Users: Add, Edit or Unlock

To add, edit, make a user inactive or unlock a User, go to **SETUP | PMS | USERS**. The User list appears with the User ID, email, Status, Last Log in and whether or not they are locked out of the MyPMS system. See Users

You may add as many users as needed. Each user has their own log-in credentials and ALL activities performed while the User is logged in will be recorded under their User Name.

All Users are assigned Roles which grant access to certain Reports, Night Audit and the Setup Area, There are also several other settings to enable or choose for each User. See User Roles and Functions

See the following functions for managing Users

- User Roles and Functions
- Add New Users
- Edit or Unlock Users

Front Desk	Bookings	Rates	Relationships	Owners	Parameters	Settings	PMS	Features/Images

✔ Users   Comtrol   Setup   IP Filtering   ISIS

Find records where User ▾ has ▾ [____] Sort by User ▾ down ▾ Display 200 Records [Fetch]

User	email	Status	Last Login	Locked Out
trainer	trainer@bookingcenter.com	Active	16-NOV-2013	No
spanish	info@bookingcenter.com	Active	15-OCT-2014	No
portugese	info@bookingcenter.com	Active		No
italian	info@bookingcenter.com	Active	30-SEP-2013	No
french	info@bookingcenter.com	Active	15-OCT-2014	No
demo	info@bookingcenter.com	Active	21-OCT-2014	No
booking	info@BookingCenter.com	Active	21-OCT-2014	No
admin	admin@bookingcenter.com	Active	14-OCT-2014	No
SAB	seanandrew@tt.com	Inactive	02-JUL-2010	No
Ola	Olakobak@gmail.com	Inactive		No
Meghan	Meghan@JorgesHacienda.com	Active		No
Jeff	jeff@bookingcenter.com	Active	06-FEB-2012	No
Cliff	info@bookingcenter.com	Active	23-APR-2013	No
Bob	normand@gmail.com	Inactive		No
BCDEMO	info@bookingcenter.com	Active	20-OCT-2014	No
BC	BC	Active	21-OCT-2014	No

Total Active User(s): 12

[Add]

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