

# Manual

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## 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.

Right Setup

Chain

Smartfinder

+ Language

Right Code \*

Right Name \*

Default Business Unit \*

Select Business Unit

Department

Select Department

Division \*

Select Division

Position

Select Position

Status

Status

Business Unit

CORE

PMS

POS

ARS

EVENT

SORASO

SPA

VENUE

PCS

Feature	Input	Output	Submit	Change	Approve
<input type="checkbox"/> Select All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

Cancel

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

Version : 10.02  
 Last Updated : 17 June 2025  
 Author : QA Team

### 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.

User Sign Up

Member Code \*

Picture \*



Expiry Date \*

17/06/2025

Personal Information

Title \*

First Name \*

Last Name \*

Nickname \*

Date Of Birth \*

17/06/2025

Contact Information

Email \*

Phone \*

Address \*

Country \*

City \*

Zip Code \*

Facebook

Line

Work

Save

Cancel

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Author : QA Team

User Sign Up

Work

Position \*

Department \*

Division \*

Permission

Chain

Right \*

Hotel

Users System Platform

Credit / Token Information

Wristband No.

Other

Comment

Save

Cancel

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

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

Main Operation									
<div> <div>New</div> <div>Copy</div> <div>Reset Password</div> <div>Export</div> <div>Suspend</div> <div>Reset Passcode</div> </div> <div>1-12 of 12</div>									
<input type="checkbox"/>	Member code	Picture	Expired	First Name	Last Name	Nickname	Birthday	Email	Phone
<input type="checkbox"/>	utility		01/11/2026						
<input type="checkbox"/>	QA01		15/03/2026						
<input type="checkbox"/>	QA02		15/03/2026						
<input type="checkbox"/>	SK01		15/07/2024						
<input type="checkbox"/>	QA03		15/03/2026						
<input type="checkbox"/>	001		19/07/2025						
<input type="checkbox"/>	IMP001		01/11/2026						
<input type="checkbox"/>	T001		01/11/2026						
<input type="checkbox"/>	QA1234		15/11/2024						
<input type="checkbox"/>	QA1235		30/04/2025						
<input type="checkbox"/>	QA04		29/05/2026						
<input checked="" type="checkbox"/>	QA05		29/05/2026						

## 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.

Staff Code

3802

Staff Name

SAIPARN SP.

Wristband Expiry Date

Wristband No.

Location

Please Select

☒ Cashier
 ☒ Maid
 ☐ Salesman

☐ Therapist
 ☒ Waiter

Status

☒

Save

Cancel

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

PMS

Sync Staff

Sync Data

Title Setup

15 Jan 2025 13:36

All Day

12

10

EN

B

1-50 of 62

Staff Code	Staff Name	Cashier	Maid	Saleman	Therapist	Waiter	Expiry Date	Wristband No.	Location Name	Status
<a href="#">12</a>		✓	✓	✓		✓				<input checked="" type="checkbox"/>
<a href="#">3792</a>		✓	✓			✓	31/01/2025	2025010001	Samut Songkhram	<input checked="" type="checkbox"/>
<a href="#">3793</a>			✓	✓	✓		31/01/2025	2025010002	Samut Songkhram	<input checked="" type="checkbox"/>
<a href="#">3794</a>			✓	✓	✓	✓	01/03/2025	4675982135	Samut Songkhram	<input checked="" type="checkbox"/>
<a href="#">3795</a>		✓				✓				<input checked="" type="checkbox"/>
<a href="#">3796</a>		✓				✓				<input checked="" type="checkbox"/>
<a href="#">3797</a>										<input checked="" type="checkbox"/>
<a href="#">3798</a>										<input checked="" type="checkbox"/>
<a href="#">3799</a>		✓	✓	✓	✓	✓	28/12/2024	0987654321	Samut Songkhram	<input checked="" type="checkbox"/>
<a href="#">3800</a>										<input checked="" type="checkbox"/>
<a href="#">3801</a>		✓	✓			✓				<input checked="" type="checkbox"/>
<a href="#">3802</a>		✓	✓			✓			Nonthaburi	<input checked="" type="checkbox"/>
<a href="#">648</a>		✓	✓			✓				<input type="checkbox"/>
<a href="#">649</a>		✓				✓				<input type="checkbox"/>

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