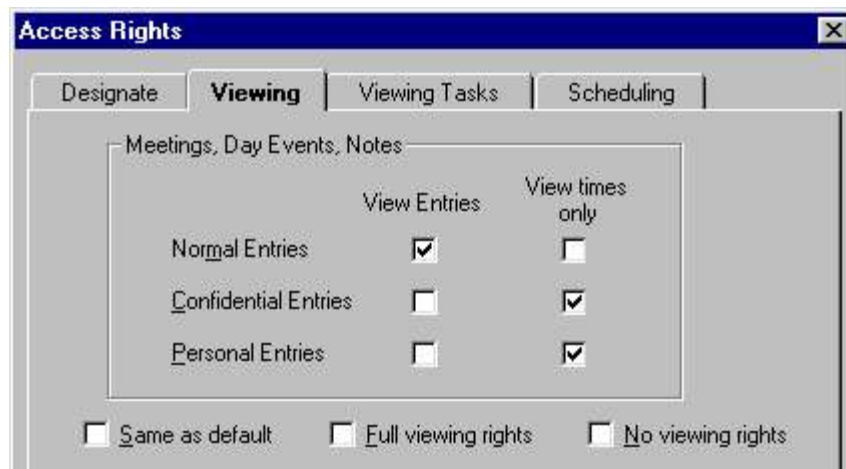


Viewing Rights

Users may be awarded rights to view different types of agenda entries.

The Viewing tab

Selecting “Viewing” in the Access Rights window displays the viewing rights tab.



Various levels of access may be granted to users.

Again, rights may be assigned in two ways – using the selections at the bottom of the window or the individual selections in the top section.

Note:

By default, the default user (Default: any unlisted person) is granted the right to View times of appointments.

It is recommended that this rights assignment be left unaltered, since removing this right results in other people being unable to see times when appointments exist.

The result is that users create invitations, which clash (“Double-bookings”), as a result of being unable to determine that a prior engagement exists. Further, users have no way of determining that they have been denied the right to view appointment times.

Another way of expressing this is “Users have no way of discerning the difference between an empty agenda and one in which they have been denied viewing rights”.

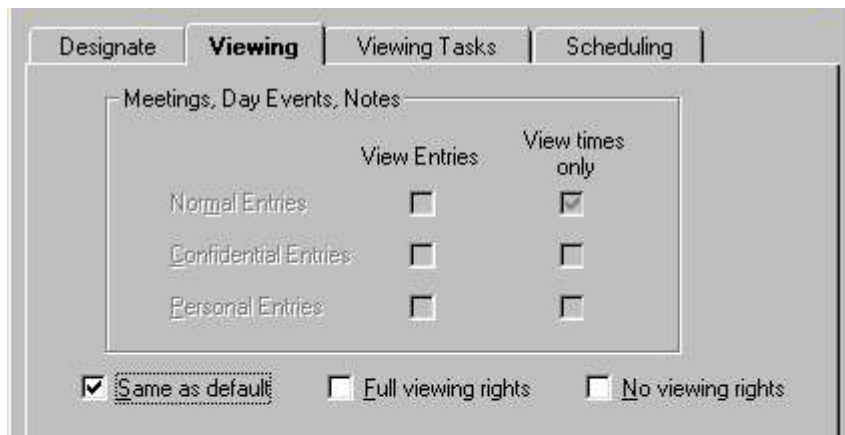
Same as default

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 times for Normal entries, the selected user will also receive rights to only view times for Normal entries. To grant a user the same rights as the Default user, first select the particular user from the user list.



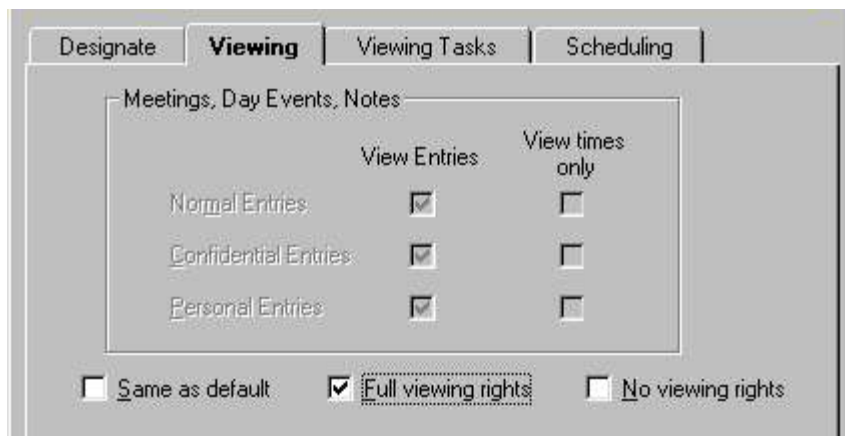
Then select "Same as default".



Full Viewing Rights

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

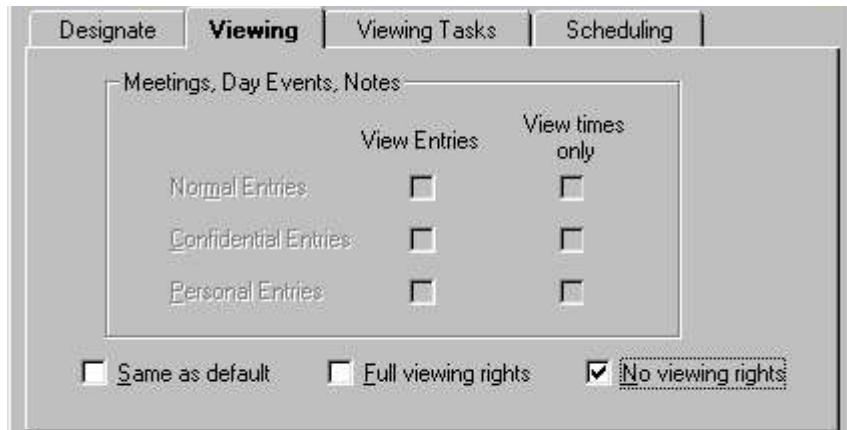
To grant this access level, select a user from the user list, then select "Full viewing rights".



The selected user will gain rights to view all your agenda entries, of all types. This setting should only be used with due consideration of its implications.

No viewing rights

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



The screenshot shows a software window with three tabs: 'Designate', 'Viewing', and 'Viewing Tasks'. The 'Viewing' tab is active. Below the tabs, there is a section titled 'Meetings, Day Events, Notes'. Inside this section, there are two columns of checkboxes: 'View Entries' and 'View times only'. Each column has three rows: 'Normal Entries', 'Confidential Entries', and 'Personal Entries'. All checkboxes in these rows are unchecked. Below the section, there are three radio button options: 'Same as default' (unchecked), 'Full viewing rights' (unchecked), and 'No viewing rights' (checked).

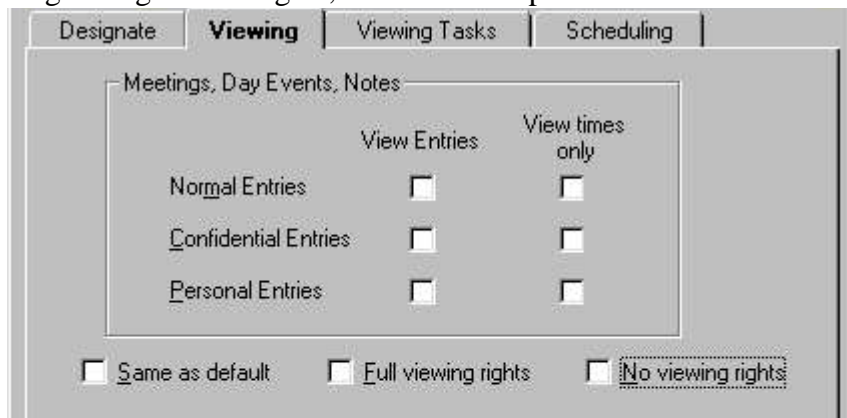
The user will be unable to see any agenda entries. (Note: Use this setting with caution)

Setting individual viewing rights.

The options presented above are fairly restrictive and offer little flexibility. A user may wish to grant rights on a per-entry-type 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 the options discussed above.



The screenshot shows the same software window as above, but with the 'No viewing rights' radio button de-selected. The 'View Entries' and 'View times only' checkboxes for 'Normal Entries', 'Confidential Entries', and 'Personal Entries' are still unchecked. The 'Same as default' and 'Full viewing rights' radio buttons are also unchecked.

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

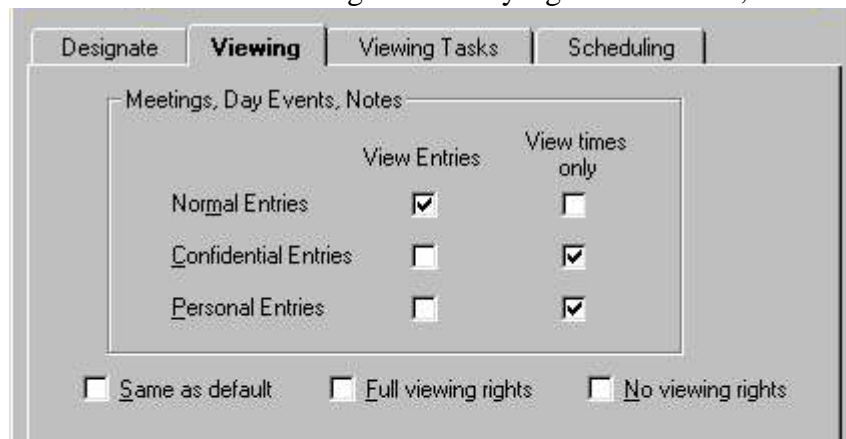
Rights to Agenda entries

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

- Normal
- Confidential
- Personal
- Public – not listed. All users gain viewing rights to these by default

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 user, for instance



The screenshot shows a window with four tabs: Designate, Viewing, Viewing Tasks, and Scheduling. The 'Viewing' tab is active. Inside the window, there is a section titled 'Meetings, Day Events, Notes' containing a table of rights for different entry types. Below the table are three checkboxes: 'Same as default', 'Full viewing rights', and 'No viewing rights'.

	View Entries	View times only
Normal Entries	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confidential Entries	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Entries	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Same as default Full viewing rights No viewing rights

Here, a user has been awarded the right to

- View the titles and limited detail of Normal entries
- View only the times of Confidential and Personal entries.

The rights awarded above may be considered desirable – since the user can at least see the time of all entry types, double-bookings should not occur.