

	Abbreviation
Admin	Has Rights to all
Manager	Mgt
Front Desk	FD
Housekeeping	H
Maintenance	M

This chart shows the standard access levels available for your staff. It is based on departments.

Each menu item under the hotel tab is listed to the left. Each drop down has its own access levels.

	View	Edit/Update/Add
Hotel Tab Access		
Settings	Mgt	Admin
Reservations		
New Reservation	Mgt,FD	Mgt,FD
Reservations	Mgt,FD	Mgt,FD
Room Assignment	Mgt,FD,H,M	Mgt,FD
Guests		
Check-in	Mgt,FD	Mgt,FD
Check-out	Mgt,FD	Mgt,FD
Guest List	Mgt,FD	Mgt,FD
Rates & Availability		
Add Rate Plan	Mgt	Mgt
Quick Close	Mgt	Mgt
Manage Rate Plans	Mgt	Mgt
Discounts	Mgt,FD	Mgt
Surchages	Mgt	Mgt
Reports		
Rates/Availability Overview	Mgt	Mgt
Revenue Overview	Mgt	Mgt
Booking Summery	Mgt	Mgt
Arrive/Depart	Mgt,FD,H,M	Mgt,FD
Housekeeping	Mgt,FD,H,M	Mgt,FD,H,M
Reservation Tracking	Mgt	Mgt
Audit Reports	Mgt	Mgt
Packages		
Manage Packages	Mgt	Mgt
Manage Extras	Mgt	Mgt
Groups		
Reservations	Mgt,FD	Mgt,FD
Add Group	Mgt	Mgt
Manage Groups	Mgt,FD	Mgt,FD
Rooms		
Manage Rooms	Mgt	Mgt
Room Options	Mgt	Mgt
Utilities		
Charges	Mgt,FD	Mgt,FD
Cash Drawer	Mgt,FD	Mgt,FD
Phone Directory	Mgt,FD,H,M	Mgt,FD
Departments	Mgt	Mgt
Other Functions		
Check-in/Check-out		Mgt,FD
Override rates		Mgt,FD
Modify Reservation		Mgt,FD
Assign Rooms		Mgt,FD
Overbook		Mgt,FD
Override Restrictions		Mgt,FD
View credit card information		Mgt,FD
Website Tab		Mgt