

13 Creating Extranet access

Access: CEO and System Administrator.

Learn: How a customer gets extranet access.

TimeLog Extranet enables customers to gain insights into their own projects and invoices, and create support cases in TimeLog Project as well as viewing their status.

Creating Customer Access

Figure 1: Main Menu -> Management Reports -> Extranet administration

- Select the customer in the drop down menu *Customer:* 1 and click on *Add* 2.

Figure 2: Main Menu -> Management Reports -> Extranet administration (customer name)

- Enter the customers *User name:* and *Password:* in the fields 3.
- Access to the extranet is activated (de-activated) by ticking the box *Allow the customer access to extranet* 4.
- Set the *Language:* 5 for the customer's user interface.
- Tick the reports 6 the customers should be able to access in TimeLog Project.
- Under *Project access* 7 select which project the customer can see. At *Selected projects*, each project is selected in the below table.
- Select the level of detail in the customer's reports by ticking them in *Show columns:* 8.
- Click on *Update* 9 to create/edit the customer's access rights.

Editing Customer Rights

Figure 3: Main Menu -> Management Reports -> Extranet administration (Edit)

The customer's rights are indicated by the filled green circles.

- Customer rights are opened by clicking on the customer name or the link [Edit] 10, after which the screen shot from Figure 2 is opened.
- The created customer access can be deleted using the link [Remove] 10.

User login

The customer gets access to your TimeLog Project via the internet address:
E.g.: <https://tl.timelog.dk/<companyname>/extranet>.

See user guide ⇨ 14 Extranet – Customer access

Figure 1: Main Menu -> Management Reports -> Extranet administration

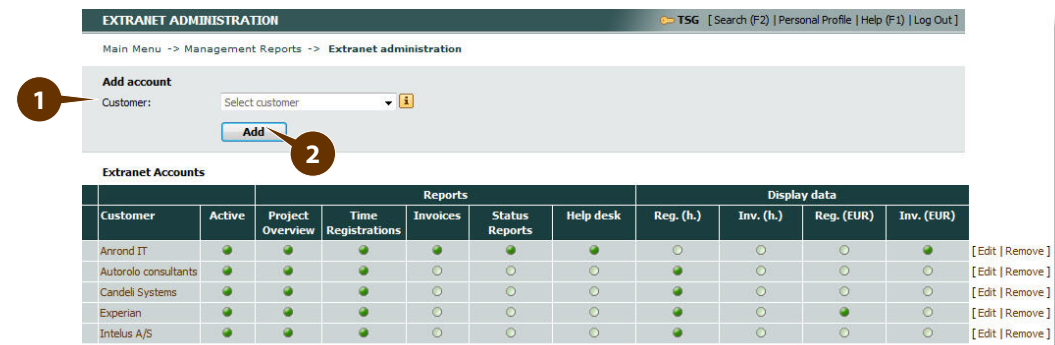


Figure 2: Main Menu -> Management Reports -> Extranet administration (customer name)

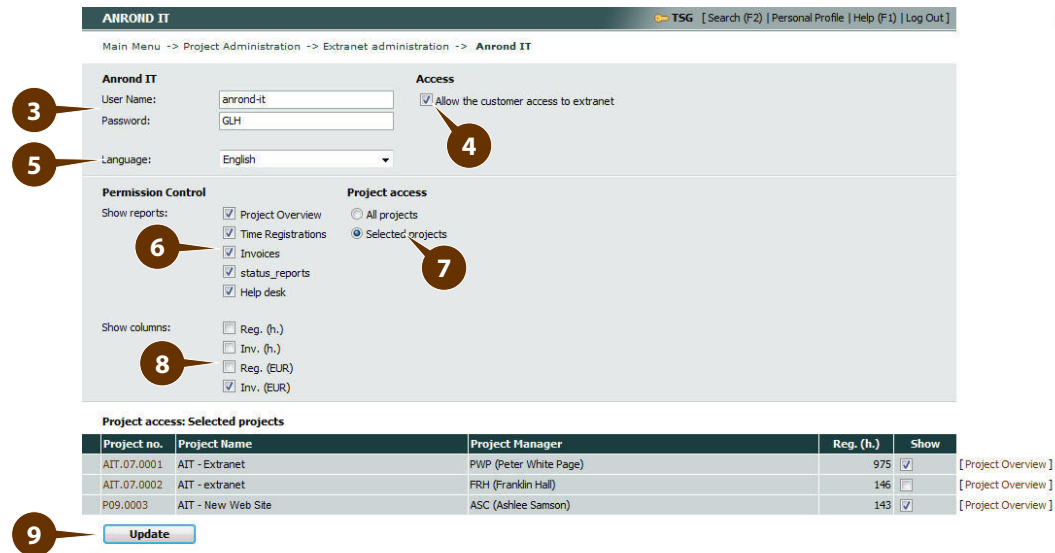


Figure 3: Main Menu -> Management Reports -> Extranet administration (Edit)

