

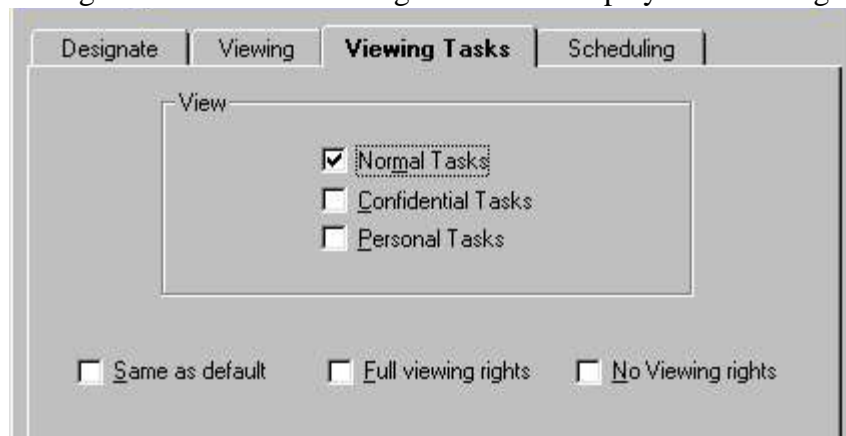
# Task viewing rights

Users may be assigned rights to view tasks.

Note that any task viewing rights assigned to a user as designate overrides the rights discussed in this section.

## The Viewing Tasks tab

Selecting Viewing Tasks in the Access Rights window displays the viewing task.



Various levels of access may be granted to users,

Rights may be assigned using either the individual access levels (top) or the multiple-level selections (bottom).

The default user is not awarded any task viewing rights by default.

## Same as default

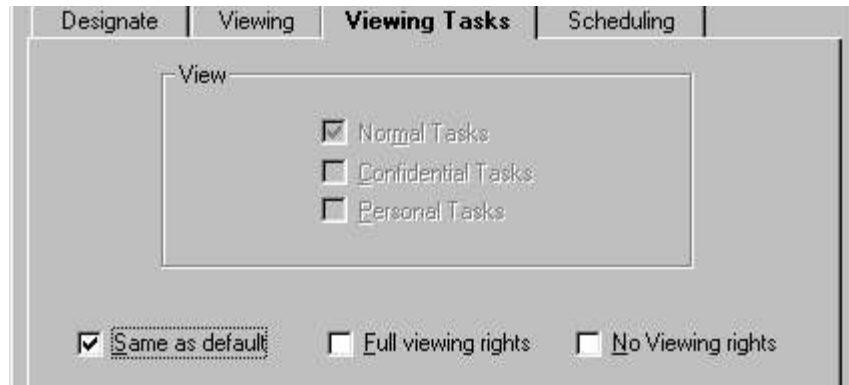
This selection grants a particular user the same rights as the Default user.

If, for instance, the default user is granted rights to only view Normal entries, the selected users will also receive rights to only view Normal entries.

To grant a user the same rights as the Default user, first select the particular user from the user list



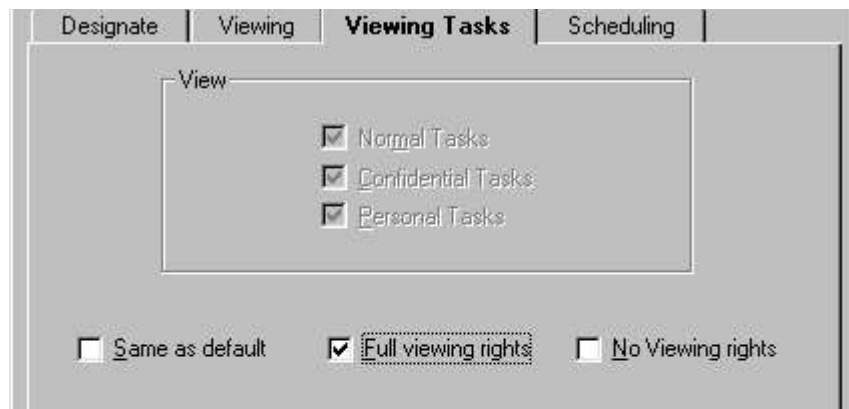
then select “Same as Default”.



### **Full Task Viewing rights.**

The full task viewing rights selection grants a user the right to view all types of entries. The user can see the time of the entries, their titles and some details of task entries.

To grant this level of entry, select a user from the user list, then select “Full viewing rights”.

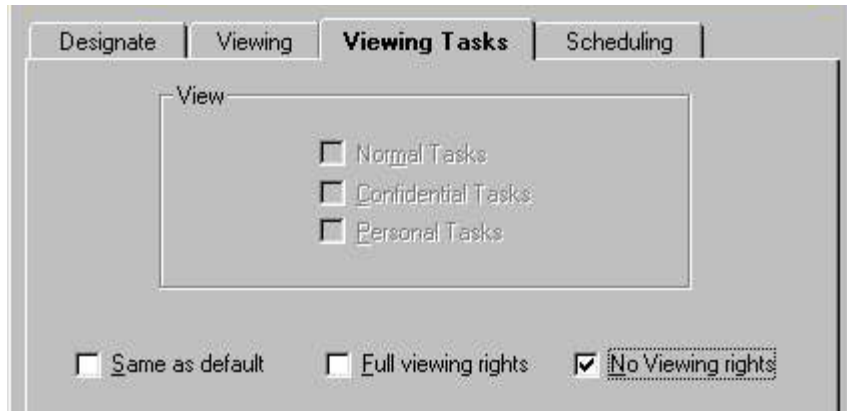


The selected user gains the rights to view all your tasks, regardless of their access level.

This right should only be granted after due consideration of its implications.

### **No viewing rights.**

To deny a user all task viewing rights, select a user from the user list, then select “No viewing rights”.



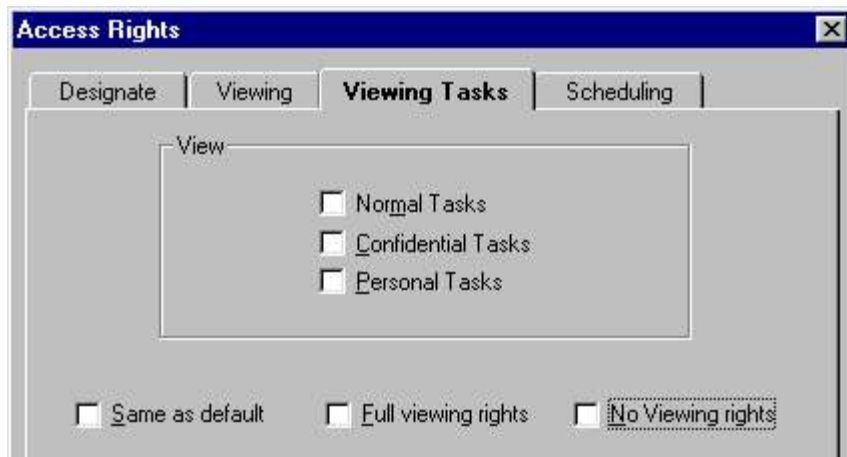
The user will be unable to view any tasks.

### Setting individual access rights.

The procedures described above are fairly inflexible. It may be desirable to assign rights on a per-entry-type basis for specific users, rather than having to grant “everything or nothing”.

### Enabling individual rights.

To allow granting of rights on a more flexible basis, del-select the option described above.



Note that the items in the upper section of the window become available for individual selection.

### Rights to view tasks

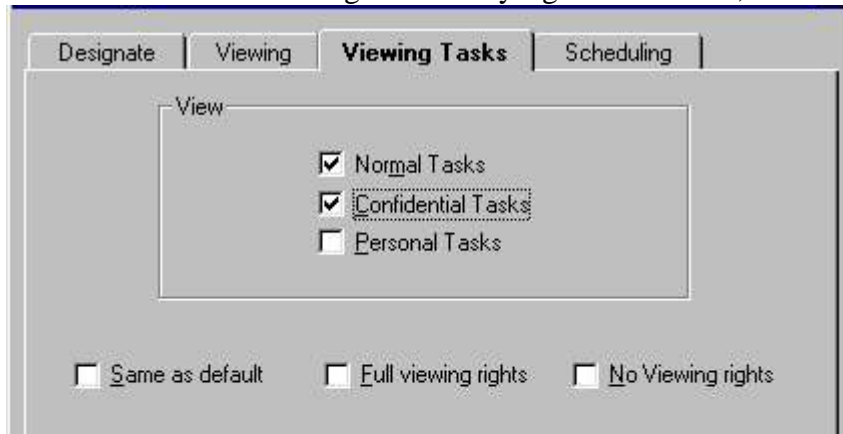
To grant rights to a user, select the user from the user list, then select the entry types, which the user is to be allowed access to view. The entry types available are

- Normal

- Confidential
- Personal
- Public – not listed – all users gain task viewing right to these by default

The type of entry is set in the summary section of a task entry's details.

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



The screenshot shows a software interface with four tabs: "Designate", "Viewing", "Viewing Tasks", and "Scheduling". The "Viewing Tasks" tab is active. Inside this tab, there is a "View" section with three checkboxes: "Normal Tasks" (checked), "Confidential Tasks" (checked), and "Personal Tasks" (unchecked). Below this section, there are three more checkboxes: "Same as default" (unchecked), "Full viewing rights" (unchecked), and "No Viewing rights" (unchecked).

Here a user has been granted the rights to view

- Normal
- Confidential