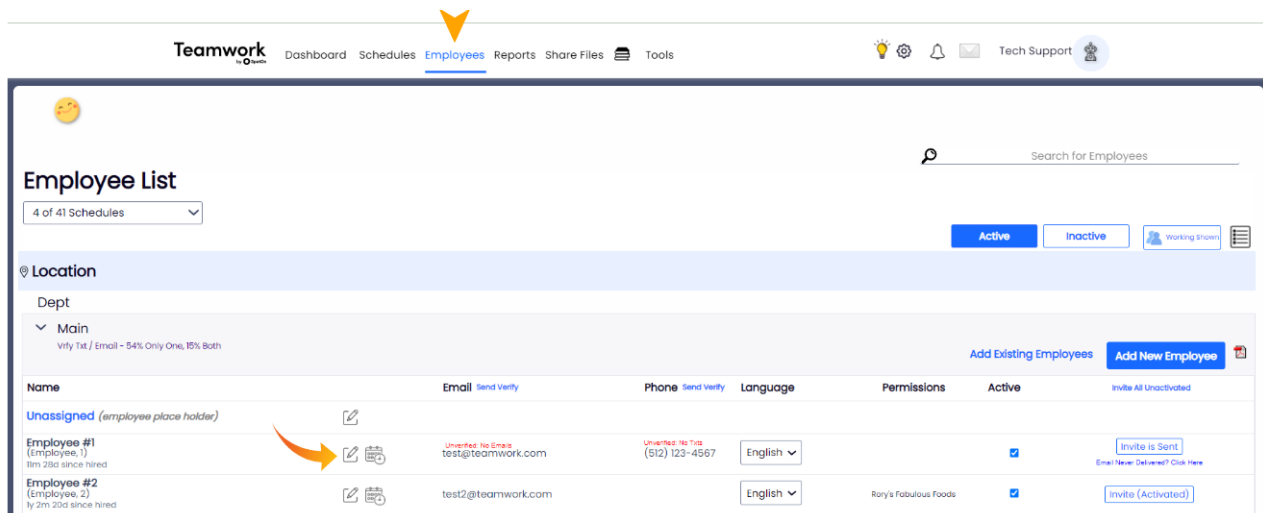


Manage Employee Permission Settings

Last Modified on 05/23/2023 10:32 am MDT

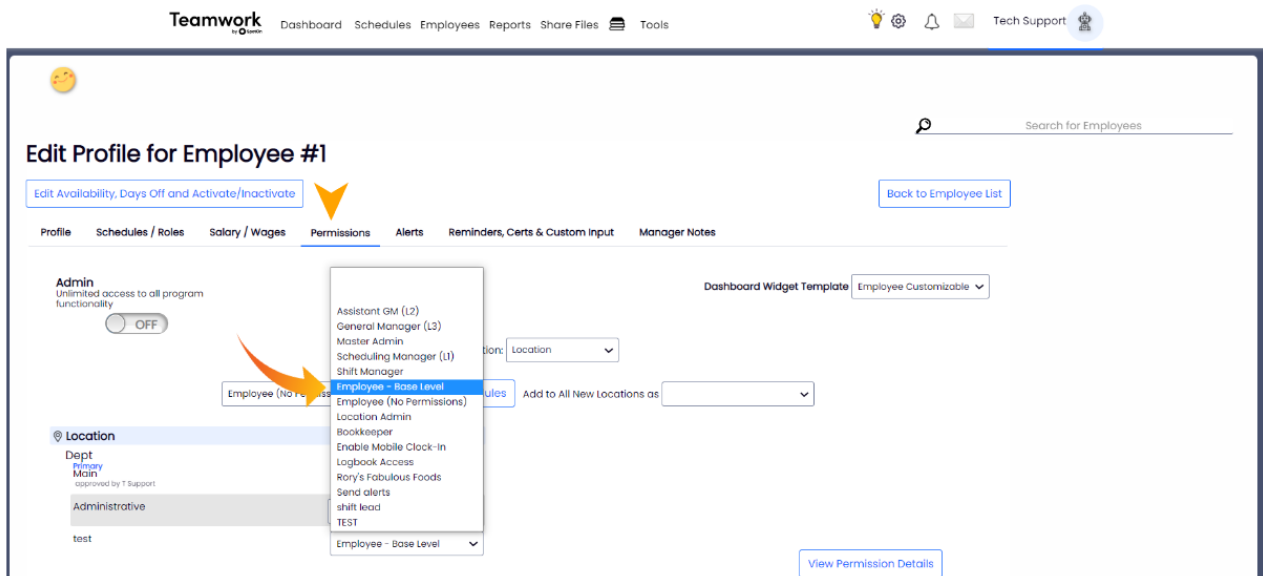
Teamwork provides robust possibilities to assign specific permission levels, by schedule.

From the main Toolbar click Employees. Press **Edit Employee**, and select the **Permissions Tab**



From the dropdown menus, choose a **Permission Level** for each schedule required (Permissions are schedule specific!)

Scroll to the lower portion of the page to see definitions.



You may create custom permission levels in system settings. [Creating Permission Templates](#)

To create a FULL SYSTEM ADMINISTRATOR with UNLIMITED PERMISSION, use the the Admin

"SWITCH".

Profile

Schedules / Roles

Salary / Wages

Permissions

Alerts

Admin

Unlimited access to all program functionality

ON

The Snow Lodge

FOH

Snow Lodge FOH

Full Admin

BOH

Snow Lodge BOH

Full Admin

MGT

Snow Lodge MGT

Full Admin

