

Settings Page

The Module Levels Tab on the Settings Page can be accessed from the Main Menu. The system default module levels for the Calendar Module are visible in the Module Levels Table. New modules with customizable permissions can be created and managed on this tab.

Manage Module Levels

Calendar > Settings > Module Levels

Module Levels

New Module Level

Module Level Name	Actions
Admin	
Guest	
Manager	
Observer	
Staff	

There are four system default Module Levels associated with the Calendar Module. An explanation of the permissions associated with each default module level are shown in the Calendar Module Level Permissions Table below.

System default module levels cannot be customized.

Calendar Module Module Level and Permissions	
Module Level	Permissions
Admin	Manage Roles (add / view / edit / delete roles, assign hidden roles, role permissions), Manage Permissions (view / delete permission, list manage permissions)
Guest	None
Manager	None
Staff	None

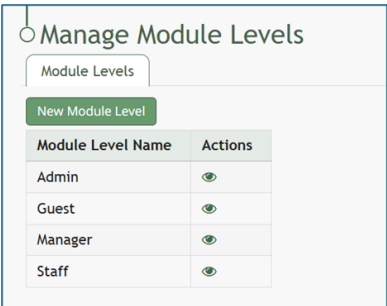
New Module Levels can be created in order to customize Module Level permissions. An explanation of the icons associated with customized module levels have been provided in the table below.

Module Level Customization Icons	
Icon	Action

	The eyeball icon allows you to view users assigned to the module level as well as the permissions assigned to them.
	The bulleted list icon allows you to assign permissions to customized module levels.
	The pencil icon opens the Edit Module Level Modal.
	The trashcan icon opens the Delete Module Level Confirmation Modal.

How To: Create a New Module Level (Calendar Module)

To create a customizable module level in the Calendar Module, go to the Module Level Tab on the Settings Page.



Select the “New Module Level” button opening the New Module Level Modal.

New Module Level

Module Level Name *

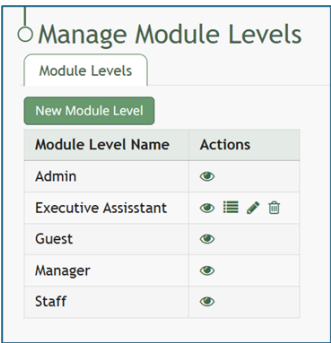
Executive Assistant

Save

Cancel

Input the new Module Level Name.

Select “Save and the new Module level will show on the Module Level Table.



Users can select which permissions are allowed for a customized module levels.

Module Level Customization Icons

Icon	Explanations
	The eyeball icon allows you to view users assigned to the module level as well as the permissions assigned to them.
	The bulleted list icon allows you to assign permissions to customized module levels.
	The pencil icon opens the Edit Module Level Modal.
	The trashcan icon opens the Delete Module Level Confirmation Modal.

Select the Permissions icon to assign permissions to the new Module Level within the Calendar Module by selecting the appropriate checkboxes.

Permissions for Executive Assistant

☐ admin

☐ manage-permissions

☐ delete-permission

☐ list-manage-permissions

☐ view-permission

☐ manage-roles

☐ add-role

☐ assign-hidden-roles

☐ delete-role

☐ edit-role

☐ role-permissions

☐ view-roles

Save

Cancel

Select “Save” and the permissions are now assigned to the Module Level.

Access levels for all modules can also be managed in the Site Settings Module on the Access Levels Tab.

A complete list of all permissions associated with the Calendar Module have been provided below.

- ☐ admin
 - ☐ manage-permissions
 - ☐ delete-permission
 - ☐ list-manage-permissions
 - ☐ view-permission
 - ☐ manage-roles
 - ☐ add-role
 - ☐ assign-hidden-roles
 - ☐ delete-role
 - ☐ edit-role
 - ☐ role-permissions
 - ☐ view-roles

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