

OCS Calendar Web – Editing Access Rights

Who sees what and who can invite me to meetings?

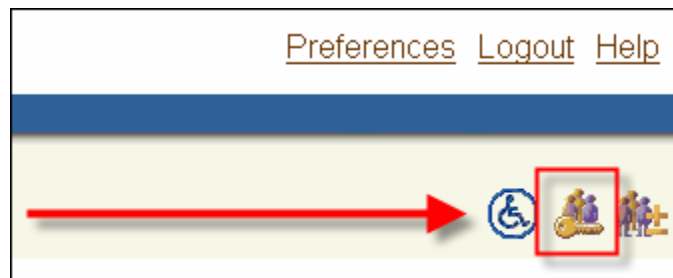
When using the Oracle Calendar you can change settings so that only certain people can see your calendar and or invite you to meetings.

This document provides information for changing these settings in the Oracle Calendar Web Client.

For more information open Oracle Calendar Web and select Help from the upper right hand corner.

Web Client

Editing Access Rights in the Web Client



Click the Edit Access Rights icon on the Calendar Toolbar.

You can control how much information different users can view in your Agenda. For example, you could grant a team member full viewing rights for your Normal Entries, while only giving non-department members the right to view your busy time.

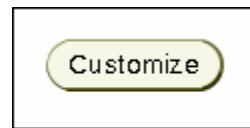
You can also grant designate rights to other users to allow them to work in your Agenda on your behalf. Depending on the rights you grant, other users can create, modify, delete and respond to Entries in your name. You can grant designate rights to any user in your organization that uses Oracle Calendar Web client, whether they are located across the country or in the same building as you.

Setting Viewing Rights for Users

- 1) From the Access Rights page choose a user from the list, or type a name in the edit box and click **Find**.
- 2) Click **Edit Access Rights**.



- 3) Click **Customize** in the section where you want to make changes to the user's access rights.



In the **Viewing** section, you have the following options:

Meetings, Day Events, Daily Notes:

- **None:** The user has no viewing rights for the Entry type.
- **View Entries:** The user can view all information for the Entry type.
- **View times only:** The user can only view the start and end time of Meetings and cannot view Daily Notes and Day Events.

Tasks:

- **None:** The user has no viewing rights.
- **View:** The user can view all information for the Entry type.

Setting Designate Rights for Users

From the **Designate** section of the Access Rights page you have the following options:

Meetings, Day Events, Daily Notes:

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- **None:** The user has no designate rights for the Entry type.
 - **Modify:** The user can create, edit and delete Entries in your Agenda, and change your reply status for existing Entries.
 - **View/Reply:** The user can only view and reply to existing Entries in your Agenda.
 - **View times only:** The user can only view busy time in your Agenda.

Tasks:

- **None:** The user has no designate rights for the Entry type.
- **Modify:** The user can create, edit and delete the Entry type.

Important: You must give a user **Modify** rights for at least one Entry type for designate rights to function. You cannot grant designate rights to "Default: any unlisted person".

To prevent a user from scheduling you for Entries:

- 4) Click **Customize** in the **Scheduling** section of the **Access Rights** page.
- 5) Clear the **Can invite me to Entries** check box.

For more information consult the online or application help or call the Service Desk at 756-7000.