

Permissions at a Glance		
Permission	Abilities	Restrictions
System Administrator	<ul style="list-style-type: none"> <li>Give approval to EventBooking handled account changes, permissions changes and billing changes (the addition of new users and calendars)</li> <li>User Administration –add/remove/ users or change existing permissions profile using the User Admin section of the program.</li> <li>Company settings – add event types, associate colors to event type and calendars within the program.</li> <li>Booking – add/edit events, event status, spaces, times.</li> <li>Event details tabs – add/edit tabs on the details page.</li> <li>Avails – can send avails from email avails section</li> <li>Address book admin – add/edit contacts, companies and artists. Advanced functions, such as merging duplicate contacts</li> <li>Reports – able to build and run reports</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
Full Access	<ul style="list-style-type: none"> <li>Booking – add/edit events, event status, spaces, times.</li> <li>Event details tabs – add/edit tabs on the details page.</li> <li>Avails – can send avails from email avails section...</li> <li>Address book– add/edit contact, company and artist</li> <li>Reports – able to build and run reports</li> </ul>	<ul style="list-style-type: none"> <li>Cannot modify company settings</li> <li>Cannot perform address book admin functions, such as merging duplicate contacts</li> </ul>
Coordinator	<ul style="list-style-type: none"> <li>Booking – can request holds</li> <li>Avails – can send avails</li> <li>Event Details – can add/edit tabs on the details page. <i>*Add/Edit or View can be controlled per tab</i></li> <li>Reports – able to build and run reports</li> </ul>	<ul style="list-style-type: none"> <li>Cannot modify company settings</li> <li>Cannot change primary event information.</li> <li>Cannot perform advanced address book manager functions, such as merging duplicate contacts</li> </ul>
View Only	<ul style="list-style-type: none"> <li>Booking – Able to view primary event information</li> <li>Event details – able to view all tabs on the details page <i>*View can be controlled on a per tab basis.</i></li> <li>Reports – able to build and run reports</li> </ul>	<ul style="list-style-type: none"> <li>Cannot modify company settings</li> <li>Cannot change primary event information.</li> <li>Cannot send avails</li> <li>Cannot modify information in details tabs.</li> <li>Cannot perform advanced address book manager functions.</li> </ul>
View Confirmed and Blackout Only	<ul style="list-style-type: none"> <li>Booking , for Confirmed and blackout events only - able to view primary event information <i>* Optional – Can allow restricted view to Tentative events (showing color or event type)</i></li> <li>Event details, for Confirmed or blackout events only - able to view all tabs on the details page. <i>* View access also be controlled on a per tab basis.</i></li> <li>Reports – able to run reports</li> </ul>	<ul style="list-style-type: none"> <li>Cannot modify company settings</li> <li>Cannot change primary event information.</li> <li>Cannot request holds</li> <li>Cannot send avails</li> <li>Cannot modify information in details tabs.</li> <li>Cannot perform advanced address book manager functions.</li> </ul>
Planner	<ul style="list-style-type: none"> <li>Avails Only – Restricted information viewable from the calendar view only. Events show color and can also show event type.</li> </ul>	<ul style="list-style-type: none"> <li>Cannot modify company settings</li> <li>Cannot change primary event information.</li> <li>Cannot request holds</li> <li>Cannot send avails</li> <li>Cannot access the event details page</li> <li>Cannot modify information in details tabs</li> <li>Cannot access address book</li> <li>Cannot run reports</li> </ul>
EB Connect Admin	<ul style="list-style-type: none"> <li>Connect – select which organizations to connect with</li> <li>Select – select which spaces to share</li> <li>Collaborate – receive requests and exchange messages</li> </ul>	