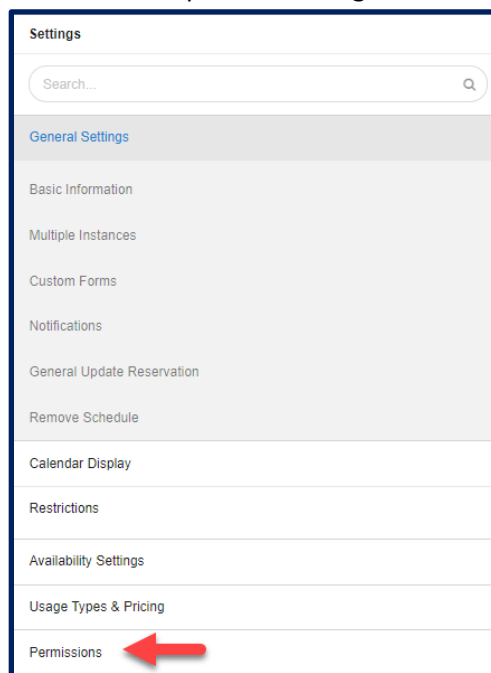


How to Grant Scheduling Permissions

1. Go to the schedule you wish to give user permission to schedule. Click on the blue edit pencil on the right side of the page.



2. When the page opens go to the menu on the left side of the page and scroll down to Permissions. Click on Permissions to open the setting.



3. Type in the user's name into the text box under "Add a User or Group". Select the permission level and click add.

