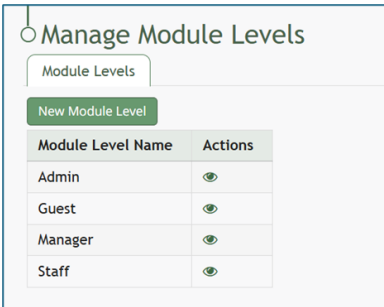


Create a New Module Level (Calendar Module)

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

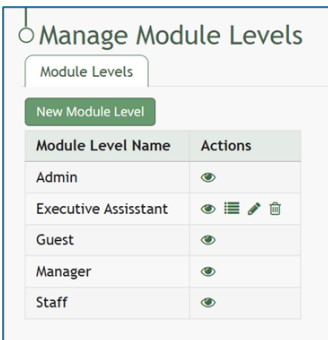


Select the “New Module Level” button opening the New Module Level Modal.







Input the new Module Level Name.

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

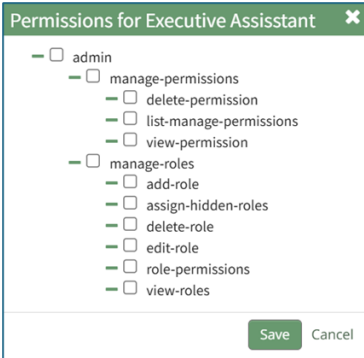


Users can select which permissions are allowed for a customized module levels.

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.

	<p>The bulleted list icon allows you to assign permissions to customized module levels.</p>
	<p>The pencil icon opens the Edit Module Level Modal.</p>
	<p>The trashcan icon opens the Delete Module Level Confirmation Modal.</p>

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



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.

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