Permission Control

What is an action permission?

An action permission basically determines who can call an action (e.g., who may open the group calendar or the management lists).

The following **permission types** are available for action permissions:

- Client permission
- Group permission
- Person permission
- Role permission.

Client Permission

The client permission allows various actions to be executed for all employees of the client. This is particularly useful for actions such as Booking, Monthly Journal, Settings, or Change Password.

Group Permission

The group permission allows various actions to be executed for a specific group (department).

It is also possible to extend the group permission to the subordinate groups. The subgroups then receive the same viewing permission as the parent group.

Person Permission

The person permission makes it possible for only a specific person to receive the viewing permission for certain actions.

Role Permission

The role permission allows various actions to be executed only for specific roles (team leader, department head, supervisor, ...). This permission enables role holders, for example, to view management lists. All role holders of the selected role in the organization thus receive the role permission and viewing permission.

Permission Access

If an action is added to the menu tree with several configurations, access to this action and its configurations follows a specific order: the system first checks whether the permission is assigned to a person; if not, it looks for a group permission. If there is no group permission, it looks for a role permission, and then for the client permission.

If a person permission is assigned, the action or configuration for which the permission exists is accessed.

Assigning Permissions

The action permission can be assigned in the following ways:

- via the **person** > select the desired person > Action Permissions tab > assign the action permission
- via the **action** > select the desired action > Permissions tab > select the permission type
- via the **role** > select the desired role > Actions tab > select the new action > define the viewing permission