Levels of Administration

Administration · https://www.bookedscheduler.com/help/administration/levels-of-administration/

Booked has four levels of administration. This helps separate responsibilities and limits the number of people with advanced access.

Application Administrators

Application Administrators are the highest level of privilege and have full access to make all changes to configuration and data. Users in this role are also excluded from nearly all reservation policy rules.

Application Configuration is limited to Application Administrators only.

Group Administrators

Group Administrators have privileges to manage User and Reservation data for groups they are responsible for. They also have the ability to approve reservation requests for users in groups they are responsible for.

Schedule Administrators

Schedule Administrators have privileges to manage Schedules, Resources on their schedules, and Reservations on their schedules. Schedule Administrators are excluded from nearly all reservation policy rules on their schedules.

Resource Administrators

Resource Administrators have privileges to manage their Resources and Reservations for their resources. Resource Administrators are excluded from nearly all reservation policy rules on their resources.