

# 21.05. Schedules and periods

## Permission to add/edit schedules and periods



Schedules and periods can only be added and edited on the **central server**. Permission must be switched on for a user to perform this function.

1. Go to **Admin > Edit Users** > double click the user to be edited > **Permissions**.
2. In the Admin section, check the **Edit periods and period schedules** box.
3. Click **OK**.

The screenshot shows the 'Edit user' dialog box for the user 'Admin'. The 'Permissions' tab is active, and the 'Admin' section is expanded. The checkbox for 'Edit periods and period schedules' is checked and highlighted with a red box. Other sections like 'Ordering', 'Items', 'Goods receiving', and 'Special' are also visible with various permission options.

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