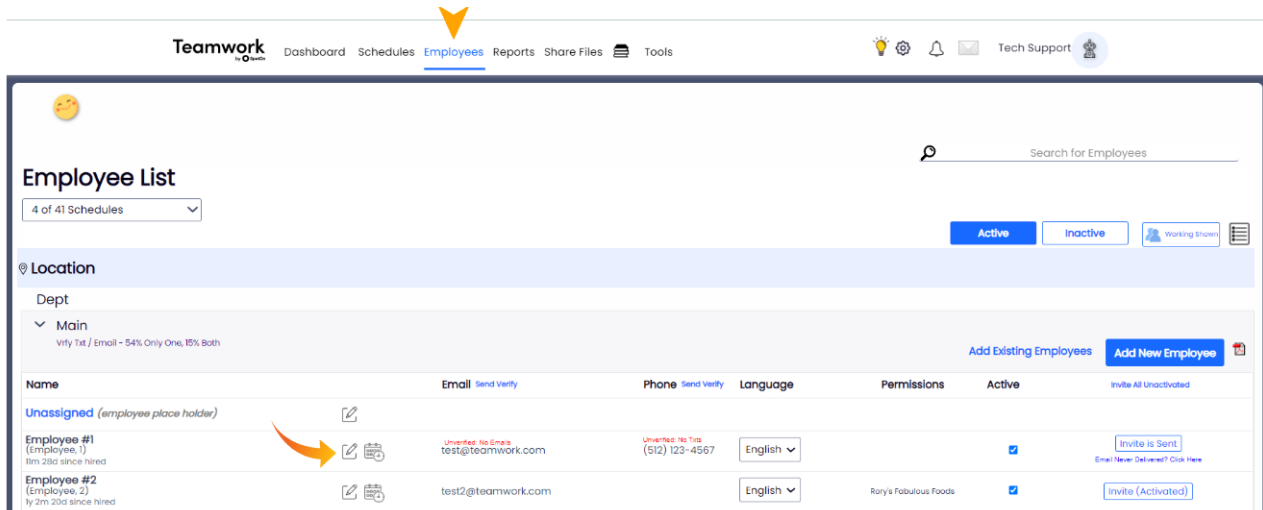


# Manage Employee Permission Settings

Last Modified on 11/01/2024 10:38 am MDT

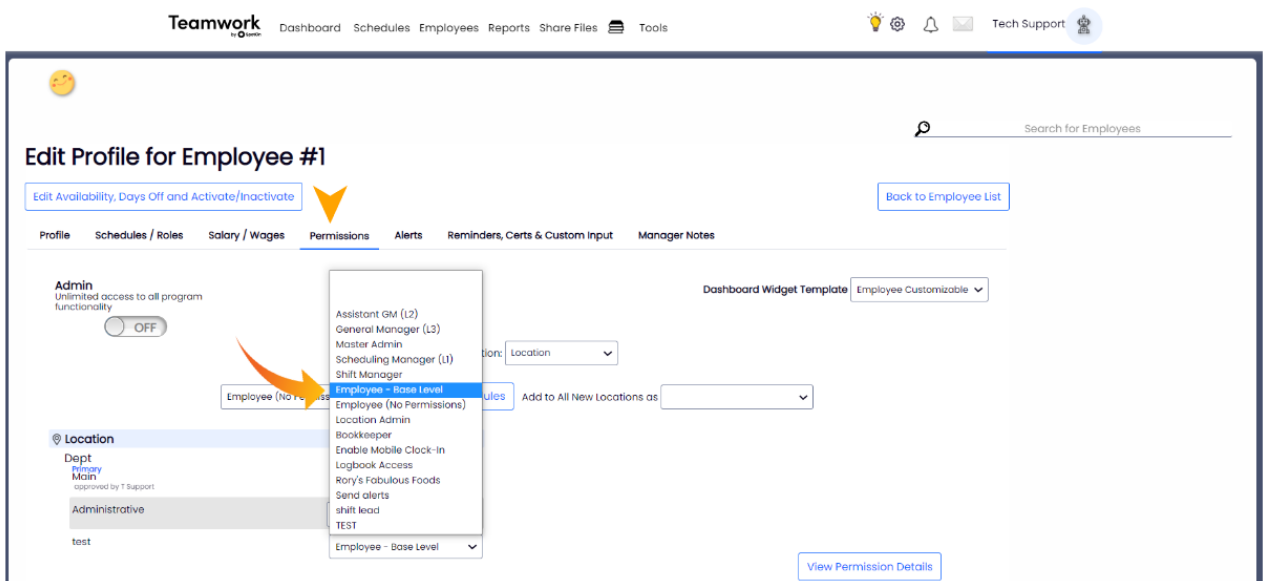
Teamwork provides robust possibilities to assign specific permission levels, by schedule.

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

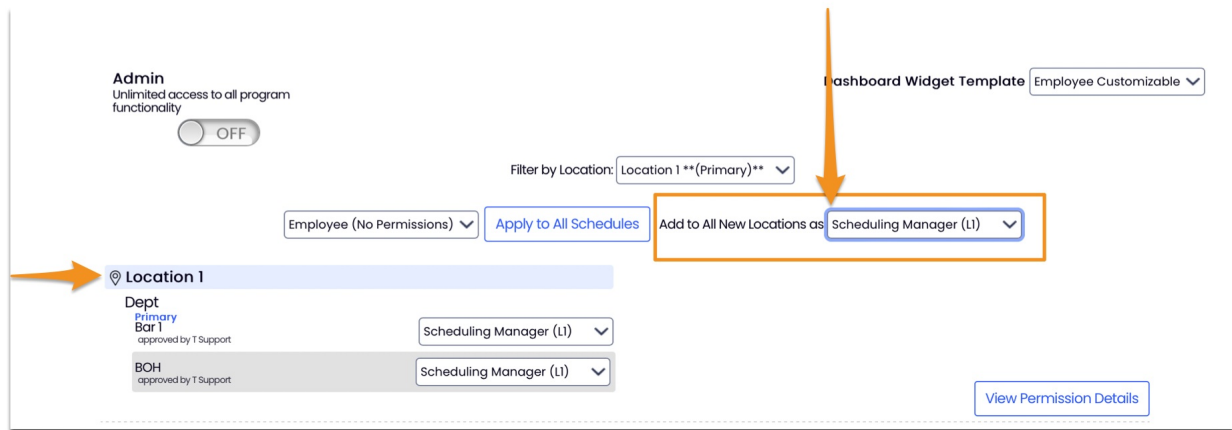


From the dropdown menus, choose a **Permission Level** for each schedule required (Permissions are **Location** specific and **Schedule** specific!)

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



To Permission an Manager for ALL FUTURE SCHEDULES that may be ADDED to a given Location, make the following selection to "Add to All New Locations as"



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".

