User Management
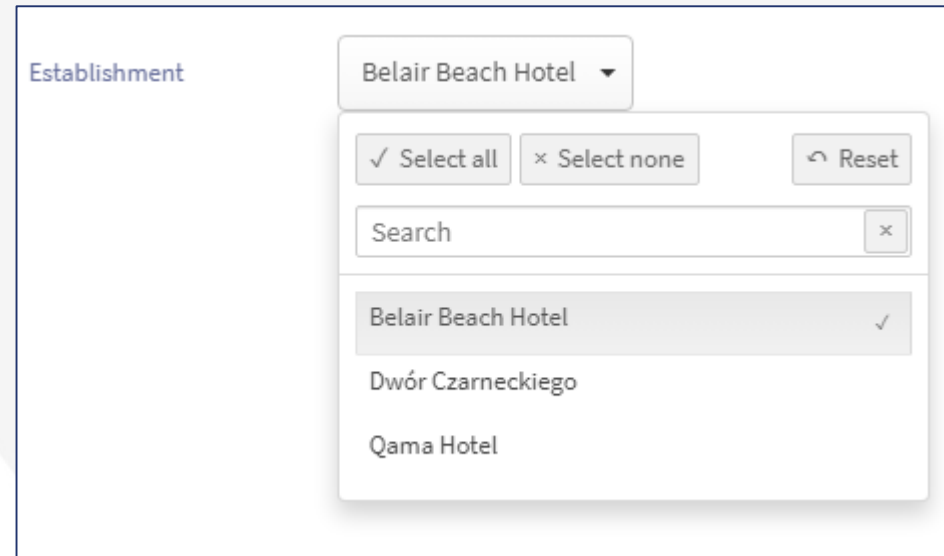
You have the possibility to give particular assignments to your collaborators according to their position.

1. Click on Add a user .

2. Enter the user name (without spaces).

3. Insert the email of your collaborator. It is imperative to have a different email for each user.

4. Enter the password or create an automatically generated password by clicking on ↻ .

5. Select the facility or facilities that the user will be able to manage.

6. Select the pages that your collaborator will be able to modify "Total Access" or only "View".

☑ Select all
☑ My Dashboard   ⦿ View
☑ My info   ⦿ Total access ○ View
☑ Bibliotheque d'image   ⦿ Total access ○ View
☑ My rooms   ⦿ Total access ○ View
☑ My services - Etablissement   ⦿ Total access ○ View
☑ My services - Services personnalisés   ⦿ Total access ○ View
☑ My rate   ⦿ View
☑ My reputation   ⦿ Total access ○ View
☑ My promotions - Promotions   ⦿ Total access ○ View
☑ My promotions - Voucher   ⦿ Total access ○ View
☑ My promotions - Exclusive Offers   ⦿ Total access ○ View
☑ My booking   ⦿ Total access
☑ My Accounting   ⦿ Total access ○ View
☑ My Website   ⦿ Total access ○ View
☑ Distribution Parity   ⦿ Total access
☑ Report   ⦿ Total access ○ View
☑ Users   ⦿ Total access ○ View

7. Click on **Save**.

An email will be sent to your collaborator including the link to the extranet, his login, the password and his assignments.

He will be able to create one or more users according to his roles with the same restrictions as initially set.

You can at any time modifiy ✏️ , **Deactivate** or **Activate** again a user.