timeliner

TEAM ROLES GUIDE

Admins, Supervisors & Editors

What each team role can do in Timeliner, and the settings admins can use to give supervisors and editors 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
- Manages billing, plans and workspace settings
- Sets up Slack, API keys and webhooks
- Decides how much control supervisors and editors 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 supervisors, editors and clients
- Sees full pricing, storage and activity logs
- Can't change billing or workspace-wide settings

EDITOR

Does the work

Works on the tasks they are given, inside the brands and projects they are added to.

- Uploads versions and adds variants
- Moves work forward up to Supervisor Approval
- Comments and draws on frames, internally by default
- Creates tasks, unless an admin blocks it
- Doesn't assign, set deadlines, invite or see financials

Side by side

✓ Yes – No SETTING An admin decides

WHAT THEY CAN DO	ADMIN	SUPERVISOR	EDITOR
BRANDS & PROJECTS			
Create, edit and trash brands and folders	✓	✓	–
Create projects	✓	✓	SETTING Off by default
Trash projects	✓	✓	Only ones they created, when project creation is on
Manage who has access to a brand, project or folder	✓	✓	Only private folders they created
Which brands they can see	Every brand	SETTING Brands they create or are added to	Brands and projects they are added to
Restore items from Trash	Everything	Items from their brands	Items they deleted
Permanently delete items from Trash	✓	–	–

Tasks

✓ Yes – No SETTING An admin decides

WHAT THEY CAN DO	ADMIN	SUPERVISOR	EDITOR
TASKS & APPROVALS			
Which tasks they see	All	All tasks in their brands	SETTING Only tasks assigned to them, by default
Create tasks Empty tasks or by dragging files onto the board	✓	✓	SETTING On by default. Can be set per editor
Edit tasks and their briefs	✓	✓	Tasks they can see
Trash tasks	Any task	Any task	Tasks they created
Assign and remove people on tasks	✓	✓	Can add people, can't remove them
Set internal and external deadlines	✓	✓	No. They see the internal deadline only
Fill in board columns on their tasks	✓	✓	✓
Add board columns or change their options	✓	✓	–
Upload new versions and add variants	✓	✓	✓
Work inside approved parent tasks Add variants and upload into an Approved or Posted parent	✓	✓	SETTING Off by default
Move tasks between workflow stages	✓	✓	SETTING Up to Supervisor Approval, by default
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	✓	✓	Versions they uploaded
Download task files	✓	✓	✓
Decide which tasks clients can download	✓	✓	–
Comment, draw on frames and reply to feedback	✓	✓	✓
Post comments the client can see	✓	✓	SETTING Off by default. Editor comments stay internal
Share a task by link	✓	✓	✓
Accept suggested edits and restore document versions	✓	✓	–
Set up intake forms and review client work requests †	✓	Yes, not requests they submitted	–

SIDE BY SIDE, CONTINUED

Team, insights & pricing

Yes – No SETTING An admin decides

WHAT THEY CAN DO	ADMIN	SUPERVISOR	EDITOR
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	–
Message clients directly	✓	✓	–
See, @mention and message other editors	✓	✓	SETTING Allowed by default
INSIGHTS & PRICING			
Analytics view	✓	SETTING Off by default	SETTING If an admin adds it to their Team views
See full pricing and set up task pricing †	✓	✓	Their own pay only. No brand or client financials
Set team pay and salaries	✓	–	–
View storage usage and activity logs	✓	✓	–
See a task's history	✓	✓	✓
Plan their own workload	✓	✓	SETTING Off by default. Editors only read their row

SIDE BY SIDE, CONTINUED

Workspace, billing & integrations

Yes – No SETTING An admin decides

WHAT THEY CAN DO	ADMIN	SUPERVISOR	EDITOR
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	–
Edit captions, thumbnails and posting times	✓	✓	✓
See HQ in the sidebar When Show HQ is on	✓	✓	✓
Settings pages they can open	All	All except workspace-wide ones	Profile and Notifications

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.
- **Editors and clients don't message each other directly.** Editors talk to clients through comments, and those stay internal unless an admin allows public editor comments.

* 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.

Supervisor Approval Override

Default **Off**

Settings → Team & permissions → Permissions

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

Default **Off**

Settings → Team & permissions → Permissions

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

Default **Off**

Settings → Team & permissions → Permissions

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.

Supervisors Can Archive Brands

Default **Off**

Settings → Team & permissions → Permissions

WHEN ON
Supervisors can archive brands.

WHEN OFF
Only admins can archive brands.

Who can manage connections

Default **Supervisors & admins**

Settings → Integrations · Enterprise

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

Default **Admins**

Settings → Integrations · Enterprise

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.

FOR ADMINS

Settings that change what editors can do

Only admins can change these settings.

Extended Editor Permissions

Default **Off**

Settings → Team & permissions → Permissions

WHEN ON
Editors can push tasks all the way to Client Approval. This skips the supervisor review, so the client may see work no supervisor checked. Not recommended.

WHEN OFF
Editors stop at Supervisor Approval. A supervisor or admin sends the work on to the client.

Direct to Brand After First Review

Default **Off**

Settings → Team & permissions → Permissions

WHEN ON
After the client sends a task back for revisions, editors can send it straight back to the client. The first round always goes through a supervisor.

WHEN OFF
Editors go through supervisor review on every round.

Editor Task Visibility

Default **Off**

Settings → Team & permissions → Permissions

WHEN ON
Editors see every task in the projects they belong to.

WHEN OFF
Editors only see tasks they are assigned to.

Block Editors from Creating Tasks

Default **Off**

Settings → Team & permissions → Permissions
Override for one editor in Team → Edit Member

WHEN ON
Editors can't create new tasks, empty or by dragging files onto the board. They can still upload new versions and add variants.

WHEN OFF
Editors can create tasks on the boards they can see.

Editors Can Create Projects

Default **Off**

Settings → Team & permissions → Permissions

WHEN ON
Editors can create projects inside brands they already have, and trash only the projects they created. Brands and folders stay supervisor-only.

WHEN OFF
Only admins and supervisors can create projects.

More editor settings

Editors Can Work On Approved Parent Tasks

Default **Off**

Settings → Team & permissions → Permissions

WHEN ON
Editors can add variants to a parent task that is already Approved or Posted, and upload into its variants.

WHEN OFF
Only admins and supervisors can work inside approved parent tasks. Regular Approved or Posted tasks stay closed to uploads for everyone.

Editors cannot see or contact other editors

Default **Off**

Settings → Team & permissions → Permissions

WHEN ON
Editors can't see, @mention or message other editors anywhere. Existing editor-to-editor chats become read-only. Useful for freelancers.

WHEN OFF
Editors can see and message each other.

Let editors post client-visible comments

Default **Off**

Settings → Clients & portal

WHEN ON
Editors can choose Public on a comment so the client sees it. Their comments still start as Internal.

WHEN OFF
Every editor comment is internal and never reaches the client.

Editors manage their own workload

Default **Off**

Settings → Team & permissions → Workload

WHEN ON
Each editor plans their own week and time estimates on their tasks.

WHEN OFF
Editors can read their workload row but not change it.

Team views

Default **Set per role**

Settings → Team & permissions → Permissions

PER ROLE
Choose which views editors get (List, Board, Folders, Workload, Calendar, Analytics), their order, and where they land after signing in.

PER PERSON
Override one person's views in Settings → Team.