



TimeBase LawOne Quick Start Guide

Account administration

Access the TimeBase administration site	2
Add a new user	5
Reset a password	8
Delete a user	11
Key points to remember	13



Show me how to...

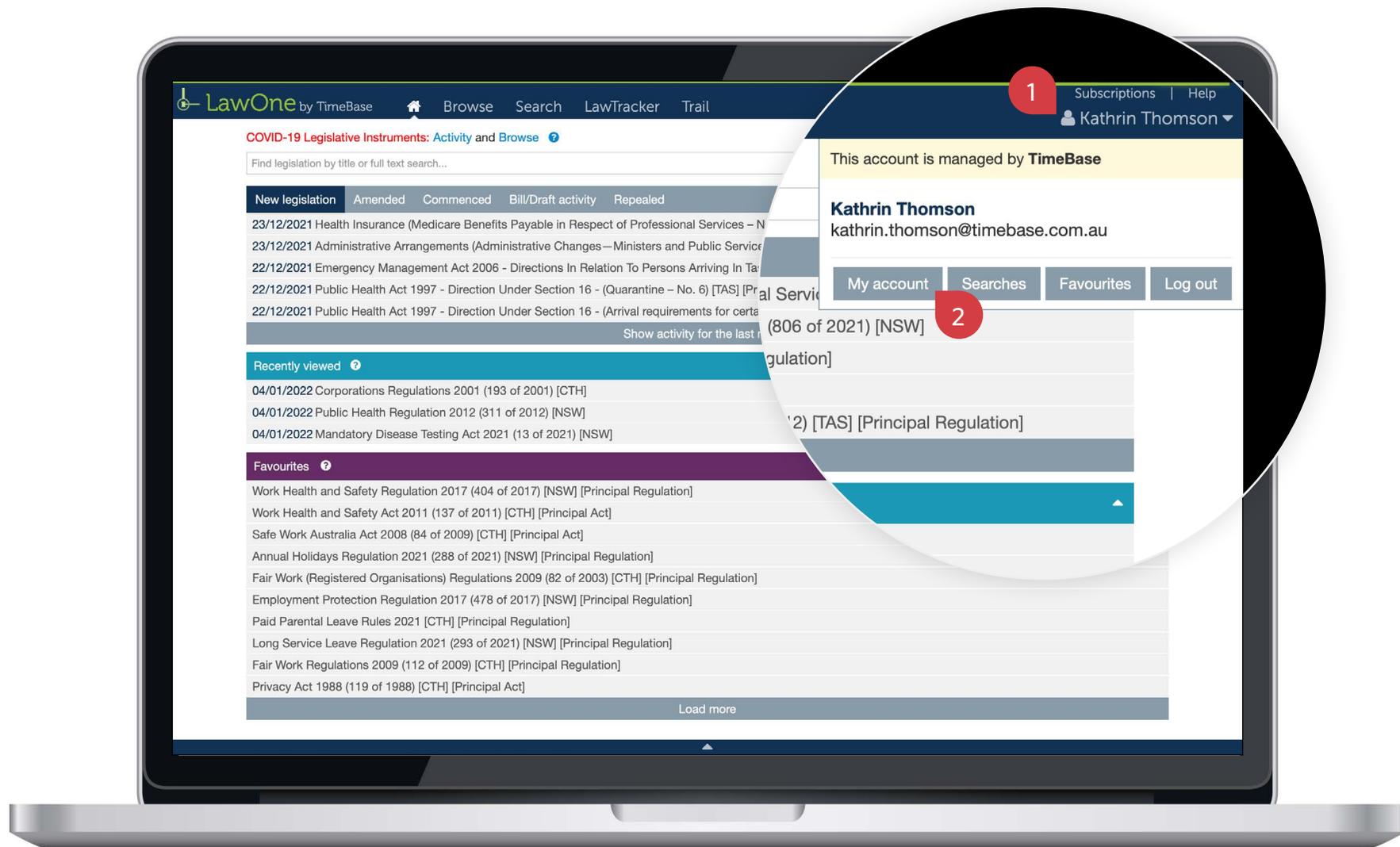
Access the TimeBase administration site

Access the TimeBase administration site to update your account details, manage user accounts in your organisation and more.



Access the TimeBase administration site

From any LawOne page: 1 Click on your profile. 2 Click on my account. The TimeBase administration site will load. →

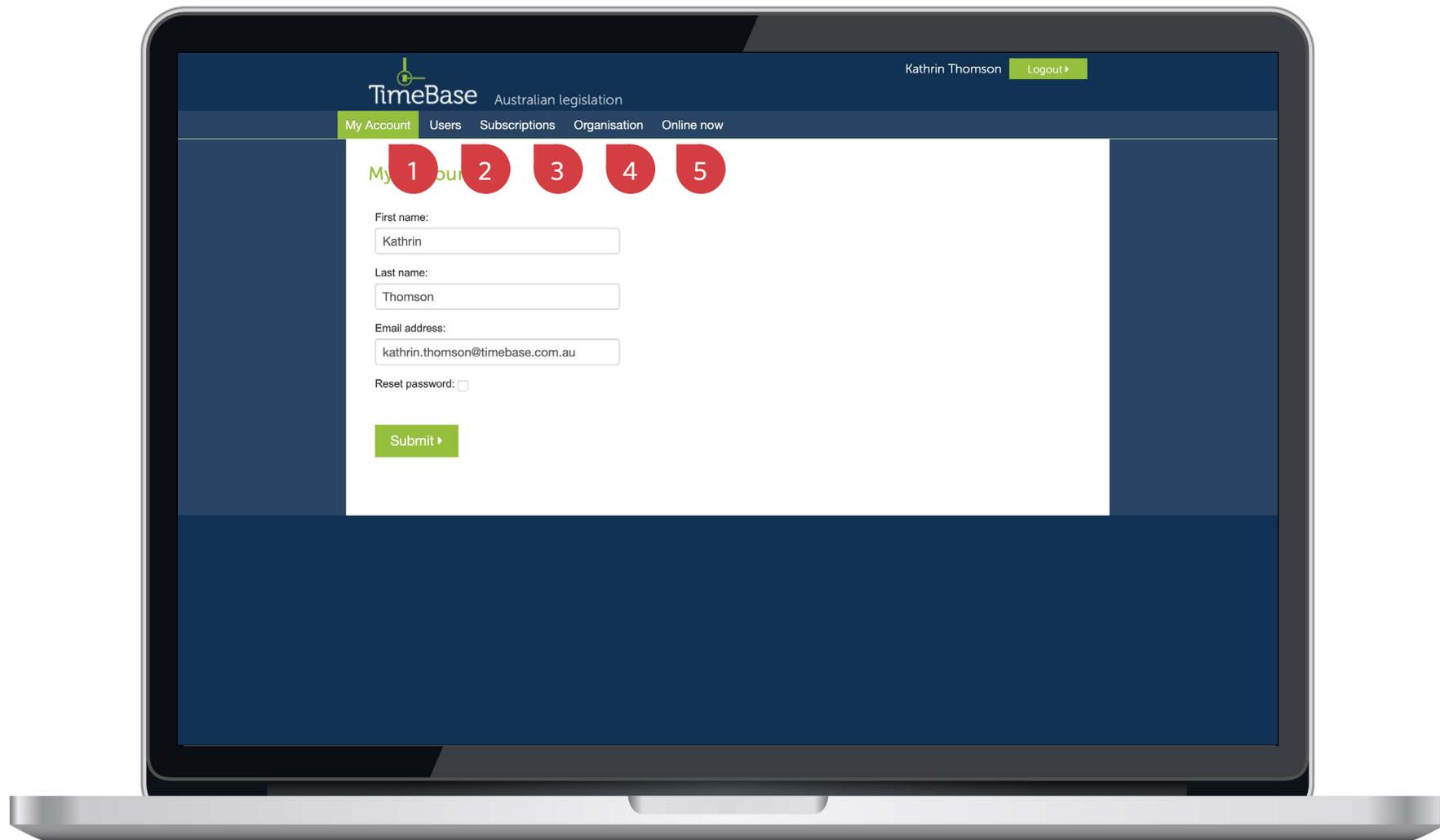




Access the TimeBase administration site **continued**

On the TimeBase administration site, you can:

- 1 View and manage your account details.
- 2 View and manage **all user accounts** in your organisation (including adding and deleting users and resetting their passwords).
- 3 View a list of **all TimeBase subscriptions** (and their expiry dates).
- 4 Request an **IP address or domain name change**.
- 5 View a list of **all users currently online**. □





Show me how to...

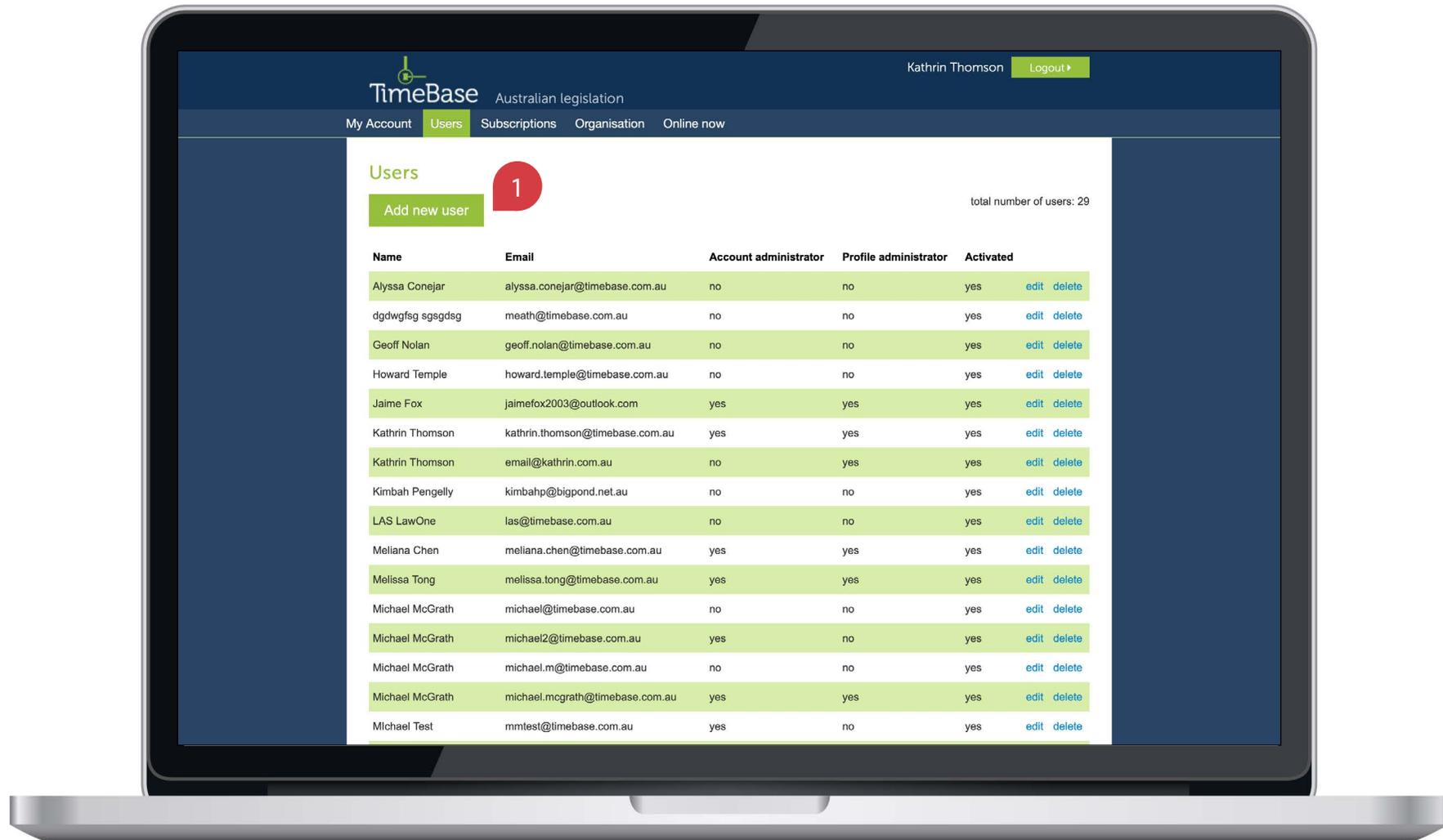
Add a new user

Add a new user to your organisation's account to grant them access to **all available TimeBase subscriptions**. Note: only email addresses associated with your organisation are applicable.



Add a new user continued

On the users page: 1 Click add new user. The add new user page will load. →





Add a new user continued

On the add new user page: ① Select an account type. ② Enter the first name, last name and email address of the new user. ③ Enter and confirm a password. ④ Click submit. A summary confirmation of the new user details will load and an email will be sent to the user instructing them to **active their account**. □

Add new user

1 Type: Individual account

2 First name: John

Last name: Smith

Email address: john.smith@timebase.com.au

3 Password: mepdib-rofhuq-Mesvo Strong Password

Strong

Confirm Password: mepdib-rofhuq-Mesvo Strong Password

Account administrator:

Account administrators have access to all user accounts within the organisation. Account administrators can make significant account changes including deleting users. Only a very limited number of individuals should have this permission level enabled.

Profile administrator:

Profile administrators have access to all alert profiles within the organisation. Profile administrators can add and delete alert profiles, amend tracked legislation and change recipients. Only a limited number of individuals should have this permission level enabled.

4 Submit ▶



Show me how to...

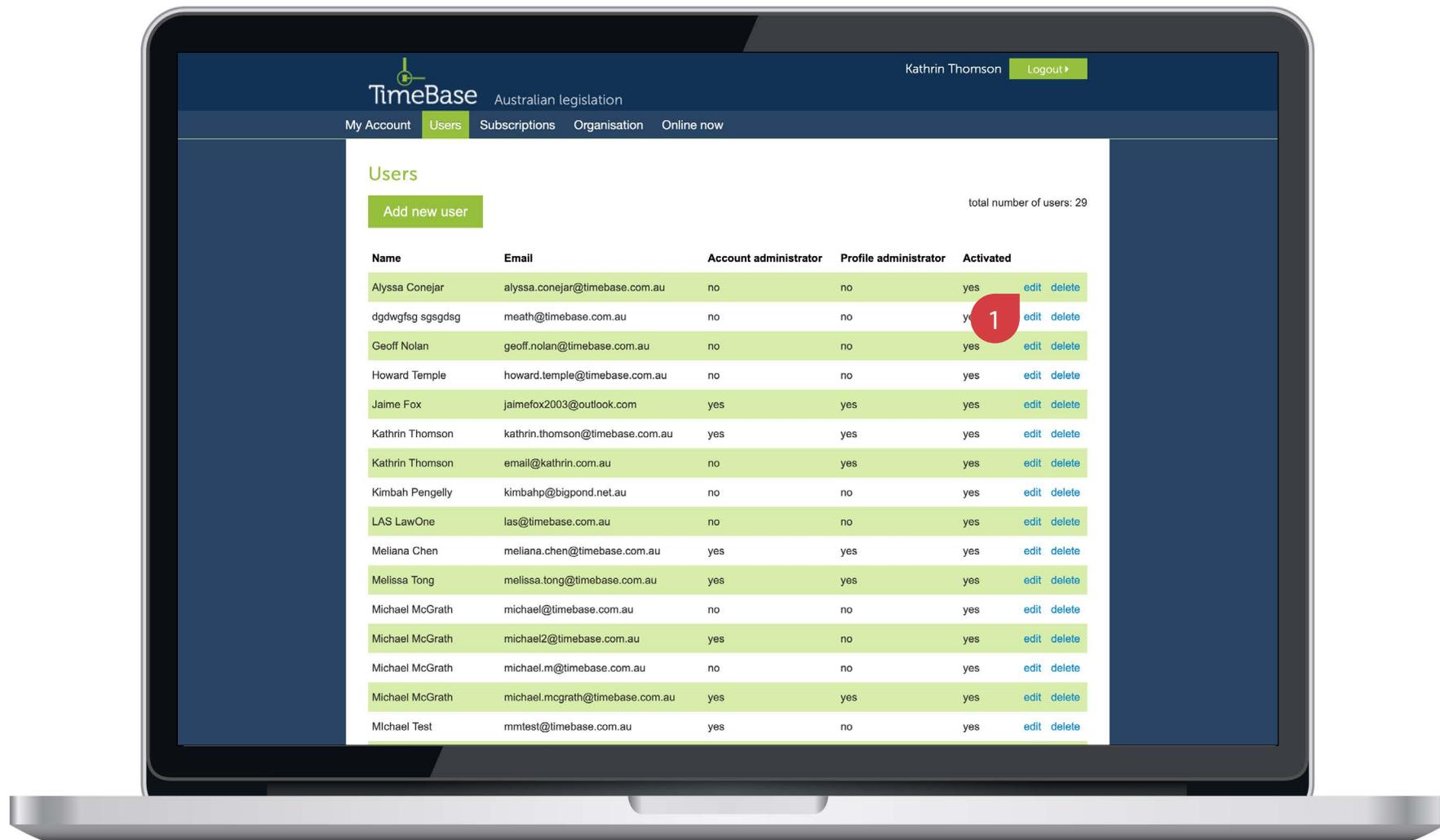
Reset a password

Reset a password for any TimeBase user in your organisation.



Reset a password

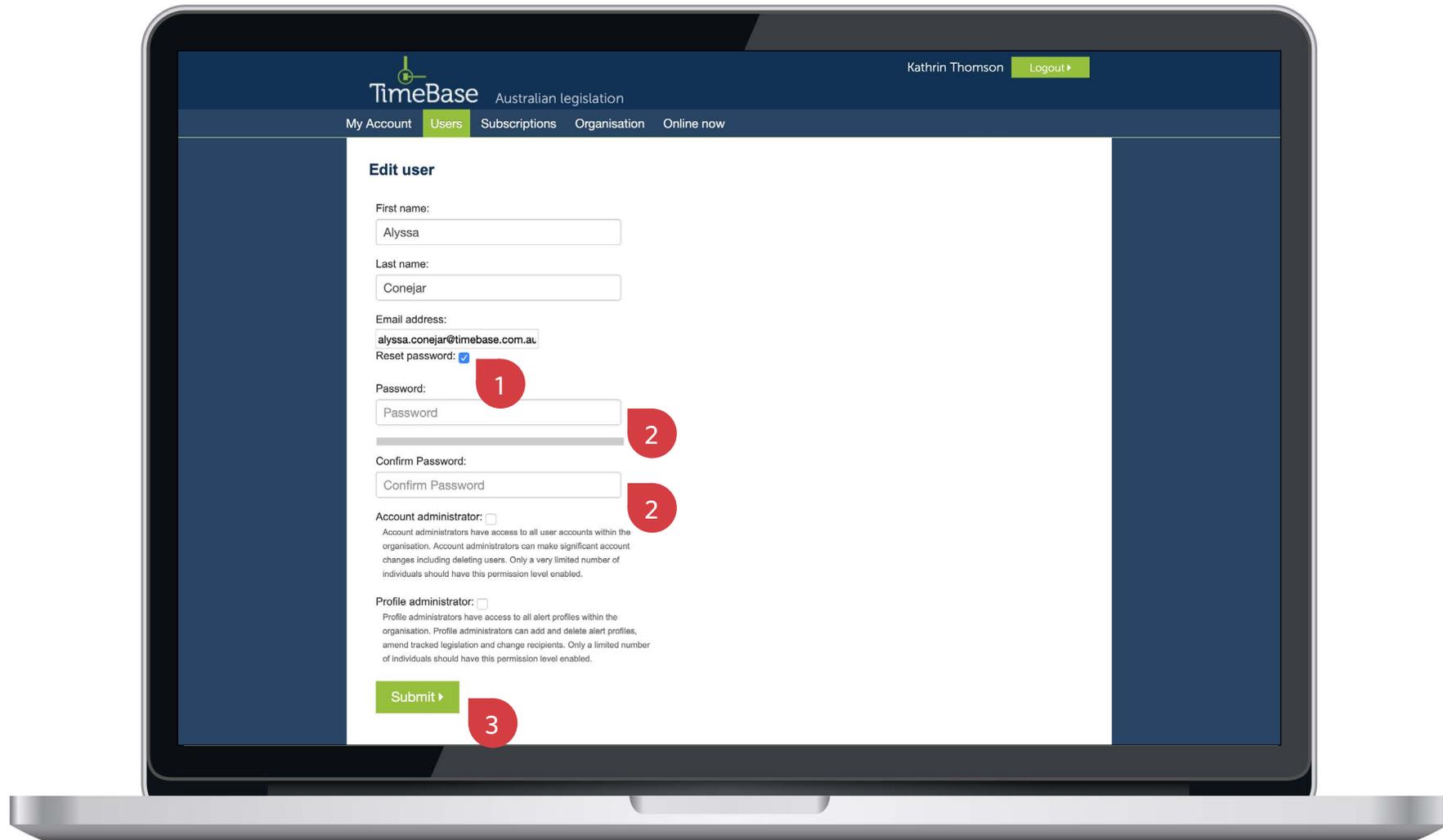
On the users page: 1 Click on the **edit** link of the user requiring a new password. The **edit user** page will load. →





Reset a password continued

On the edit user page: **1** Tick the **reset password** checkbox. **2** Enter and confirm the new password. **3** Click **submit** to finish. The user will be notified of the change via **email**. □





Show me how to...

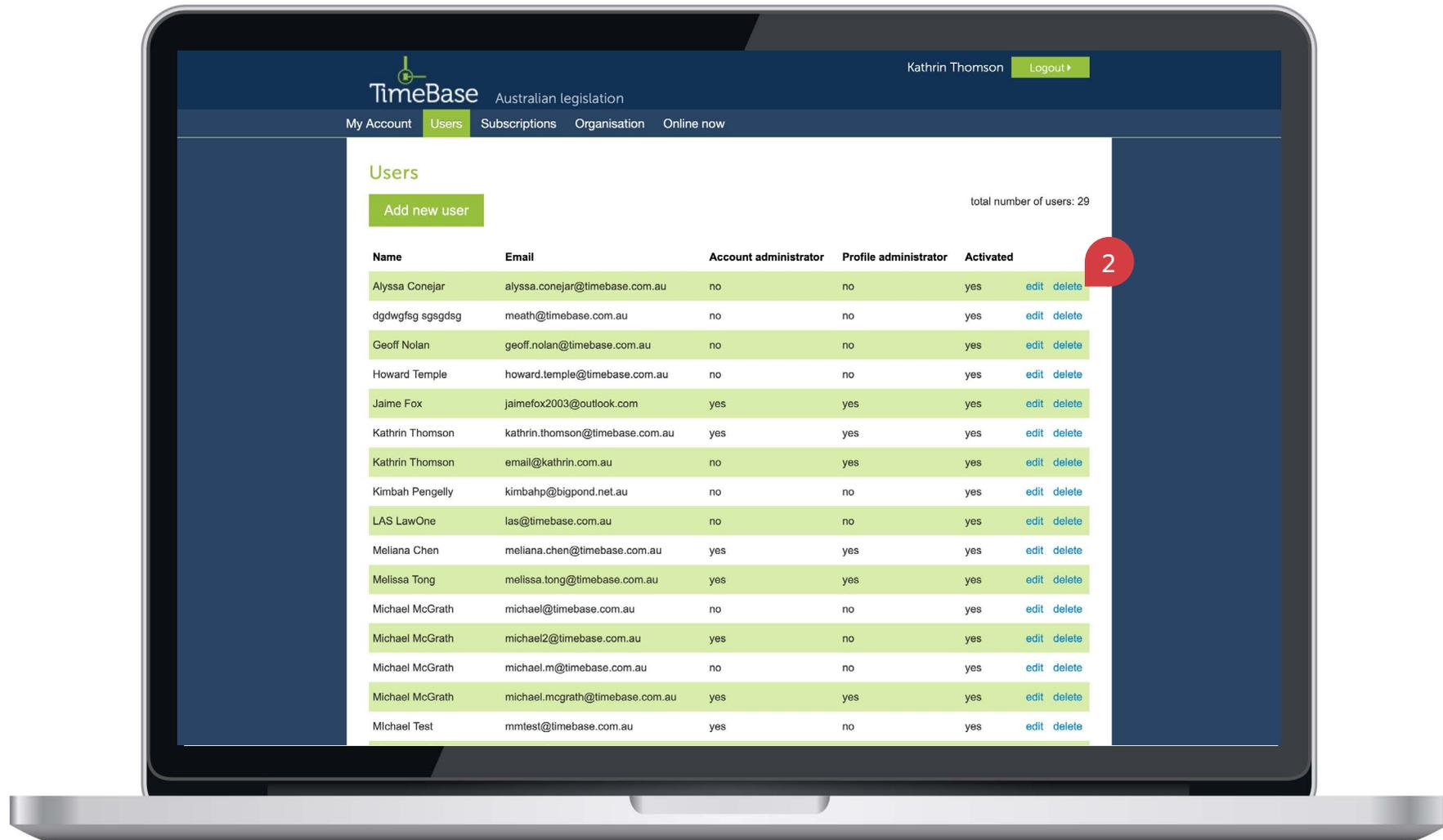
Delete a user

Permanently delete a user, removing their access to LawOne (and all other TimeBase subscriptions).



Delete a user

- On the users page:** 1 Locate the user and click **delete**. A popup warning will appear.
2 Click **OK** to delete the user from the system. □





Key points to remember

- ▶ Account administrators have **access to all user accounts** within the organisation. Account administrators can make significant account changes including deleting users. Only a very limited number of individuals should have this permission level enabled.
- ▶ You need to load the **TimeBase administration site** to manage user accounts for all TimeBase subscriptions.
- ▶ Only **email addresses associated with your organisation** can be used to create a new user account.

Need further help or technical support?

- > **Talk to a TimeBase team member on 1800 077 088 (Mon–Fri, 8am–4:30pm)**
- > **Email your questions to service@timebase.com.au**
- > **Access the full range of quick start guides at timebase.com.au**

TimeBase Pty Ltd

PO Box A2634, Sydney South, NSW 1235 Australia

E service@timebase.com.au

T +612 9262 3557 or 1800 077 088

timebase.com.au

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