Zoho Corporation

Access Level

In Zoho Shifts, the access level determines what users can see and the actions they can perform.

This feature can be found under **Settings** > **Access Levels**.

Zoho Shifts has three built-in access levels:

- **Employee**: Employees can check the schedule without the ability to edit it. (For the Standard plan, employees will be able to clock in and clock out.)

- **Manager**: Users with Manager-level access have full management access to the schedule that they are a part of.

- **Administrator**: Administrators have full management access for the entire account.

Along with the given access level, new access levels can be created by clicking on **+Add Access Level** under Settings > Access level**.**

An access level has to be manually assigned to the user's profile.

To assign an access level :

1. Navigate to the **Employee** tab.
2. Click on the employee name. Under *Job* tab, select the appropriate option from the *Access Level* dropdown.
3. Click **Save**.

 The manager of a particular schedule will be able to access all the user data of that schedule.