Administrators

Can I have multiple administrators on my account?

Yes, you can set up any number of users with administrative access:

1. Go to **Contacts**, click **Add / Admin...**.
2. Fill in the contact's information.
3. Set **Admin Level** to **Administrator** for full access.

What administrative access levels are available?

Level	Permissions
Appointment Viewer	Can view appointments only
Appointment Maker	Can make appointments in the Admin tool, but cannot change account settings
Resource Administrator	Full schedule control for specific assigned resources
Event Administrator	Full administrative access to all events
Administrator	Full administrative access to the entire account

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"Email address already exists, can't create duplicates" — what does this mean?

This administrators email is already linked to an existing pickAtime contact. Go to **Contacts**, search the email address, and you should find the existing record.

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