

# 21.05. Schedules and periods

## Permission to add/edit schedules and periods



Schedules and periods can only be added and edited on the **central server**. Permission must be switched on for a user to perform this function.

1. Go to **Admin > Edit Users >** double click the user to be edited **> Permissions**.
2. In the Admin section, check the **Edit periods and period schedules** box.
3. Click **OK**.

The screenshot shows the 'Edit user' window for user 'Admin'. The 'Permissions' tab is active. In the 'Admin' permissions section, the checkbox 'Edit periods and period schedules' is checked. Other permissions are listed in columns, including 'View purchase orders', 'Create purchase orders', 'View inventory adjustments', 'Enter inventory adjustments', 'Edit inventory adjustments', 'View cost prices of stock', 'Edit item names, codes and units', 'View DDD information for items', 'Manage item access', 'Manage drug interaction groups', 'Manage locations', 'Make item inactive', 'Edit item default price', 'Consolidate stock', 'View stock', 'Edit stock', 'Modify donor on stock and transaction lines', 'View goods received', 'Add/edit goods received', 'Authorise goods received', 'Finalise goods received', 'Add / edit currencies', 'Add / edit reminders', 'View and print labels', 'Add / edit misc labels', 'Add / edit abbreviations', 'Add / edit warnings', 'Add / edit prescribers', 'Add / edit transaction categories', 'Add / edit contacts', 'Merge prescribers', 'Add and edit options', and 'Create & edit tenders'.

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