database.
Memorized Sheet - Create For Self	The Memorized Sheets - Create For Self role ability allows a user whose role contains this ability to create schedules for him- or herself.
Mileage Expense	The Mileage Conversion - Controller role ability provides users whose role contains this role ability with the ability to create and modify Mileage conversion tables.

Conversion - Controller	
Modify Rate Report	The Modify Rate Report role ability provides users whose role contains this role ability with the ability to modify rate reports.
Password Change	The Password Change role ability allows users whose role contains this ability to change the password of other Journyx users to whom they have access based on group membership.
Period- Create	The Periods - Create role ability provides access to create new time, expenses and custom entry periods in the system. Administrators can give others access to these schedules by assigning them to the period. Other group-scoped roles can only assign users in the groups to which they belong.
Period - Delete	The Periods - Delete role ability provides access to delete periods in the system. All roles with access to this ability can delete any period in the system.
Period Approval - Create	The Period Approval - Create role ability provides access to create new period approval plans in the system. Administrators can give others access to these screens by assigning them to the plans. Other group-scoped roles can only assign users in groups to which they belong.
Period Approval - Delete	The Period Approval - Delete role ability provides access to delete period approval plans in the system. All roles with access to this ability can delete any period approval plans in the system.
Period Approval - Modify	The Period Approval - Modify role ability provides access to modify period approval plans in the system. All roles with access to this ability can modify any period approval plans in the system.
Project - Add	The Project - Add role ability provides access to the Project Creation functions of Journyx.
Project - Delete	The Project - Delete role ability provides access to the Project Deletion functions of Journyx.
Project - Modify	The Project - Modify role ability provides access to the Project Modification functions of Journyx.
Project-Activity Rate Manangement	The Project-Activity Rate Management role ability provides access to the Project-Activity Rates management screen of Journyx.
Project-Activity Reporter - Bill Rate	The Project-Activity Rate Reporter - Bill Rate role ability provides access to report on the Project-Activity Bill Rate field in Journyx reports.
Project-Activity Reporter Pay Rate	The Project-Activity Rate Reporter - Pay Rate role ability provides access to report on the Project-Activity Pay Rate field in Journyx reports.
Quickbooks Sync Admin	The QuickBooks Sync Admin role ability provides access to the Accountlink synchronization functions of Journyx. Please Note: To use Accountlink synchronization, your organization must have purchased Accountlink for Journyx.
Report Creation	The Report Creation role ability allows users to whose role contains this ability to create reports in Journyx.
Report Modification	The Report Modification role ability allows users to whose role contains this ability to modify reports in Journyx that they have access to through group membership or individual ownership.

Run Rate Check Report	The Run Rate Check Report role ability provides users whose role contains this role ability with the ability to run the Rate Check Report in Journyx.
Run Rate Report	The Run Rate Report role ability provides users whose role contains this role ability with the ability to run all existing rate reports within Journyx.
Teams - Admin (Super)	
Teams - Create	
Teams - Delete	
Teams - Modify	
User - Add	The User - Add role ability allows a user whose role includes this ability to create new users within the Journyx database.
User - Delete	The User - Delete role ability allows a user whose role includes this ability to create delete users from the Journyx database.
User - Modify	The User - Modify role ability allows a user whose role includes this ability to modify existing users within the Journyx database.
User - Modify Others' Usernames	The User - Modify Others' Usernames role ability allows access to modify the username field for users to whom you have access. The username field is used as the unique login for each user. In some cases, this field should not be modified because 3rd party integrations manage this setting.
User - Modify Own Username	The User - Modify Own Username role ability allows access to modify the username field for yourself. The username field is used as the unique login for each user. In some cases, this field should not be modified because 3rd party integrations manage this setting.