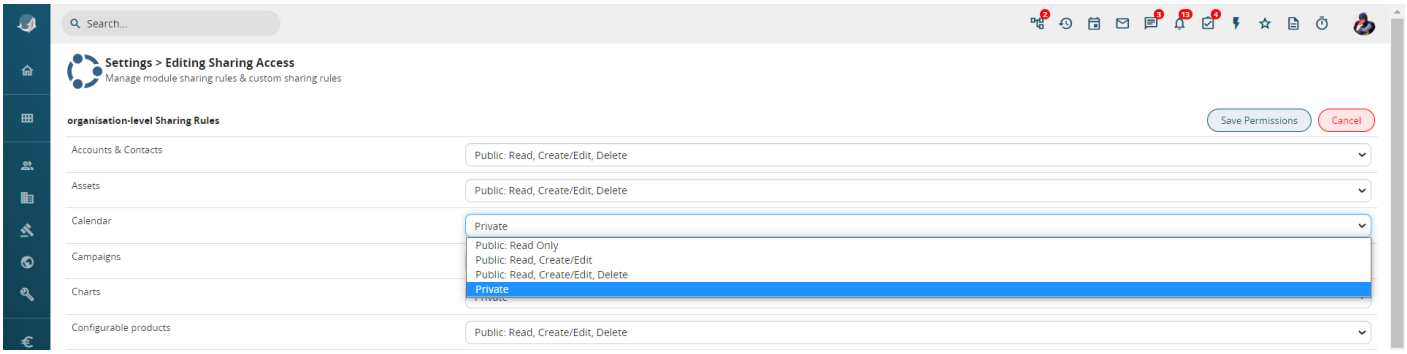
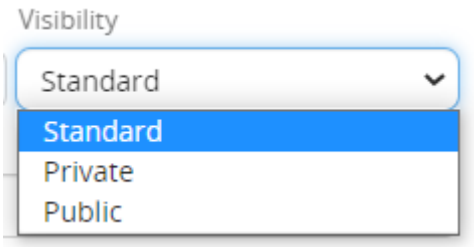
4.4 Shared calendar access and events visibility

To manage privileges to view and edit the calendar it is essential to know the Sharing Access (from the Settings menu) and visibility of the event.



In Settings > Sharing Access there are various possible configurations for the Calendar (explained below with examples):

- Private (follows hierarchy of roles);
- Public: Read Only;
- Public: Read, Create/Edit;
- Public: Read, Create/Edit, Delete.

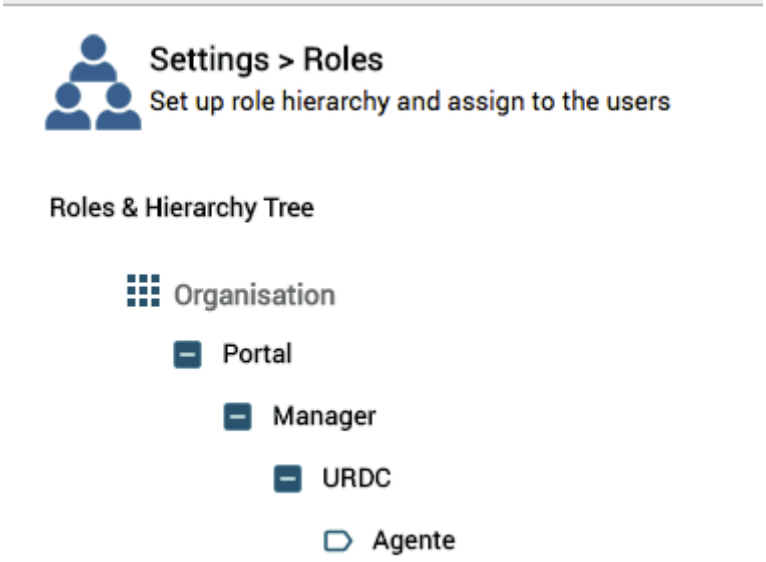


The combination of settings for Sharing Access, visibility of the single event and hierarchical roles, establishes the events visibility and editing privileges for the individual user.

The following are examples of behaviour in accordance with different combinations. The following hierarchy is considered in the example:

- the Manager role belongs to a Manager user
- the Sales role belongs to the two users Agent 1 and Agent 2 According to this hierarchy (for details refer to the Roles chapter):
- a Manager can view the data assigned to its own position and to the Sales Users;

- Sales Users can view their own data



Public Calendar: Read only

Event assigned to	Event visibility	What assignee sees/does	User
MANAGER (higher)	Standard	Read Only	AGENTS (inferior)
	Private	Only resource commitment	
	Public	Read/Edit/Delete	

Event assigned to	Event visibility	What assignee sees/does	User
AGENT 1 (same role)	Standard	Read Only	AGENT 2 (equal role)
	Private	Only resource commitment	
	Public	Read/Edit/Delete	

Event assigned to	Event visibility	What assignee sees/does	User
AGENT 1 (lower)	Standard	Read Only	MANAGER (superior)
	Private	Only resource commitment	

Public	Read/Edit/Delete	

Public Calendar: Read, Create / Edit

Event assignee	Event visibility	What assignee sees/does	User
MANAGER (higher)	Standard	Read Only	AGENTS (inferior)
	Private	Only resource commitment	
	Public	Read/Edit/Delete	

Event assignee	Event visibility	What assignee sees/does	User
AGENT 1 (same role)	Standard	Read Only	AGENT 2 (equal role)
	Private	Only resource commitment	
	Public	Read/Edit/Delete	

Event assignee	Event visibility	What assignee sees/does	User
AGENT 1 (lower)	Standard	Read Only	MANAGER (superior)
	Private	Only resource commitment	
	Public	Read/Edit/Delete	

Public Calendar: Read, Create / Edit, Delete

Event assignee	Event visibility	What assignee sees/does	User
MANAGER (higher)	Standard	Read Only	AGENTS (inferior)
	Private	Only resource commitment	

Public	Read/Edit/Delete	

Event assignee	Event visibility	What assignee sees/does	User
AGENT 1 (same role)	Standard	Read Only	AGENT 2 (equal role)
	Private	Only resource commitment	
	Public	Read/Edit/Delete	

Event assignee	Event visibility	What assignee sees/does	User
AGENT 1 (lower)	Standard	Read Only	MANAGER (superior)
	Private	Only resource commitment	
	Public	Read/Edit/Delete	

Private calendar

Event assignee	Event visibility	What assignee sees/does	User
MANAGER (higher)	Standard	Read Only	AGENTS (inferior)
	Private	Only resource commitment	
	Public	Read/Edit/Delete	

Event assignee	Event visibility	What assignee sees/does	User
AGENT 1 (same role)	Standard	Read Only	AGENT 2 (equal role)
	Private	Only resource commitment	
	Public	Read/Edit/Delete	

Event assignee	Event visibility	What assignee sees/does	User
AGENT 1 (lower)	Standard	Read Only	MANAGER (superior)
	Private	Only resource commitment	
	Public	Read/Edit/Delete	

General rules for private calendar:

Event visibility	Users see the event	Users see the content	Users edit/delete
Public	yes	yes	yes
Standard	yes	yes	according to position hierarchy
Private	yes	no	no

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