

# How to Grant Access Level View All User's Schedulers For A Standard User

## Question:

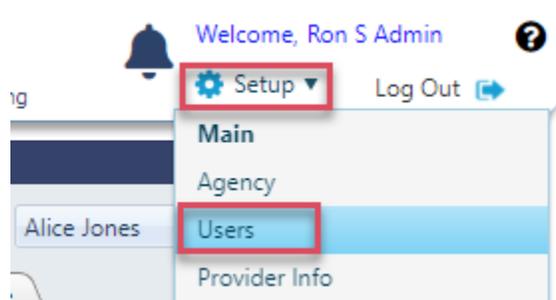
How do I grant a user the ability to view all user's schedulers?

## Pre-set Conditions:

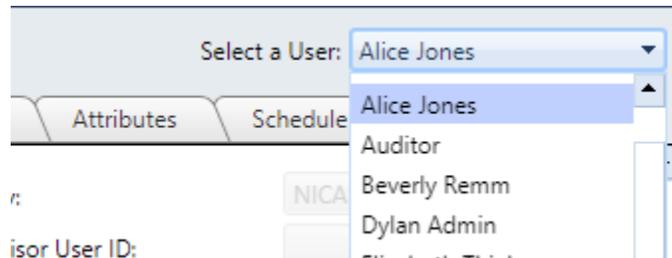
- First, the only user who can grant access to view all user's schedulers is the Super Admin.
- Second, the default to see everyone's schedule is granted automatically to Super Admins and Administrators.

## Solution:

Step #1 - The Super Admin would open Setup → Users found on the ribbon



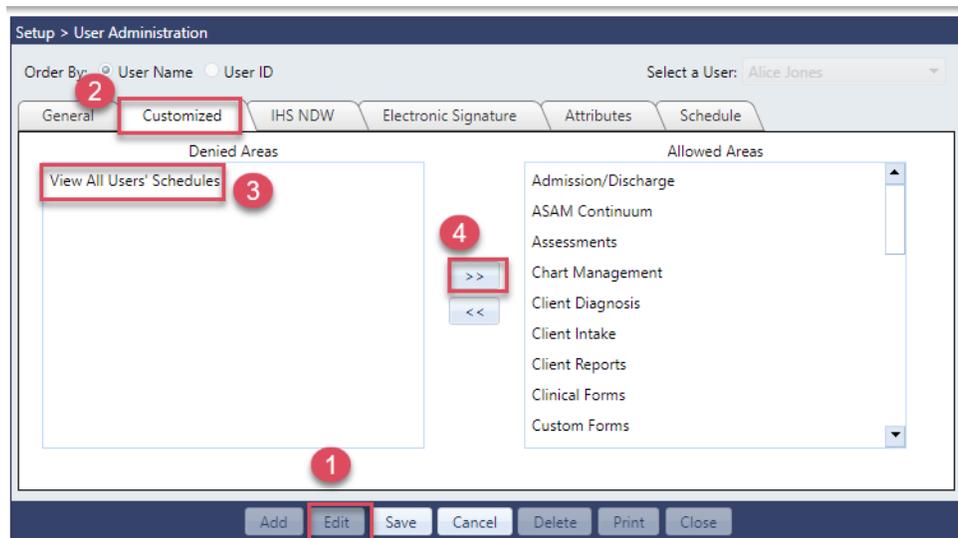
Setup #2 – Select the user from the list of users



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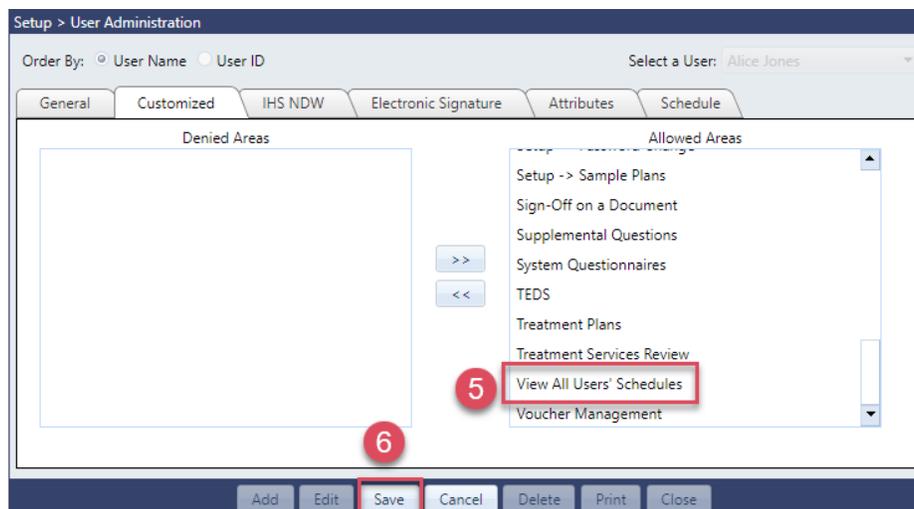
### Step #3

1. First click the [Edit] button
2. Then click the Customized tab
3. Select "View All User's Schedule" under Denied Area
4. Next, click the right-pointing arrow to move your selection to Allowed Areas



### Step #4

5. Verify the View All User's Scheduler is under Allowed Areas
6. Click the [Save] button to update the user access



For additional questions, contact AccuCare Support at 800-324-7966 or email [support@orionhealthcare.com](mailto:support@orionhealthcare.com) and we will be happy to assist you!