

Assign project permissions

To assign **permissions** for a specific project, as an administrator, you access the **project overview** via

MODULES

--> **Project time acquisition**

--> **Projects**

Select the desired project and click on the **"Permissions"** tab to get to the permissions overview. Here you will find an overview of all existing permissions for this project as well as the possibility to **delete, modify and assign** new ones. To do this, proceed as follows:

- 1) **Klick on button "Add permission"**
- 2) **Choose the desired subject type for permission** (whole client, group or individual roles/persons)
- 3) **Choose the desired subject which shall be permitted** (which client, group, role, person)
- 4) **Choose the desired permission category**(multiple types pickable)
[more about the different permission categories](#)¹
- 5) **Select date for "valid from"** (if nothing is inserted here, the current date is assumed)
- 6) **Select date for "valid till"** (if nothing is specified here, the longest possible validity is assumed)

Assign project permissions:

Project: MBMar (MB Solutions Marketingaktionen)

Valid from: 19/11/2018
Valid till: 01/01/3000

Step 2: Choose the permission type

Step 3: Choose the performing Group/Person/etc.

Step 4: Choose the applicable permission types

Step 1: Klick on "Add permission"

Permissi. type	Performer	Inherit	Negative	Book	Rebook	Edit	Report	Valid from	Valid till	Delete
Client	MB Solutions GmbH	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23/11/2018	01/01/3000	<input type="checkbox"/>
Group	MBManagers (MB Solutions Manager)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21/05/2019		<input type="checkbox"/>

Inherited permis...

Performer	Book	Rebook	Edit	Report	Valid from	Valid till	Assigned from
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1. [/daisy/webdesk-manual-en/g3/5754-dsy/8102-dsy.html#dsy8102-dsy_Arten der Berechtigung](#)