Authorizing a user to book on a project

General

Standard users (members of the loose group **XX-PTM-Usr**) are usually only permitted to record project time on the projects assigned to them. How to grant such a permission is described below.

NOTIZ

Permissions granted for a main project also apply to all subprojects!

Creating a new project

Creating a new project is described in detail in the chapter New project[1].

Granting the permission

After the relevant **project** has been created or selected, navigate to the **Permissions** tab.

Clicking **Add permission** displays a new row for entering the details.
In the **Permission type** column, select **Person**.
An input field then also appears in the **Executor** column. Here you can select the desired employee (by direct entry with the AutoComplete function or by clicking the correct row):

Because the selected employee is only to be authorized for **project time booking**, the last step is simply to check the box in the **Book** column:

Valid from and Valid until
With these parameters, you can optionally limit the validity period of the permission - if nothing is entered, the current date is automatically used as the from date and 01.01.3000 as the until date.

Delete
By clicking in the column with the delete icon



permissions that have already been entered can be revoked at any time.

Clicking **Save** finally applies the entry, whereby the employee receives the permission. Clicking **Cancel** discards the entry.

1. /daisy/webdesk-manual-admin/7006-dsy.html?language=4