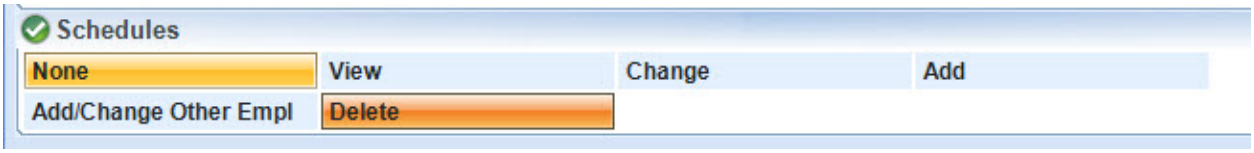
The graph below is the permission level for the Schedule Calendar. We reassessed the rules for each setting and decided to make a few changes due to the Medicare PDGM in 2020. These changes are likely to impact your current settings. We advise you to review each employee setting and modify them as needed. These permission levels should only be modified by your office admin.

You can print a report with your active employees and their current schedule status from; **Reports > Misc > 21.96 Employee Security Settings**. You may need to Download New Reports first.

The information mentioned below can be found in **Barnestorm Office > Admin > Employee Security > Time/Charges** > There is a section for **Schedules**.



None: View your own schedule, Hide other employee schedules

View: View your own schedule, View only employees (no changes can be made)

Change: View and Edit your own schedule, View only other employees

Add: View, Edit, Add your own schedules, View only other employees

Add/Change Other Empl: View, Edit, Add your own schedules, View, Edit, Add other employees

Delete: Unlimited permission, includes being able to remove schedules for all

Use the **Menu Exclusions** tab if you wish for the Schedule Calendar to not appear at all for an employee.

Other permission level to consider
The Special Permissions tab has an option to hide the **Case Load** tab from the Schedule Calendar. This screen shows each employee and the number of schedules assigned daily.

Employee Schedule Security Settings

http://kb.barnestorm.biz/KnowledgebaseArticle51506.aspx