

# Access Rights

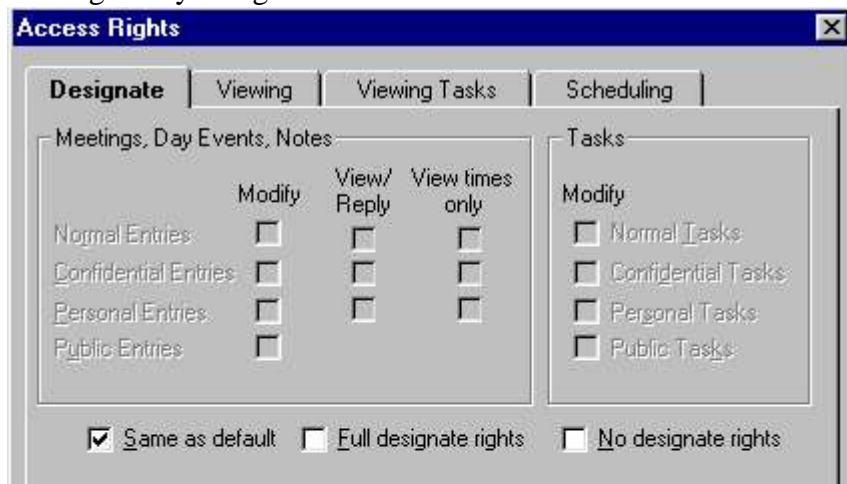
## Designate Rights

A calendar designate is someone who is given the rights to act on someone else's behalf.

### The Designate Rights tab

The first tab, the designate rights tab, allows to designate rights to be granted to users.

The rights are assigned by using combinations of tick boxes.



The primary set of boxes is the lower set. These have the following effect.

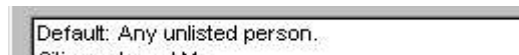
- Same as default – the user is awarded the same designate rights as the default user
- Full designate rights – the user is awarded all designate rights
- No designate rights – the user is denied all designate rights

Only one (or none) of these options may be selected.

The upper set of boxes only become useable when none of the lower set is selected.

### Same as default

Rights may be assigned to a default user. This user is listed as “Default: Any unlisted person”.



Any rights granted to the default user should be extremely carefully considered. It is highly recommended that any rights assigned to the default user be as restrictive as possible, since everyone not specifically listed in the user rights list gains those rights.

For instance, granting full designate rights to the default user will result in everyone being granted designate rights; this is to be avoided.

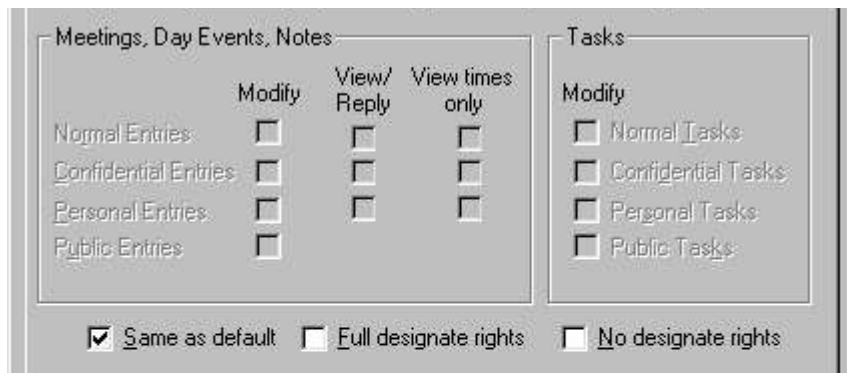
The default user cannot be deleted. When a new calendar account is created, the Default user is automatically denied all designate rights.

Granting a listed user's rights to be "Same as default", therefore, grants that user whatever rights have been assigned to the default user.

To assign these rights, select the listed user.



Then select "Same as default"



The user now is awarded the same rights as the default user.

## Full Designate rights

When awarding any rights to other people, the rule that should be followed is

*Only award someone just enough rights to perform their job, no more.*

This is a tried and true adage in network administration circles and applies equally here. In some cases, awarding full designate rights may be desirable; in most however, this option would be an overkill.

Assigning full designate rights is performed by first selecting the user in the user list, then selecting “Full designate rights”.

The screenshot shows a dialog box for assigning rights. It is divided into two main sections: 'Meetings, Day Events, Notes' and 'Tasks'.  
Under 'Meetings, Day Events, Notes', there are three columns: 'Modify', 'View/Reply', and 'View times only'. Each column has four rows corresponding to entry types: 'Normal Entries', 'Confidential Entries', 'Personal Entries', and 'Public Entries'. All checkboxes in this section are checked and greyed out.  
Under 'Tasks', there is a 'Modify' column with four rows: 'Normal Tasks', 'Confidential Tasks', 'Personal Tasks', and 'Public Tasks'. All checkboxes in this section are also checked and greyed out.  
At the bottom, there are three radio buttons: 'Same as default' (unchecked), 'Full designate rights' (checked and highlighted with a dashed border), and 'No designate rights' (unchecked).

Note that ticks appear in all the boxes for all entry types, but are unselectable (greyed out). From this, it may be seen that assigning full designate rights to another user allows them full access to

- Normal
- Confidential
- Personal
- Public

agenda entries and tasks. It may not be desirable for a designate to have access to personal and or confidential entries.

It is possible to be more specific about which rights are being assigned.

## No designate rights.

In certain cases, it may be desirable for some types of rights to be assigned to a user (for instance, to be granted the right to view the details of agenda entries), but not to have any designate rights.

Select the user from the user list, then select **No Designate Rights**.

The screenshot shows the same dialog box as above, but with different selections. In the 'Meetings, Day Events, Notes' section, all checkboxes are unchecked and greyed out. In the 'Tasks' section, all checkboxes are also unchecked and greyed out. At the bottom, the radio buttons are: 'Same as default' (unchecked), 'Full designate rights' (unchecked), and 'No designate rights' (checked and highlighted with a dashed border).

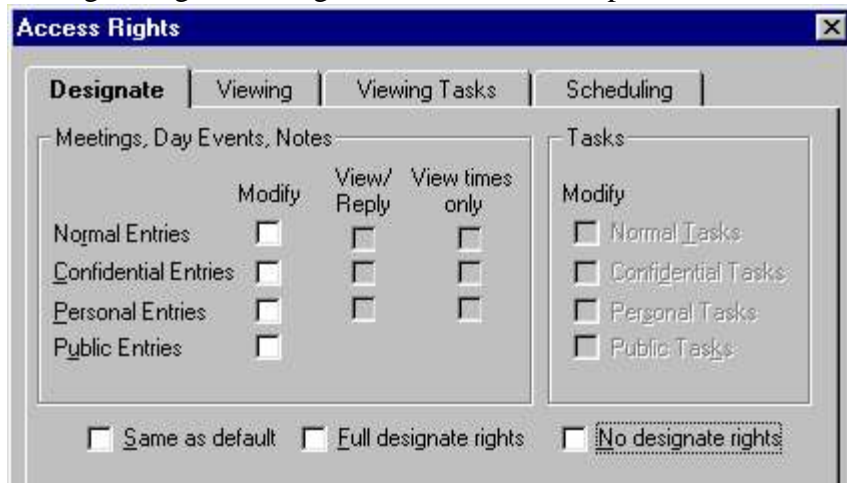
This option denies the user all Designate rights

## Setting individual Designate Rights

The options presented above are fairly restrictive and offer little flexibility. A user may wish to grant rights on a per-user basis, rather than having to grant all rights or no rights at all.

Enabling individual rights

To allow flexible granting of user rights, de-select all the options discussed above.



Note that the options in the upper section of the window becomes available for individual selection.

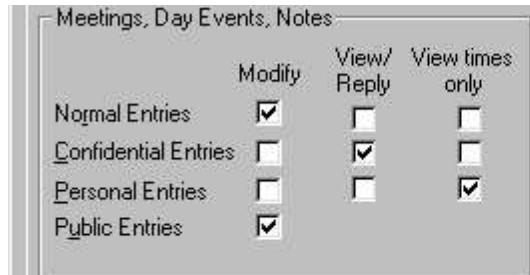
### Rights to Agenda entries

Users may be granted three levels of rights to different types of agenda entries. The types of entries are

- Normal
- Confidential
- Personal

The type of entry is set in the Summary section of an agenda entry's details.

Tick or untick the individual boxes to grant or deny rights to the designate, for instance.



Here a designate has been awarded the rights to

- Modify and reply to Normal and Public Agenda entries
- View details and reply to confidential entries.
- View times of Personal Entries

This set of rights allows the designate to perform the dues required (i.e. Taking of appointments on behalf of the designator), without creating double-bookings, since at least the times of all appointments can be view.

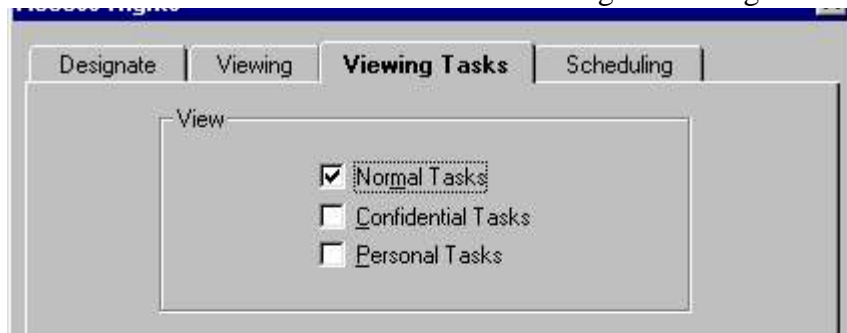
### **Rights to tasks.**

Users may also be granted three levels of rights to different types of tasks.

The types are identical to those found in Agenda entries, namely

- Normal
- Confidential
- Personal

Tick or untick the individual boxes to award the desired rights to designate for instance.



Here a designate has been awarded the rights to view **Normal** tasks and denied rights to **Personal** and **Confidential** tasks.