

# TimeBase LawOne Quick Start Guide

## Account administration

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**Show me how to...**

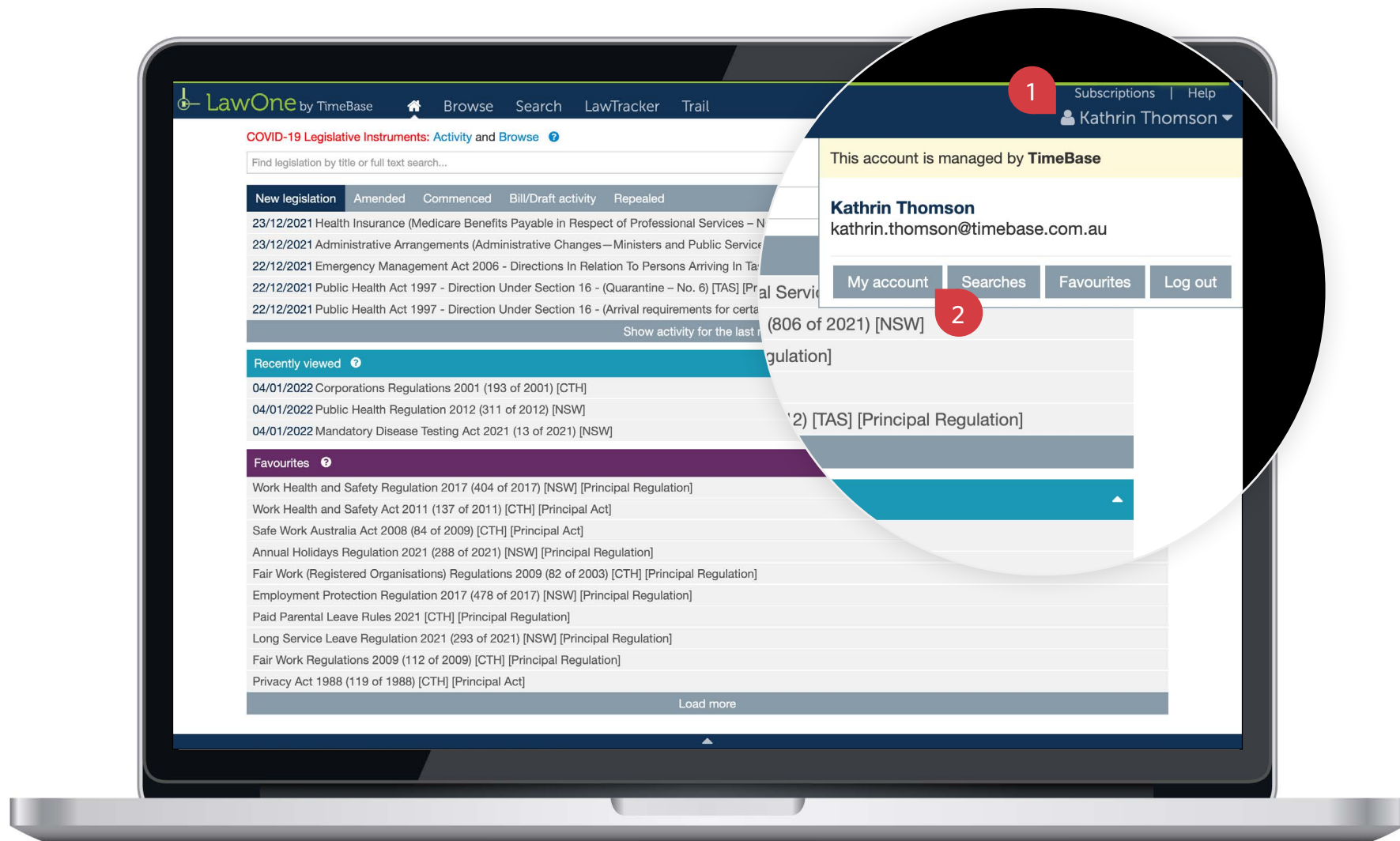
## **Access the TimeBase administration site**

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. →

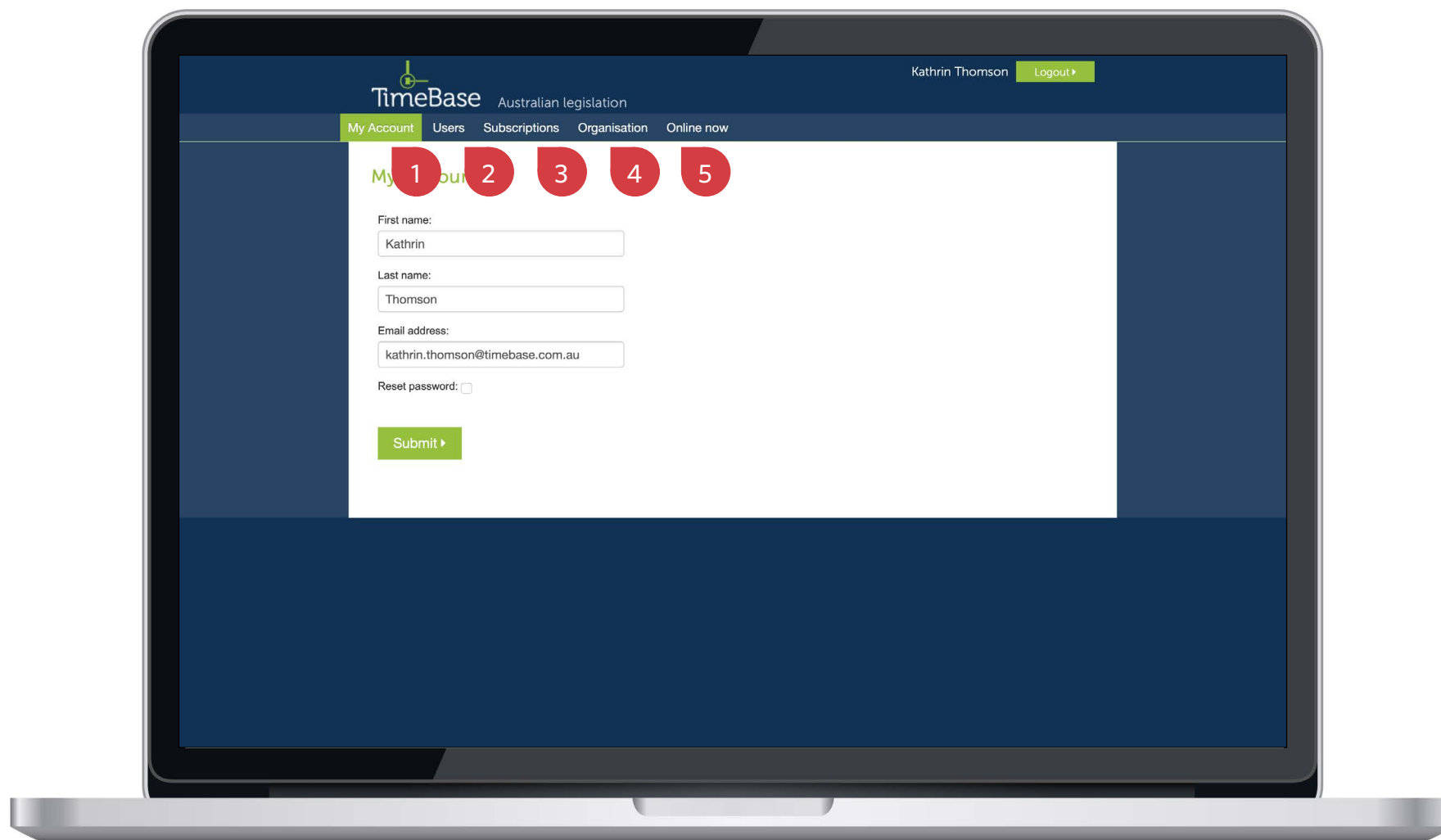




## Access the TimeBase administration site **continued**

**On the TimeBase administration site, you can:**

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





## Show me how to...

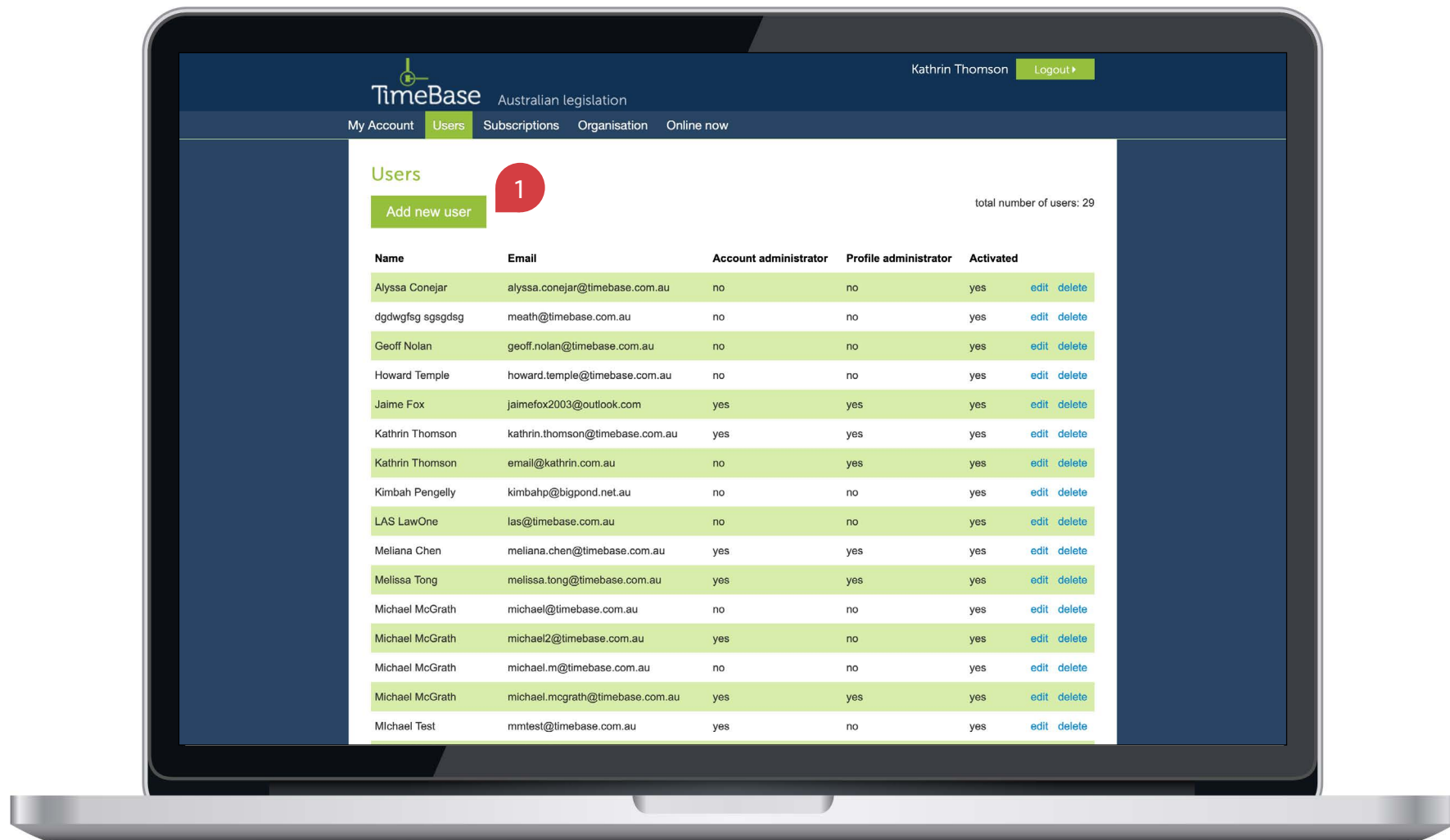
### Add a new user

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:** ❶ Select an **account type**. ❷ Enter the **first name**, **last name** and **email address** of the new user. ❸ Enter and confirm a **password**. ❹ Click **submit**. A **summary confirmation** of the new user details will load and an **email** will be sent to the user instructing them to **activate their account**. □

**TimeBase** Australian legislation  
Kathrin Thomson Logout ▶

My Account **Users** Subscriptions Organisation Online now

### Add new user

❶ Type:  
Individual account

❷ First name:  
John

Last name:  
Smith

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

❸ 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.

❹ Submit ▶



## Show me how to...

# Reset a password

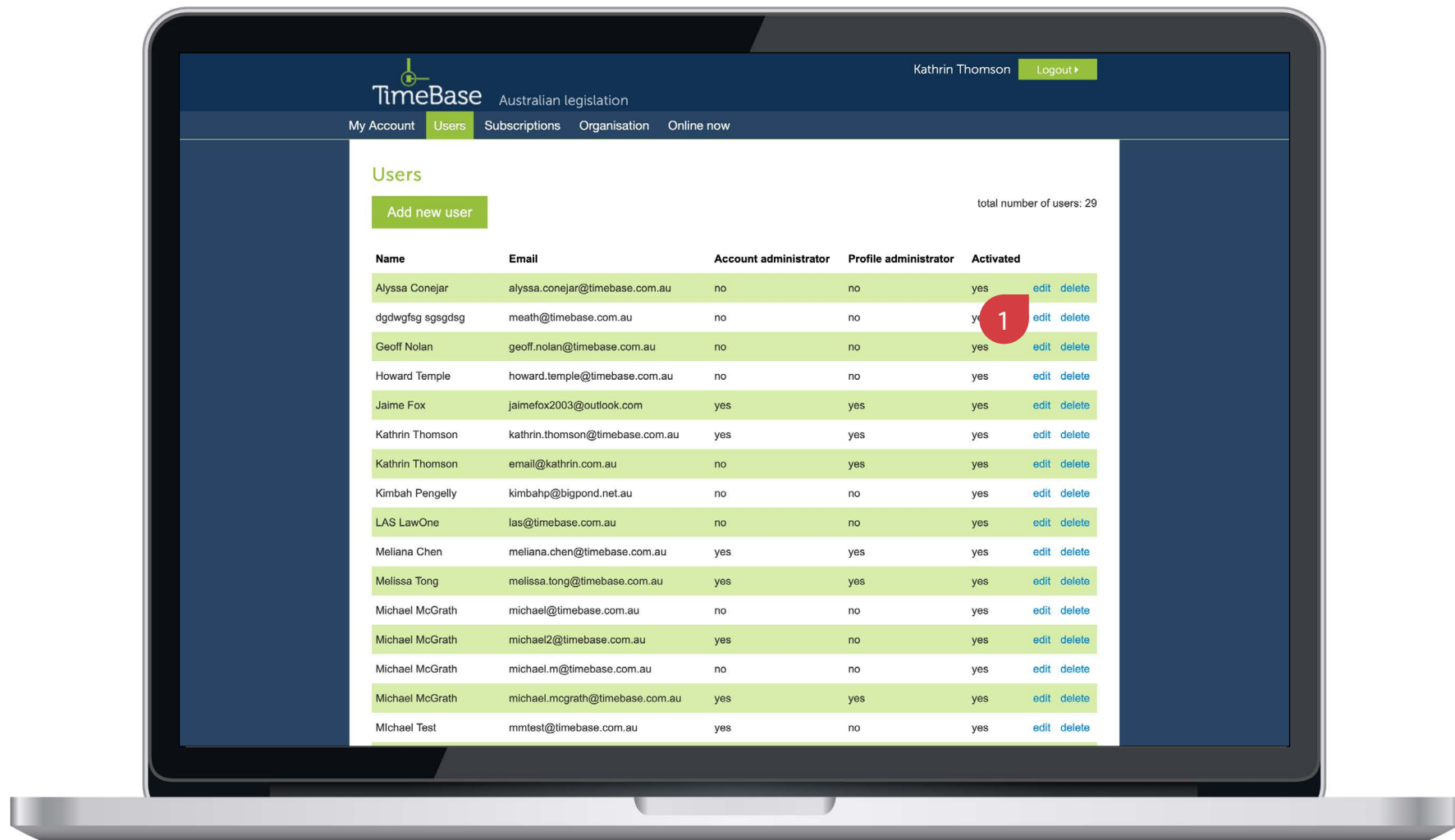
Reset a password for any TimeBase user in your organisation.





## Reset a password

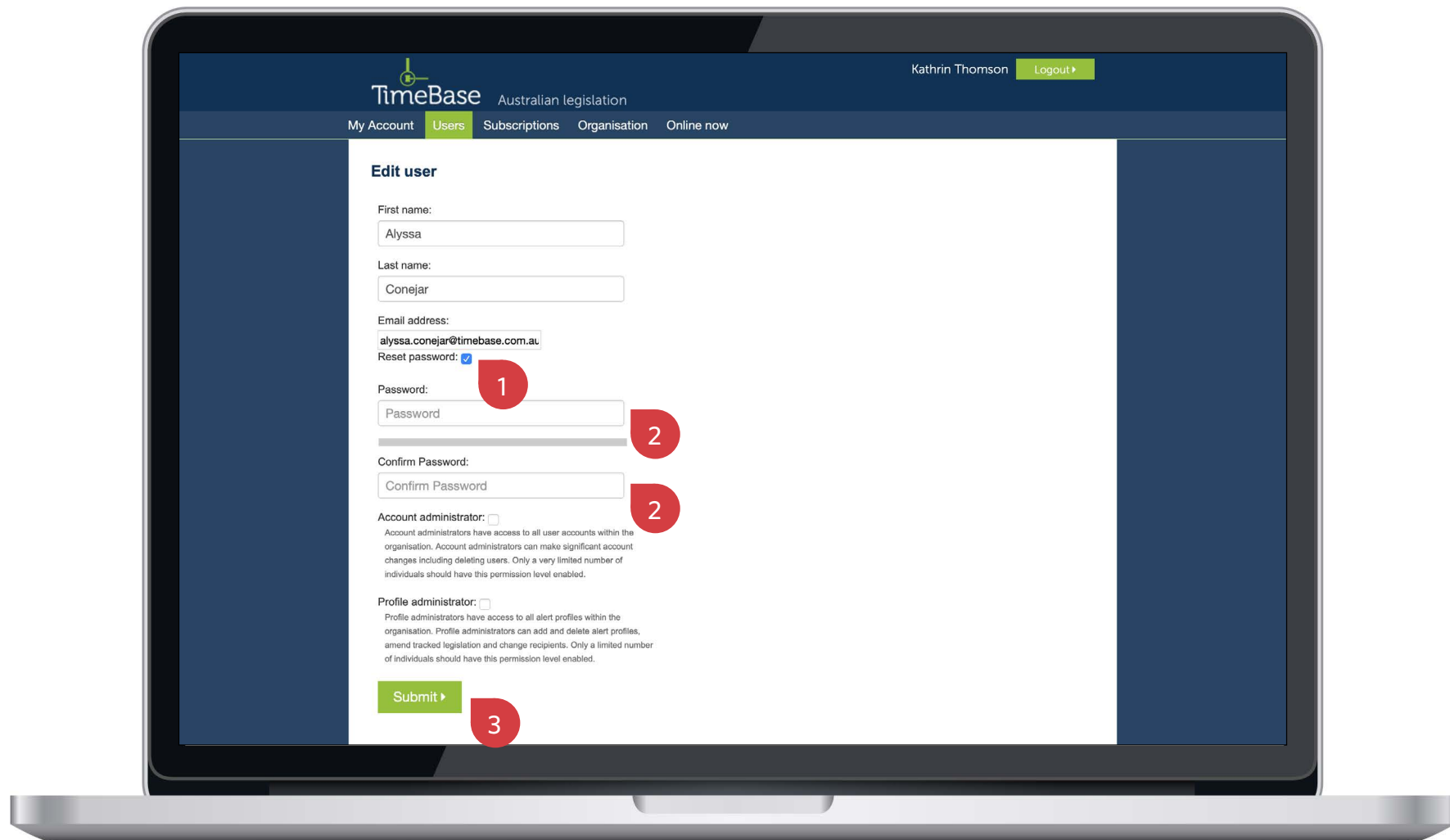
**On the users page:** 1 Click on the **edit** link of the user requiring a new password. The **edit user** page will load. →





## Reset a password **continued**

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





## Show me how to...

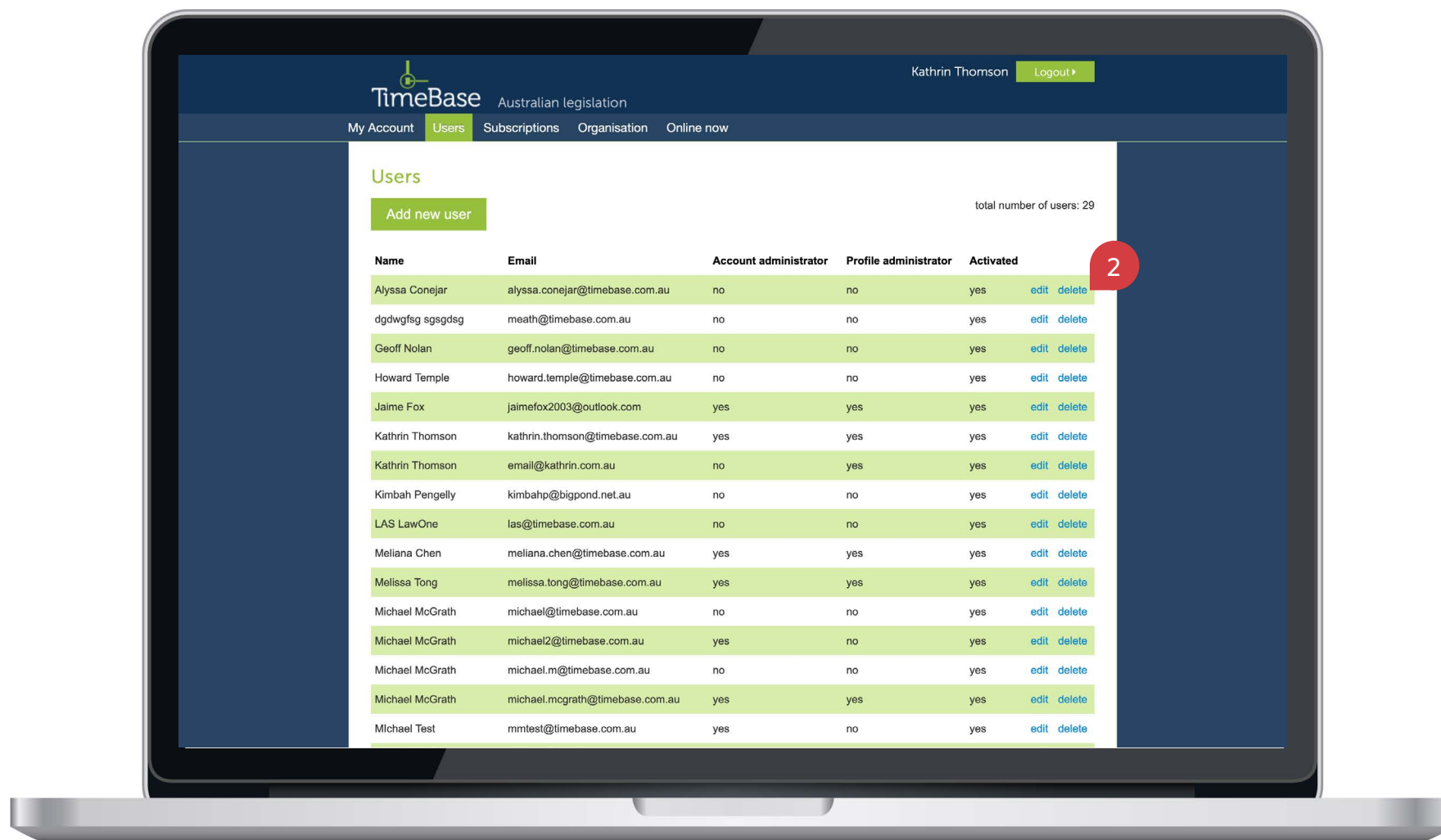
### Delete a user

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](mailto:service@timebase.com.au)**
- > **Access the full range of quick start guides at [timebase.com.au](https://timebase.com.au)**

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Document last updated: February 2022

