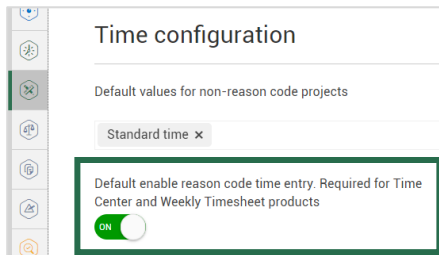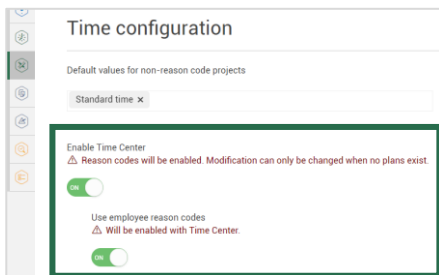## ● SETTINGS

Required Setting: Reason Codes

For projects to be available for use in Time Center, the setting **Enable Reason Codes** must be toggled on at the organization and project level.

Ensure this setting is turned on prior to creating any daily plans.
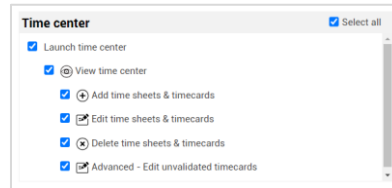
- Organization Level:

- Project Level:

Permissions

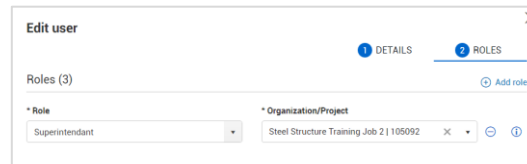Users must have organization-level permissions to view Time Center.

Check configurations in Suite administration > Roles and permissions.
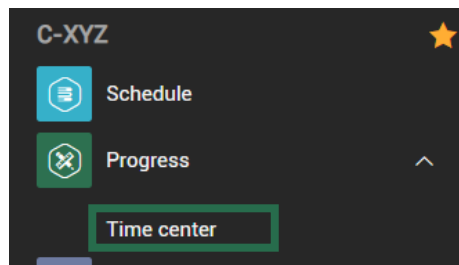

User Roles

Ensure that the user is assigned a role which includes Time Center permissions.

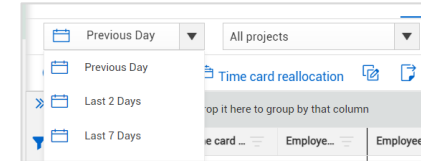Check the user's assigned roles in Suite administration > User management.

● LAUNCH TIME CENTER

1. From the Main Menu, select your organization.
2. Select **Time Center** from the Progress section.
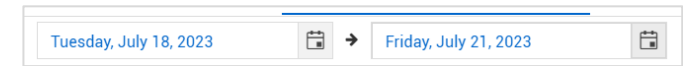

● SELECT A DATE RANGE

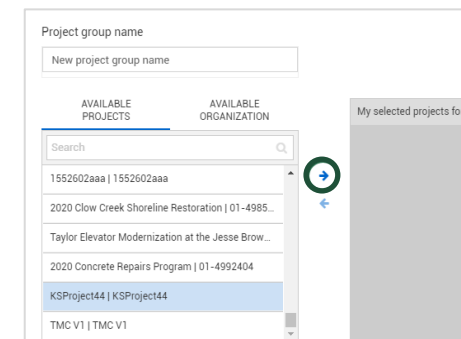1. Open the drop-down menu and select a date range.

2. To filter for a specific date range, select **Custom Range** from the drop-down. Then input the start and end dates in the calendar fields.

● ADD A PROJECT GROUP

1. Select the project group field.

2. Click **Edit**, then click **Add project group**.
3. Input a name for the project group.
4. Select the projects you want to include from the Available Projects list. Click the right-facing arrow.

5. Click **Save**.

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