Manual

PMS-Manage Users User Guide

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1. Overview

This PMS – Manage Users User Guide provides instructions for managing user rights and access permissions, including creating and modifying user accounts, assigning roles, and granting access to system functionalities. The guide offers clear, step-by-step instructions with practical examples for everyday use.

2. Rights Setup

Available under **Core > Security > Rights,** this function allows staff to manage rights and access permissions for various functionalities within the system.

To perform the task:

1. Select **Chain.**
2. Press **New** to create a new right.
   Press **Edit** a right to modify permissions.(when a Right already exists)
   Press **Export** to export the rights.
3. Fill in the required information. (Right code, Right name, Business unit, Division, etc.)
4. Set the status to **Open**.
5. Click to assign rights for access to various functionalities.
6. Press **Save** to confirm the right setup.
   Press **Cancel** to cancel the action and close the pop-up.

Note: Ensure all required information, especially the right code and name, is accurate to avoid access permission issues.

3. User Sign Up

Available under: **Core > Security > Users,** this function allows staff to manage users and assign them appropriate permissions and roles.

To perform the task:

1. Press **New** to create a new user.
   Press **Export** to export the user information
2. Fill in the required information. (Member code, Personal, Contract, Work, etc.)
3. Select **Chain**, **Right**, and **Hotel** Access Rights to assign the appropriate permissions for the hotel operations
4. Press **Save** to confirm the user setup.
   Press **Cancel** to cancel the action and close the pop-up.

Note: Ensure all required fields are filled accurately and that the correct Hotel Access Rights are assigned based on the user's role.

- o Press **Copy** to duplicate the selected item.
- o Press **Reset Password** to reset the user's password.
- o Press **Export** to export the user information.
- o Press **Suspend** to temporarily disable the user's account.
- o Press **Reset Passcode** to reset the user's passcode.

4. Manage Users

Available under **PMS > PMS Manager > Manage users**, this function allows staff to manage user positions and access rights.

To perform the task:

1. Press **Sync Data** to synchronize the user data.
2. Press **Staff Code** to manage the **position** of user.
   Press **Delete** to remove the selected user or record from the system.
3. Select **Position** to assign access rights for various functions.
4. Set the status to **Open**.
5. Press **Confirm** to set up user.
   Press **Cancel** to cancel the action and close the pop-up.

- o **Cashier**: Handles payments and transactions.
- o **Maid**: Manages cleaning and room maintenance.
- o **Salesman**: Promotes and manages customer orders.
- o **Therapist**: Provides spa or wellness treatments.
- o **Waiter**: Serves food and beverages to guests. (POS)Press **Reset Passcode** to reset the user's passcode.

Note: Select the correct position to assign the appropriate access rights for each user.