

How to add a Timeslips eCenter login

Created on 08-02-2013 / Last modified on 06-24-2021

Summary

How do I create an eCenter login?

Cause

This document will provide a guide for adding logins for eCenter accounts.

Resolution

To assign a login, you must have an extra login to assign. If all logins are assigned to timekeepers, additional logins can be purchased through our Sales department at 800-285-0999. All logins are assigned, or there are no unassigned Timekeepers uploaded to eCenter if the Assign Logins option in step 5 does not appear.

1. The new user must have been created in Timeslips as a Timekeeper. For instructions on creating a Timekeeper, follow Article ID 50107: '[Creating a new Timekeeper](#)'
2. If the Timekeeper record has not been transferred to eCenter, select **Special, eCenter, Transfer Data...** to add the new Timekeeper data
3. Once the new Timekeeper data has been uploaded to eCenter, log in to eCenter using an administrator login at <http://www.sagetimeslipsecenter.com> (<http://www.sagetimeslipsecenter.com>)
4. Click **Administrator Functions**
5. Under **Add User Logins**, select the Nickname 1 of the Timekeeper you wish to add and then choose **Assign Login**

6. Fill out the **New User Information** page

◦ Under **eCenter Information**:

- The username must be unique and contain at least one numeric character, with a minimum length of 6 characters. Example: jsmith1
- The password has these requirements:
 - Must be between 6 and 20 letters or numbers (A-Z, a-z, 0-9)
 - Must contain at least one letter, and cannot contain any special characters or spaces.
 - The password created is temporary and will be required to be changed by the user at initial login. They cannot use the same password.
- The email address must be unique. The email address is the address to which this user's new login information will be sent, and is used if the user forgets their login or password and needs to reset it

◦ Under **Security Settings**:

▪ Mark **User Type**

- **User** can be limited by marking Edit slips, Edit rate info, Mark slips complete, Delete slips and Add names
- **Admin** has full access including adding/removing logins

7. Click **Save**

8. You will see a message that indicates the user has been created

Need help?

Chat to one of our Sage Ambassadors now

Chat now (<https://webcomponentv2.nega.sage.com/?country=US&product=SAGE&subProduct=TIMESLIPS&language=EN>)

Did this help?

 views  voted
yes

Related resources

- [How to remove a Timeslips eCenter login](#)

Additional information

If you are changing the eCenter Administrator

1. Log in as Administrator
2. Select **Administrator Functions**
3. In **Maintain Timekeeper and Settings and Security** select the Timekeeper you want to make the Administrator and click **Show Settings**
4. Under **Security Settings** select **Admin** and click the **Save**
5. Log out of the eCenter and login as the new Administrator
6. Select **Administrator Functions**
7. In **Maintain Timekeeper and Settings and Security** select the previous Administrator and click **Show Settings**
8. Under **Security Settings** select **User** and click the **Save** button

Keywords:

Product: Sage Timeslips

Solution ID: 14338

Published on: 08-04-2020

Applies to: Configuration