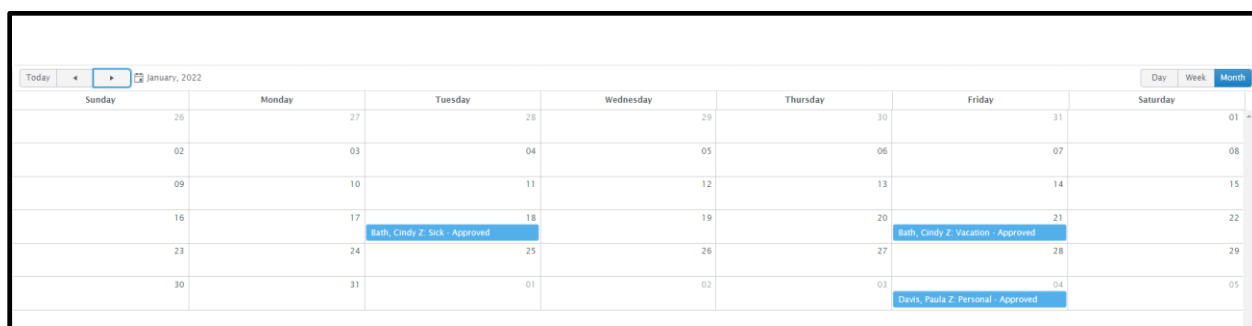


Leave Calendar – View Only Permission Leave Module

APTAWEB-12055

Introduction

AptaFund has added a new security permission that can be used to assign staff members view only access to the Leave Calendar – without requiring any other permission in the Leave Module. This feature can be used to provide access to staff such as Secretaries and other administrative positions to view the **Leave Calendar**, showing all approved time off.



Today	January, 2022						Day	Week	Month
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
26	27	28	29	30	31	01			
02	03	04	05	06	07	08			
09	10	11	12	13	14	15			
16	17	18	19	20	21	22			
		Bath, Cindy Z. Sick - Approved			Bath, Cindy Z. Vacation - Approved				
23	24	25	26	27	28	29			
30	31	01	02	03	04	05			
					Devil, Paula Z. Personal - Approved				

Figure 1: Leave Calendar

Procedure to Assign the View Only Permission to Individual Users:

From Administration> **Manage Users** – edit the employee. Select the **Current Permissions** tab and search on “calendar”. Place a check mark next to the View permission – then choose **Assign Permission**.

Contact Support:

apta41support@harriscomputer.com

<https://schoolfinancialsolutions.na3.teamsupport.com>

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Home -> Administration -> Security -> Manage Users -> User Details

Luke Colfax [Return to Manage Users](#)

Display Name: Luke Colfax Status: Enabled Email: Luke.Colfax.152@aptademo.com

Send Invite This user is an Employee

General Available Security Templates **Current Permissions**

Assign Permission(s) Remove Permission(s)

calendar Allowed : ALL Filtered

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Permission Description ↑	Module Name	Type	Group	Allowed
<input checked="" type="checkbox"/>	Leave Calendar	Leave	View	Leave	No

Figure 2: Manage Users – Current Permissions