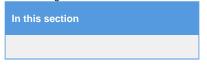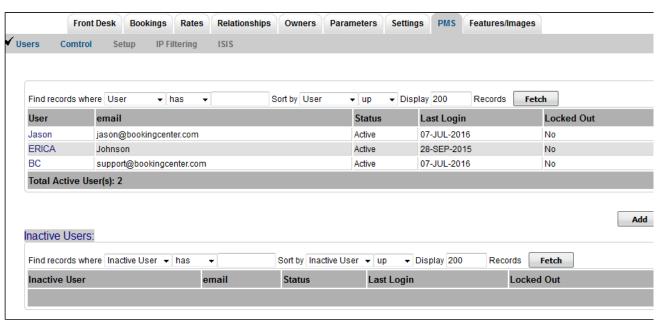# Users

To add, edit, make a user inactive or unlock a User, go to **SETUP | PMS | USERS**. The User List is divided into Active and Inactive Users.and displays the User ID, email, Status, Last Log in and whether or not they are locked out of the MyPMS system.

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.To Add a User see Add New Users. To make a user Inactive, edit User Details or Unlock a User, see Users: Add, Edit or Unlock

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

In this section

The User List is divided into Active and Inactive Users. Each User is displayed with the User ID, email, Status, Last Login and whether a User is locked out. To Edit the details of a User, click on the User ID. See Users: Add, Edit or Unlock

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 ▾] [up ▾]   Display [200]   Records   [Fetch]

User	email	Status	Last Login	Locked Out
Jason	jason@bookingcenter.com	Active	07-JUL-2016	No
ERICA	Johnson	Active	28-SEP-2015	No
BC	support@bookingcenter.com	Active	07-JUL-2016	No
Total Active User(s): 2				

[Add]

Inactive Users:

Find records where [Inactive User ▾] [has ▾] [_____]   Sort by [Inactive User ▾] [up ▾]   Display [200]   Records   [Fetch]

Inactive User	email	Status	Last Login	Locked Out

User Roles:

- **Sr. Night Auditor:** Able to perform Night Audit; No access to Setup; Full access to all columns of Reports.
- **Night Audit:** Able to perform Night Audit; No access to Setup; Full access to all columns of Reports.
- **MyGuest Only:** Access to MyGuest Guest Request System and Housekeeping App Users. To learn specifics on setting Housekeeping App Users, click here.
- **Manager Admin:** Enables all 3 Admin features: Front Desk Layout, New Booking Window, and Housekeeping customization.
  - **Customize the Front Desk Layout** Admin | Front Desk - Page Layout
  - **"New Booking Window" Custom Labels -** Admin | Booking - Data Elements
  - **"Housekeeping Groups"** Admin | Housekeeping
- **Manager:** Full access to all Setup functions and all Reports.
- **Housekeeping Admin:** This Housekeeping function makes it easy to organize Rooms into Groups and customize the Housekeeping area on the Front Desk. Admin | Housekeeping
- **Housekeeping**: Access only to the Housekeeping section.
- **Group Manager**: Access only to Group Bookings.
- **Night Auditor**: Able to perform Night Audit; No access to Setup; Access to only first 4 columns of Reports.
- **Front desk:** No access to Night Audit or Setup. Access to only the first 3 columns of Reports.

User dependent restrictions:

- **Allow manual entry of Rates:** Allows user to manually change a Rate. Else they can only book rates set in the system.
- **Allow Overbooking:** This allows the user to book beyond your current availability. The business use is that sometimes hotels do over-sell some Room Types in order to move around bookings or account for likely cancellation rates. Recommended setting is "No"
- **Settle Credit Cards**: Displays the "Settle Credit Cards" button in Night Audit. (Must be signed up for MyCard credit card payment gateway to use this)
- **View Manage Credit Cards Screen :** Displays the "Manage Credit Card" link in the Booking Details. Should you wish to ***not allow*** a User to view the full credit card numbers, this is how to ***disable*** their access to viewing anything other than the 'last 4 digits' and expiry.
- **MyGuest Access**. This allows you to establish whether a User can login and/or use the MyGuest 'app' explained at: http://hotel. bookingcenter.com.
- **Country**: This allows a manager to set a restriction for a user to only login via the Country where the User should be logging in.
- **Country Login Allow**: This allows a manager to enforce that the Country set above is where the User is actually logging in. Choices are only 'the Country' or 'all Countries'. BookingCenter enforces this via a subscription to an IP service that attempts to take the IP address

from the request and verify it is *likely* in the country where the User has been set. While not perfect, this helps avoid 'phishing' and fraudulent logins.
- **Allow VPN:** For Users who use VPNs to access services from differing locales (thus IP address verification is intentionally being circumvented) this setting can allow an exception for this specific user.

Managing and Auditing the User Access

- **Status**: *Active* means the User can login, while *INACTIVE* means the User will no longer be able to login (though all past activity is retained for reporting).
- **From**: is the date the user is active.
- **Created**: date User was created.
- **Last Changed**: date the User record was last edited.

For more details, see User Roles and Functions