

## About HOPS

[Back to List](#)

### Operations Calendar

Your organisation's operations calendar can be set into HOPS.

This provides a single reliable source of truth for this information for staff. It also works with many other functions around the system that refer to the calendar.

It is also possible to add additional custom layers to the calendar, for everything from department activities to room bookings.

Specific Facilities	Basic HOPS	Advanced HOPS	Detail
VIEW Operating Calendar	✓	✓	Allows the user to view the organisation's operating calendar.
EDIT Operating Calendar	✓	✓	Allows the user to EDIT the organisation's operating calendar, such as assigning timetables to days, defining additional staff requirements, operations instructions, etc.
Daily Operations Summary EMAIL	✓	✓	Allows the user to receive an e-mail every morning with details of the day's operations.
VIEW Dept Calendar Docs	✓	✓	Allows the user to VIEW their departments calendar documents.
EDIT Dept Calendar Docs	✓	✓	Allows the user to EDIT their department's calendar documents.
Ops Calendar Updates EMAIL	✓	✓	The user will receive operations calendar update e-mails.
VIEW Calendar Custom Subject Content	✓	✓	User can view content of this calendar.
EDIT Calendar Custom Subject Content	✓	✓	User can add information to the Calendar Subject fields.
Link content from other calendars to this calendar.	✓	✓	User can link content from other calendars to this calendar.
CONFIGURE Calendar Custom Subjects	✓	✓	User can add, edit and remove calendar organisation SUBJECTS. (Not to be confused with permissions for editing the data associated with the subjects.)

Generated at 14:03:24 on Wednesday 19 January 2022