gradience®

New User Needs Access to HRcalendar

Summary:
A new user with a new login needs access to the HRcalendar software installed under a different user account on the same workstation.

Problem / Goal:
A user installed HRcalendar under a previous login but now a new user needs access.

Solution:

1.   Download HRcalendar found here and save to your desktop.

2.   Double-click on the installation icon you just downloaded to run the installation process.

3.   If the installation prompts you to **Modify**, **Repair** or **Remove** – choose **Remove**.

4.   After installation you can access the application by clicking the desktop shortcut for the software you just installed.

Document URL:
Document for: ☐ Internal
                        ☒ Public