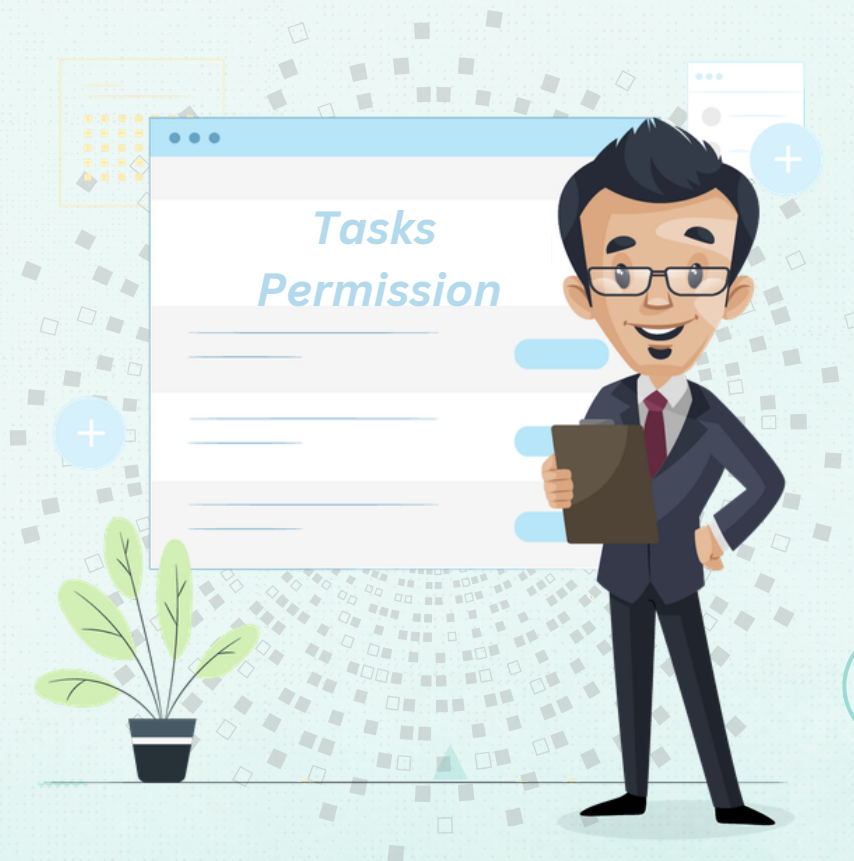




Task Permission

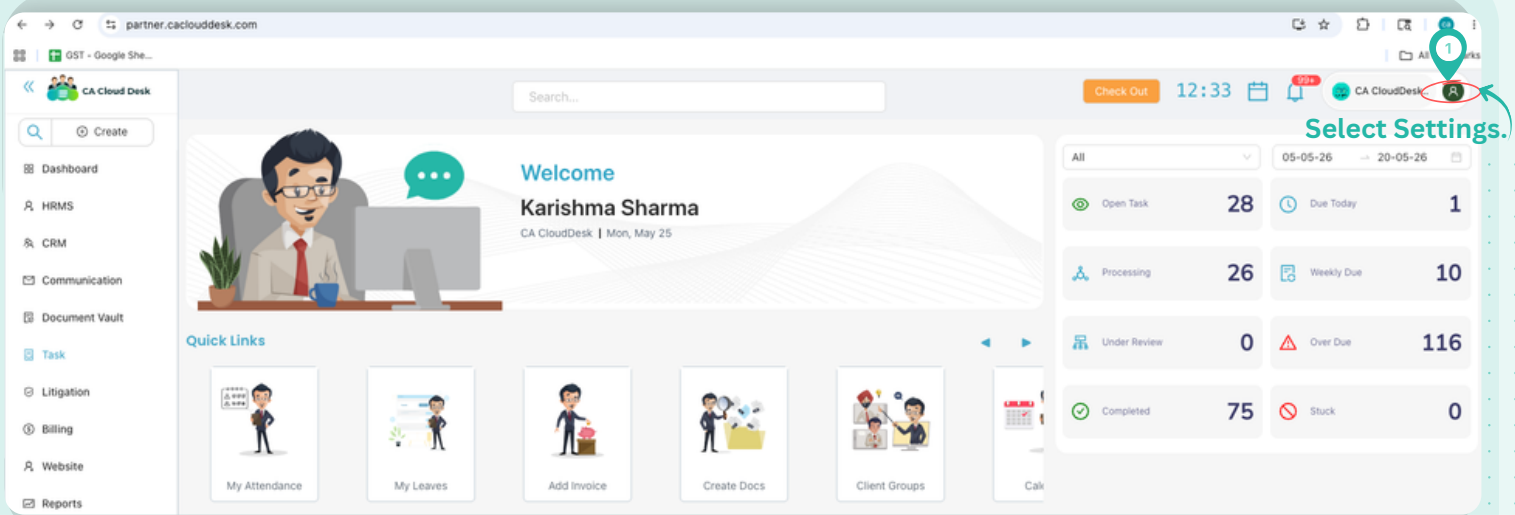
CA CloudDesk





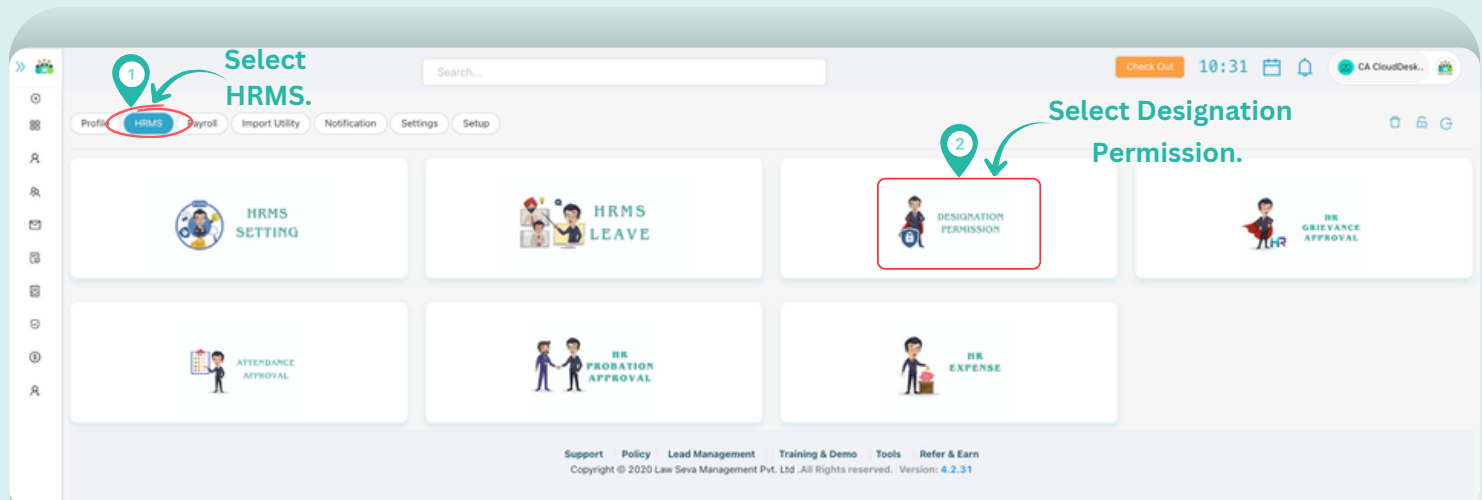
1 Step 1: Log in to CA CloudDesk.

From the CA CloudDesk Dashboard, Select **Settings**.



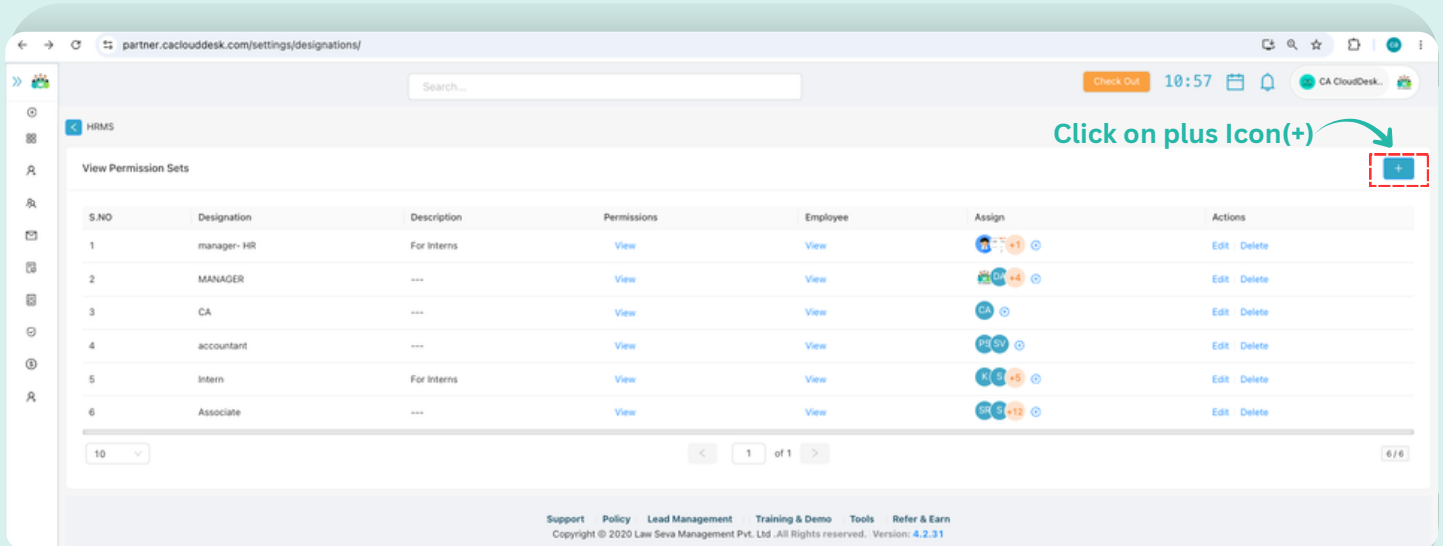
2 Step 2: Select HRMS.

Select **HRMS** and then select **Designation Permission**.



3 Step 3: Click on Plus Icon.

After selecting Designation Permission, Click on the **Plus Icon (+)** to Add Task Permissions.

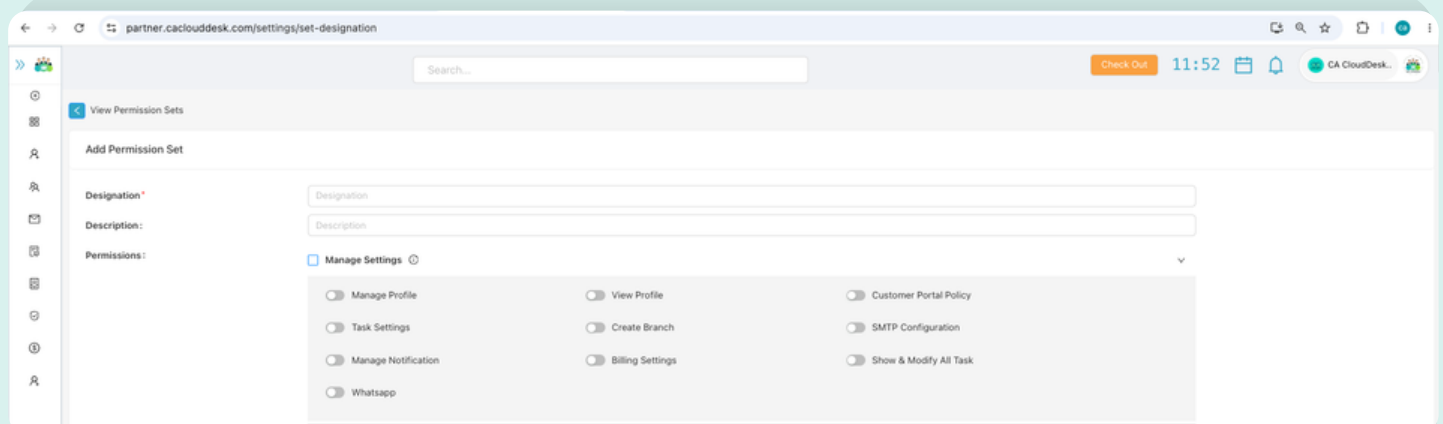
Click on plus Icon(+)

S.NO	Designation	Description	Permissions	Employee	Assign	Actions
1	manager- HR	For Interns	View	View	+1	Edit Delete
2	MANAGER	---	View	View	+4	Edit Delete
3	CA	---	View	View	CA	Edit Delete
4	accountant	---	View	View	PG SV	Edit Delete
5	Intern	For Interns	View	View	KGS +5	Edit Delete
6	Associate	---	View	View	SRG +12	Edit Delete

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4 Step 4: Provide Task Permissions.

From here you can provide Task Permissions by selecting **Designation** and writing **Descriptions**, then provide Permissions.

Add Permission Set

Designation*

Description:

Permissions:

☒ Manage Settings

- ☐ Manage Profile
- ☐ Task Settings
- ☐ Manage Notification
- ☐ Whatsapp
- ☐ View Profile
- ☐ Create Branch
- ☐ Billing Settings
- ☐ Customer Portal Policy
- ☐ SMTP Configuration
- ☐ Show & Modify All Task



5 Step 5: Provide Task Permissions.

From here you can provide **Task Permissions** by selecting the checkboxes for the desired permissions.

☒ **Tasks** ⓘ

☒ View Task/Recurring Task

☒ Create Task/Recurring Task

☒ Task Customer

☒ Update Task Stages

☒ Task Stages

☒ Create Task For Self

☒ Create Task For Other

☒ Delete Task/Recurring Task

☒ Show Deleted Task

☒ Task Action Buttons

☒ Edit Task/Recurring Task

☐ **Edit Task** ⓘ

☐ Task Name

☐ Task Assignee

☐ Task Reporter

☐ Task Consultant

☐ Task Service

☐ Task Target Date

☐ Task Priority

☐ Task Due Date

☐ Task Description

☐ Task Complete

☐ Show Completed Task

☐ Tags

COMPLETED

