

Assign project permissions

To assign **permissions** for a specific project, as an administrator, you access the **project overview** via

MODULES

--> **Project time acquisition**

--> **Projects**

Select the desired project and click on the **"Permissions"** tab to get to the permissions overview. Here you will find an overview of all existing permissions for this project as well as the possibility to **delete, modify and assign** new ones. To do this, proceed as follows:

- 1) **Klick on button "Add permission"**
- 2) **Choose the desired subject type for permission** (whole client, group or individual roles/persons)
- 3) **Choose the desired subject which shall be permitted** (which client, group, role, person)
- 4) **Choose the desired permission type** (multiple types pickable)
[more about the different permission types](#)¹
- 5) **Select date for "valid from"** (if nothing is inserted here, the current date is assumed)
- 6) **Select date for "valid till"** (if nothing is specified here, the longest possible validity is assumed)

Assign project permissions:

Save Cancel Back

Project: MBMar (MB Solutions Marketingaktionen)

Assign Project Permissions
Projects --> choose Project --> Tab "Permissions"

Name MB Solutions Marketingaktionen

Valid from 19/11/2018

Valid till 01/01/3000

Step 2: Choose the permission type

Step 3: Choose the performing Group/Person/etc.

Step 4: Choose the applicable permission types

| Permission type | Performer | Inherit | Negative | Book | Rebook | Edit | Report | Valid from | Valid till | Delete |
|-----------------|-----------------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|------------|------------|--------|
| Client | MB Solutions GmbH | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23/11/2018 | 01/01/3000 | |
| Group | MBManagers (MB Solutions Manager) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 21/05/2019 | | |

Add permission

Step 1: Click on "Add permission"

Inherited permissions

| Performer | Book | Rebook | Edit | Report | Valid from | Valid till | Assigned from |
|-----------|------|--------|------|--------|------------|------------|---------------|
|-----------|------|--------|------|--------|------------|------------|---------------|

1. [/daisy/webdesk-manual-en/g3/5754-dsy/8102-dsy.html#dsy8102-dsy_Arten der Berechtigung](#)