



## User Access Levels

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### **Manage Users:**

Users can be added to your account and given certain permissions or 'roles'. There is **one** overall administrator/account holder who has control over creating, amending and deleting users and their respective roles, and this is automatically created when the original person signs up to use Hallmaster.

The user details for this 'primary-user' account can be amended, but this user will always remain the primary-user.

### **Create New User:**

To add a new user, make sure you are logged in as the primary-user and click on the 'Manage Users' link under the Admin at the bottom of the side menu. You will already see the name of the primary user there. This can be amended at any time using the 'Update' link.

Next click on the 'Create new user' link below the main heading and complete the fields on the next page. The new user name will then appear. You now need to set which roles you want the new user to have access to.

### **Setting Roles for New Users:**

There are three areas that users can have access to:

- Administrator – gives user access to entire booking and invoicing system for your venue, except the primary-user
- Bookings – gives user access only to the bookings section and allows user to create, amend, confirm, search and print out bookings
- Invoicing – gives user access only to invoices that have already been generated by a user with access to the bookings section. This means their access is limited to just viewing, amending, printing and sending invoices and payment tracking.

Users can of course have access to either one or all areas just using the tick boxes. Simply click on the 'Roles' link of the user you wish to update and put a tick in the box and then save. The user's roles will be updated automatically and the relevant access applied.

### **Delete User:**

Go to Admin > Manage Users and click on the Delete link of the user you wish to remove. You will be prompted before the user is removed for good.