How to set and manage access levels
and visibility levels of users?

Additional Information

Introduction

This document introduces information for setting and managing access levels and visibility levels of TeamAgenda Users.

What are the available access levels in TeamAgenda?

Access levels let you control what other team members can do in your agenda. Here are the access levels available in TeamAgenda:

- *No Access*: Denies any access to the other user.

- *View Agenda*: The other user may see the contents of your agenda, but may not make changes.

- *Make Proposals*: Allows the other user to see the contents of your agenda and to add proposals to it. Once you have confirmed a proposal, however, the other user will not be able to make any changes to it.

- *Add to Agenda*: The other user may see the contents of your agenda, and may add or delegate new commitments. Users may modify only items they created in your agenda.

- *Modify Agenda*: The other user may see the contents of your agenda, add new commitments, and modify previously existing commitments.

- *Act on Behalf*: The other user may take your place completely, thus acting as your proxy. All notifications for you will also go to the other user.

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What are the visibility levels available in TeamAgenda?

Visibility levels let you control which specific commitments other users can see in your agenda. Here are the visibility levels available in TeamAgenda:

- *No Details*: The other user can see that commitments exist, but cannot see their content.

- *External*: The other user can see only commitments classified as External. External is the default display level for external guests who access the team via the Internet.

- *Internal*: The other user can see only commitments classified as No Detail, External, Internal or Partial. The comments area of a Partial commitment will not be visible, however. Other commitments will be displayed without title or detail. Internal is the default Visibility level for team members.

- *Partial*: The user can see only commitments classified as No Detail, External, Internal or Partial. He will be able to see the comments area of a Partial commitment. Restricted or Confidential commitments will be displayed without title or detail.

- *Restricted*: The user can see only commitments classified as No Detail, External, Internal, Partial or Restricted. Confidential commitments will be displayed without title or detail.

- *Confidential*: The user can see all commitments, whether External, Internal, Partial, Restricted or Confidential, with the possible exception of commitments entered in public agendas or resources. In this case, even if the resource in question has granted you Confidential access, the access rights granted you by the creator of the commitment will prevail**.**

Note: Independently of the visibility level granted (including No Detail), someone having a meeting with you will be able to see your part of the meeting in your schedule. Anyone able to see that person's schedule will be able to see that he is having a meeting with you. If you do not want this to happen, use the Restricted level for this meeting.

How do I setup the access levels and visibility levels of my TeamAgenda users?

You can set the access levels via the following options:

- Web Administration site of TeamAgenda Server.
- Team Administration option of TeamAgenda.
- Grant Access to Others of the Address Book.

Setting access levels with the Web Administration site of TeamAgenda Server

- Start your favorite browser and go to the administrative page of your TeamAgenda Server (http://MyServer:32423/).
- Login with username admin and your password.
- Go to the User Access Right Section.
- Select the Find button. A list of users should appear on the screen.
- Select the user that wants to give privileges to another user (user A). Select "Granted by: >>".
- Select the user that will have new access levels and visibility levels (user B). Select "To: >>".
- In "Access Level", select the level that user A want to give to user B.
- In "Visibility", select the visibility that user A want to give to user B.
- Select Save.

Setting access levels with the Team Administration option of TeamAgenda

- Go into Context and Team Administration.
- Enter your administration password.
- Select "Access Maintenance" and "Do It".
- In the "Granted by" window, select the user that wants to give new access levels and visibility levels to another user (user A).
- In the "To:" window, select the user that will have new access levels and visibility levels (user B).
- In "Access Level", select the level that user A want to give to user B.
- In "Visibility", select the visibility that user A want to give to user B.
- Select Done to complete the changes.

Setting access levels with the Grant Access to Others of the Address Book

- Go into the Address Book and select "Grant Access to Others".
- In the "To:" window, select the user that will have new access privileges (user B).
- In "Access Level", select the level that user A want to give to user B.
- In "Visibility", select the visibility that user A want to give to user B.
- Select Done to complete the changes.

Example

Problem:

In a Medical Center, a receptionist wants to create appointment in the agenda of Doctors but the receptionist does not want the Doctors to change the time of the appointment.

Solution:

- The receptionist needs to have "Modify Agenda" access level for all Doctors agendas.
- When the receptionist create an appointment, in the Doctors agendas, the appointment need to be Locked

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