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**.



From:
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Last update: **2019/10/22 17:46**