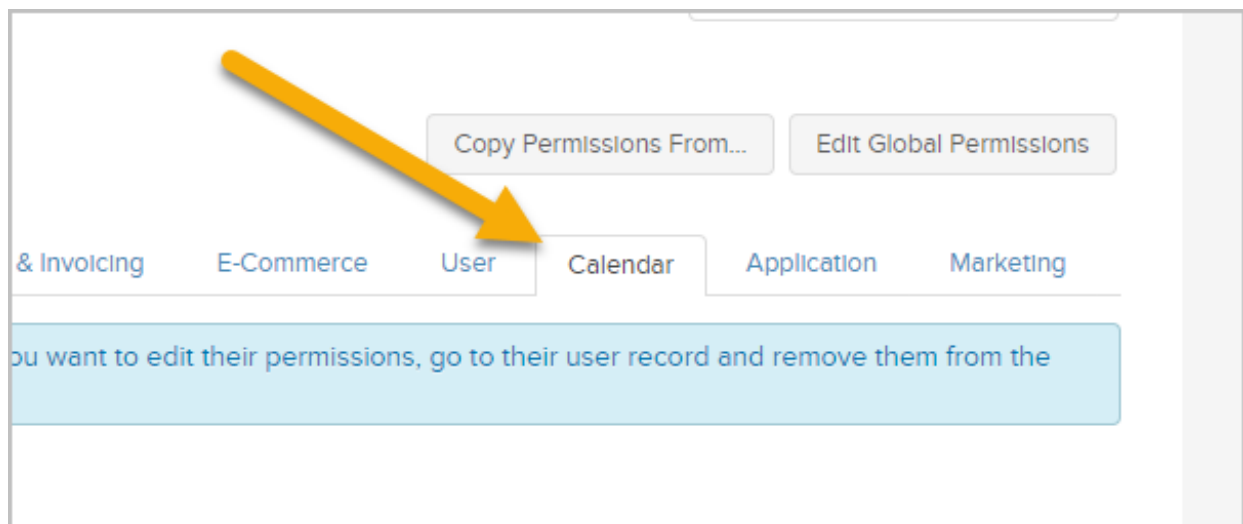# User Permissions - Calendar 🔗

The Calendar permissions determine the ability to view and use the Infusionsoft calendaring tools to schedule appointments and create tasks. An admin can change these permissions by going to **Admin > Users** and clicking the **Edit Permissions** link next to the user name.

Task / Appointments / Note

These permissions control the ability to view, add, edit and delete tasks, appointments and notes.

- **Can view all records**: This permission controls the ability to view the tasks, appointments, and notes assigned to other users. If it is set to *No*, the user can only see the summary view of the tasks, appointments, or notes assigned to others. They will receive an *access denied* message if they click on the link to view the details.
- **Can edit all records**: This permission controls the ability to update the tasks, appointments, and notes assigned to other users. If it is set to *No*, the user can click on the detail link to view additional information, but will not see the *Save* button. If the *can delete permission* is set to *Yes*, the user will still be able to delete items assigned to other users. If the *can add permission* is set to *Yes*, the user will still be able to add a new task, appointment or note for another user, but will not be able to edit it after saving it the first time.
- **Can add**: This permission controls the ability to create new tasks, appointments, or notes. If it is set to *No*, the user will not see the option to add these items or will receive an *access denied* message when trying to create one of them through the calendar screen.
- **Can search**: This permission controls the ability to view the general task list from

the user toolbar. If it is set to *No*, the user will not see the *Task* menu option listed.
- **Can delete**: This permission controls the ability to delete tasks, appointments, and notes. If it is set to *No*, the user will not see the *Delete* option in the *Actions* drop down menu or the *Delete* button when viewing individual records.
- **Can assign tasks**: This permission controls the ability to assign a task, appointment, or note to other users. If it is set to *No*, the user can add and edit appointments, but cannot assign them to other users or reassign them after they are created.
- **Can view unassigned records**: This permission controls the ability to view tasks, appointments, and notes that are not assigned to any user. You may need to assign a user to monitor unassigned records. If it is set to *No*, the user will not be able to see the details for any unassigned items.
- **Can edit unassigned records**: This permission controls the ability to update tasks, appointments, and notes that are not assigned to any user. If it is set to *No*, the user will not be able to save changes to unassigned records; which means they cannot assign a users to them.

Email

Can create shared POP accounts: This permission controls the ability to share a POP email account. If it is set to *No*, the user can set up a new POP account but cannot share it with other users. The list of users will be hidden from view.

Calendar

Can view calendar for {user}: This permission restricts the ability to view another user's calendar. If it is set to *No*, the user will not be able to view the calendar for the specified user. There is a permission for each user. If the permission is set to *Yes*, the user will be able to select and view that user's Infusionsoft calendar.

> **Pro Tip!** To see other Users **Tasks/Calendar** you must also go to "**Application Tab**" and change "**Can see other Users**" to "**yes**", if it's not already indicated.

Copy Permissions From...   Edit

Scroll down

E-Commerce   User   Cal   **1** Application   Marketing

Can edit Misc Settings

This permission controls access to various settings throughout the system. If it is set to No, then the user will not see the link to the marketing, e-commerce, or admin settings from the master nav. They will have limited access to CRM settings (like tags and scores). This permission will also limit the ability to access settings through the E-Commerce setup page.

Use global permission (No) ▾

2 **Can see other users**

This permission controls the ability to view the list of users throughout the system. If it is set to No, the user will not see the Owner field on a contact or opportunity record. It also limits the ability to see the user list when performing a search. They cannot assign tasks, appointments, or notes to other users or view other's calendars.

Use global permission (No) ▾
Yes
No
Use global permission (No)

Can delete app data in bulk