timeliner

TEAM ROLES GUIDE

Admins & Supervisors

What each team role can do in Timeliner, and the settings admins can use to give supervisors more or less control.

ADMIN

Owns the workspace

Full control over the whole workspace, including billing, settings and every brand.

- Everything a supervisor can do
- Has access to every brand in the workspace
- Manages billing, plans and workspace settings
- Sets up integrations like Slack, API keys and webhooks
- Decides how much control supervisors get

SUPERVISOR

Runs the day-to-day

Manages brands, projects, tasks and people, inside the brands they belong to.

- Creates and manages brands, projects and tasks
- Moves work through the approval workflow
- Invites and manages supervisors, editors and clients
- Sees full pricing, storage and activity logs
- Can't change billing or workspace-wide settings

Side by side

✓ Yes – No SETTING An admin decides

WHAT THEY CAN DO	ADMIN	SUPERVISOR
BRANDS & PROJECTS		
Create, edit and trash brands, projects and folders	✓	✓
Manage who has access to a brand, project or folder	✓	✓
Which brands they can see	Every brand	SETTING Brands they create or are added to
Restore items from Trash	Everything	Items from their brands
Permanently delete items from Trash	✓	–

Tasks & team

Yes · No · SETTING An admin decides

WHAT THEY CAN DO	ADMIN	SUPERVISOR
TASKS & APPROVALS		
Create, edit and trash any task	✓	✓
Assign and remove people on tasks	✓	✓
Set internal and external deadlines	✓	✓
Move tasks between workflow stages	✓	✓
Mark tasks as Approved Including overriding the client's decision	✓	SETTING Off by default
Mark approved work as Posted	✓	✓
Sign off at the Admin Approval stage *	✓	–
Archive tasks When the Archive stage is turned on	✓	✓
Delete task versions	✓	✓
Decide which tasks clients can download	✓	✓
Accept suggested edits and restore document versions	✓	✓
Set up intake forms and review client work requests †	✓	✓ Not requests they submitted
TEAM		
Invite team members	Admins, supervisors, editors	Supervisors, editors
Invite clients as guests	✓	✓
Edit members and change their role	Everyone	Everyone except admins
Deactivate members	Everyone	Editors and guests

SIDE BY SIDE, CONTINUED

Workspace, billing & insights

Yes · No · SETTING An admin decides

WHAT THEY CAN DO	ADMIN	SUPERVISOR
INSIGHTS & PRICING		
Analytics view	✓	SETTING Off by default
See full pricing and set up task pricing †	✓	✓
View storage usage and activity logs	✓	✓
WORKSPACE, BILLING & INTEGRATIONS		
Billing, plans and invoices	✓	–
Workspace name, logo and approval workflow	✓	–
Workspace preferences Client permissions, downloads, revision limits and more	✓	–
Customize statuses Rename, hide, or turn on the Archive stage	✓	–
Header card defaults and Discussion settings	✓	–
Create and manage Discussion channels	✓	✓
Workspace-wide notification rules and automations	✓	–
Slack, API keys and webhooks	✓	–
Connect social media accounts Enterprise plan	✓	SETTING Allowed by default

GOOD TO KNOW

- **Admins protect each other.** Changing or removing another admin needs that admin's approval, and the last admin can't be removed.
- **Notifications stay personal.** Everyone controls their own notifications. Admins set the workspace-wide rules.

* The Admin Approval stage is part of the **Agency with 2 Approvers** and **Team + Manager + Admin** workflows.

† Task pricing and intake forms depend on your plan. Intake forms are available on agency workflows.

FOR ADMINS

Settings that change what supervisors can do

Only admins can change these settings. The first three are in **Settings → Workspace → Team Access**. The social account settings are in **Settings → Integrations** (Enterprise plan).

Supervisor Approval Override

Settings → Workspace → Team Access

Default **Off**

WHEN ON
Supervisors can mark tasks as Approved, even if that overrides the client's decision.

WHEN OFF
Supervisors stop one stage before Approved and send work back for revisions instead. Admins can always approve.

Analytics View

Settings → Workspace → Team Access

Default **Off**

WHEN ON
Supervisors can open the Analytics view, just like admins.

WHEN OFF
Supervisors don't see the Analytics view.

Auto-Add Supervisors to Brands

Settings → Workspace → Team Access

Default **Off**

WHEN ON
Every supervisor is added to each new brand automatically.

WHEN OFF
Only admins are added automatically. Supervisors see brands they create or are added to by hand.

Who can manage connections

Settings → Integrations · Enterprise

Default **Supervisors & admins**

SUPERVISORS & ADMINS
Supervisors can connect, replace and disconnect social accounts, and create connect links for clients.

ADMINS ONLY
Only admins can manage social account connections.

Notify when a connection is expiring or breaks

Settings → Integrations · Enterprise

Default **Admins**

SUPERVISORS & ADMINS
Supervisors also get the daily email when a connected account is about to expire or has stopped working.

ADMINS, OR NO ONE
Only admins get the email, or nobody does.