You will learn:
- *What are the default user privileges,*
- *How to assign new privileges*
- *How to create additional user accounts*

This manual includes:

1. Default user types

The default levels of privileges, available from the first program start-up, are as follows:

A) Admin:

- Full access to the software

B) Receptionist:

- Cannot delete finished reservations

- Cannot view statistics

- Cannot delete and modify invoices printed in the past days

- Cannot manage rooms and their prices

C) Junior receptionist:

- Retains all privileges of receptionist

- Cannot delete reservations with payment included

D) Observer:

- Ability to view existing reservations but without adding, modifying or deleting them

E) Portal:

- Used when creating accounts for apartment owners or travel agencies

- Access only to self-created reservations and customers

F) Accounting:

- Access only to the "Accounting" module

- Access only to fiscal documents (printing included)

Starting from the 0.47 version you may create your own levels of privileges and modify the existing ones.

2. Creating user accounts

Step 1. Go to **Tools** > **Configuration** > **Users**.

Step 2. Press the "Add" button.

Step 3. Insert a user name.

Step 4. Insert a user login.

Step 5. Insert an email address if you plan to send automated correspondence to this user.

Step 6. Insert password twice.

ATTENTION! The next time you return to the given user`s configuration screen, you may notice an increased number of characters in the "Password" field. It is a safety measure that hides the real number of characters in your password.

Step 7. Select the level of privileges for this user. In the later part of the manual you will learn how to create custom levels of privileges.

You may now click the "Save" button to save the user or you can perform additional configuration. It is described below:

Hotel access rights – if there are multiple properties on your database, you can grant user access to either one of these properties or to all of them.

Force changing the user password after {days} – here you can type the number of days after which KWHotel will force the password change.

The "Rooms visible by this user" button lets you assign specific rooms or apartments to the given user. Below you will find a detailed manual on how to achieve it.

Step 1. Press the "Rooms visible by this user" option.

Step 2. Select rooms that belong to this user.

It is possible to sort rooms by room group (using the "Room group" option) or by building ("Building" field, building ID can be assigned in the Rooms module > edit room > Building ID field). For your convenience, you may use the "Select all" and "Uncheck all" buttons to quickly modify all rooms.

ATTENTION! Disabling access to some rooms will cause KWHotel to stop displaying resource based reservations.

Step 3. Save changes.

3. Preparing to modifying privileges

ATTENTION! Before you begin adjusting privileges, please perform the following operation:
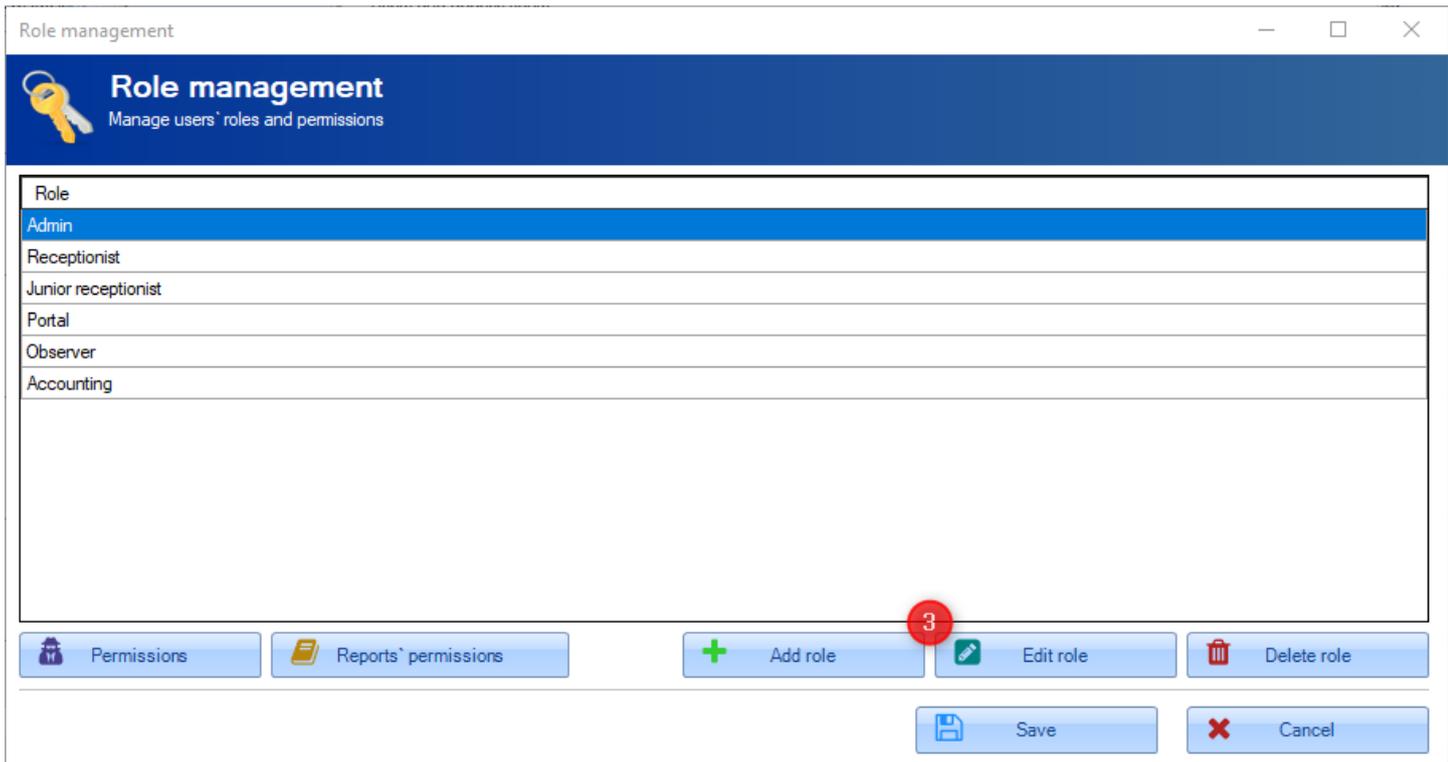
Step 1. Proceed to **Tools** > **Configuration** > **Users**.

Step 2. Press the "Role management" button.

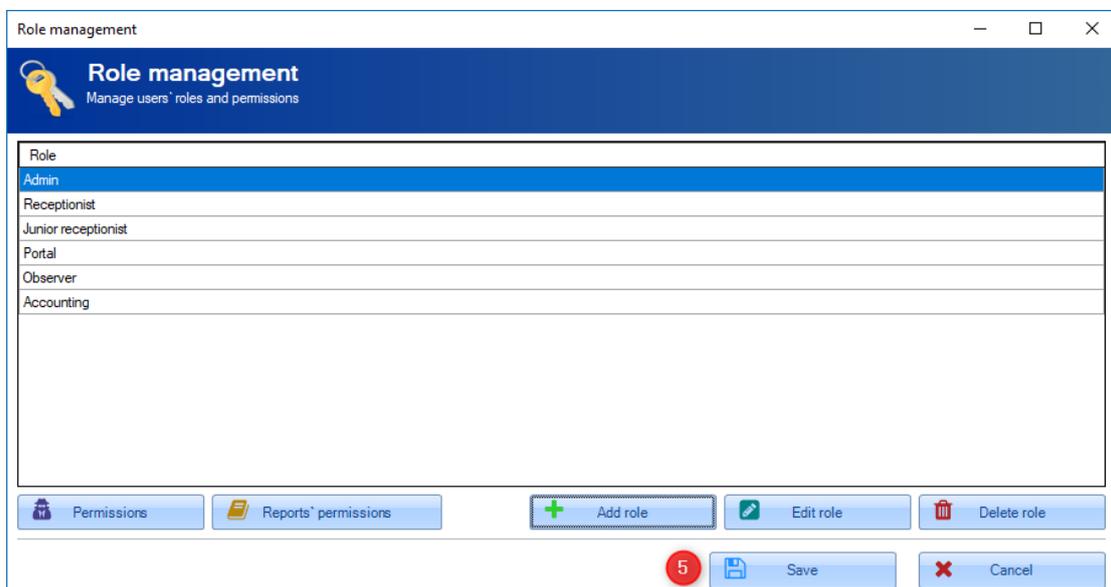**Step 3**. Select the "Admin" user and edit him.

Step 4. Press the "Save" button.

Step 5. Click the "Save" button.

A small window will open, preparing your privileges management module to work on your database. The process may take up to 10 minutes. Once it`s over, you may continue.

4. Modifying existing levels of privileges

To modify the existing levels of privileges, please apply the following steps:
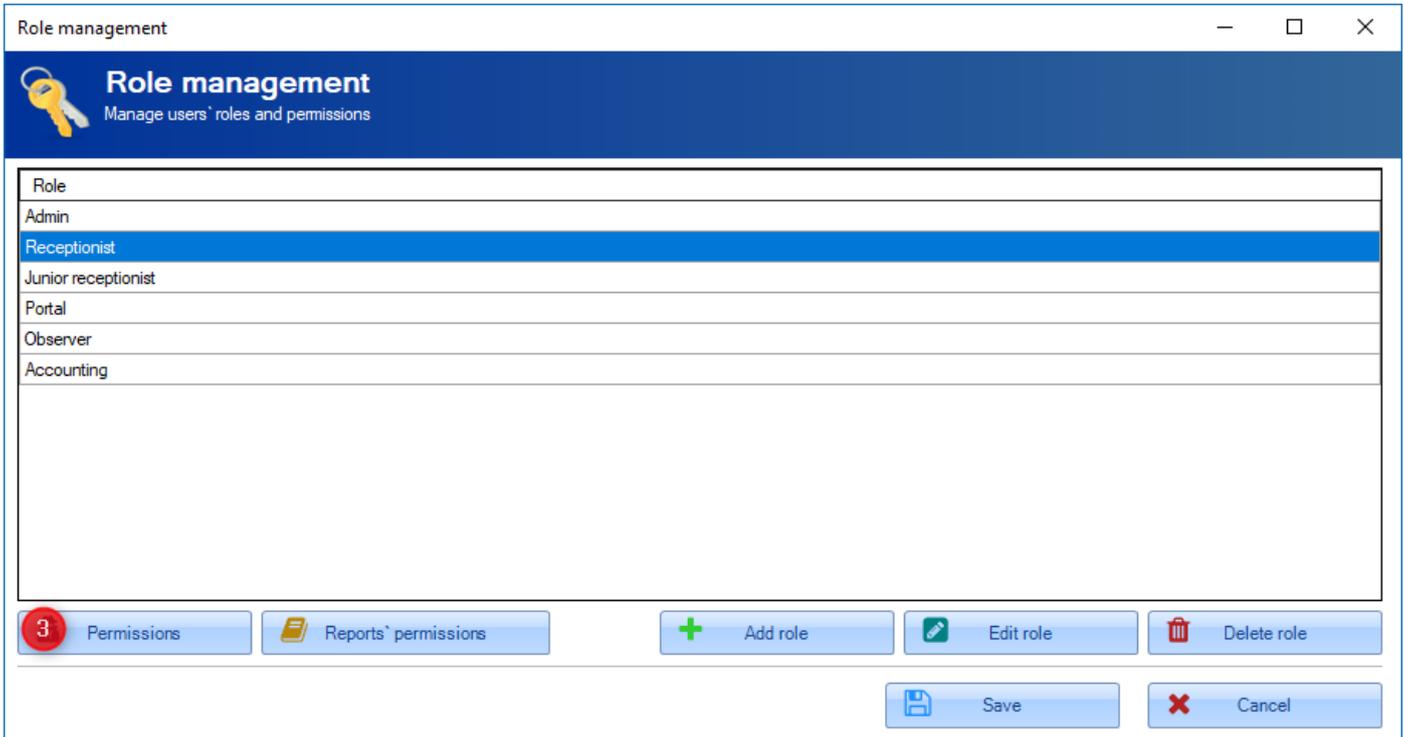
Step 1. Go to **Tools** > **Configuration** > **Users**.

Step 2. Press the "Role management" button.

Step 3. Select the role you wish to modify and click the "Permissions" button.

Step 4. Please refer to the below information. The newly opened window contains the list of privileges that can be applied to the given user.

**Privileges are divided into the following categories:**

- **Documents** (divided into "Cash/bank documents", "Invoices and corrective invoices", "Receipts", "Goods and services", "Pro forma invoices", "Deleted and cancelled documents", Bills")
- **ToolBox** is responsible for accessing modules such as "Logbook" or "Rooms")
- **Main menu** is responsible for accessing options such as "Fiscal printer configuration or "Create backup"
- **Reservation calendar** section is responsible for displaying the reservation calendar and bookings
- **Reservations** section is responsible for privileges located in a reservation screen
- **Rate plans** section is responsible for rate plans privileges
- **Housekeeping** section is responsible for managing the housekeeping calendar
- **Long stay reservations** section is responsible for managing the long stay reservations.

**There are three colours to mark the level of privileges:**

- **Green**: full access to viewing and editing data
- **Orange**: half-access (only viewing or only editing data)
- **Red**: no access to viewing and editing data)

To assign privilege, select it on the list and in the "Rights" window select the level of privileges. Perform this step for every privilege you wish to modify.

Step 5. Once you have modified all necessary privileges, press the "Save" button.
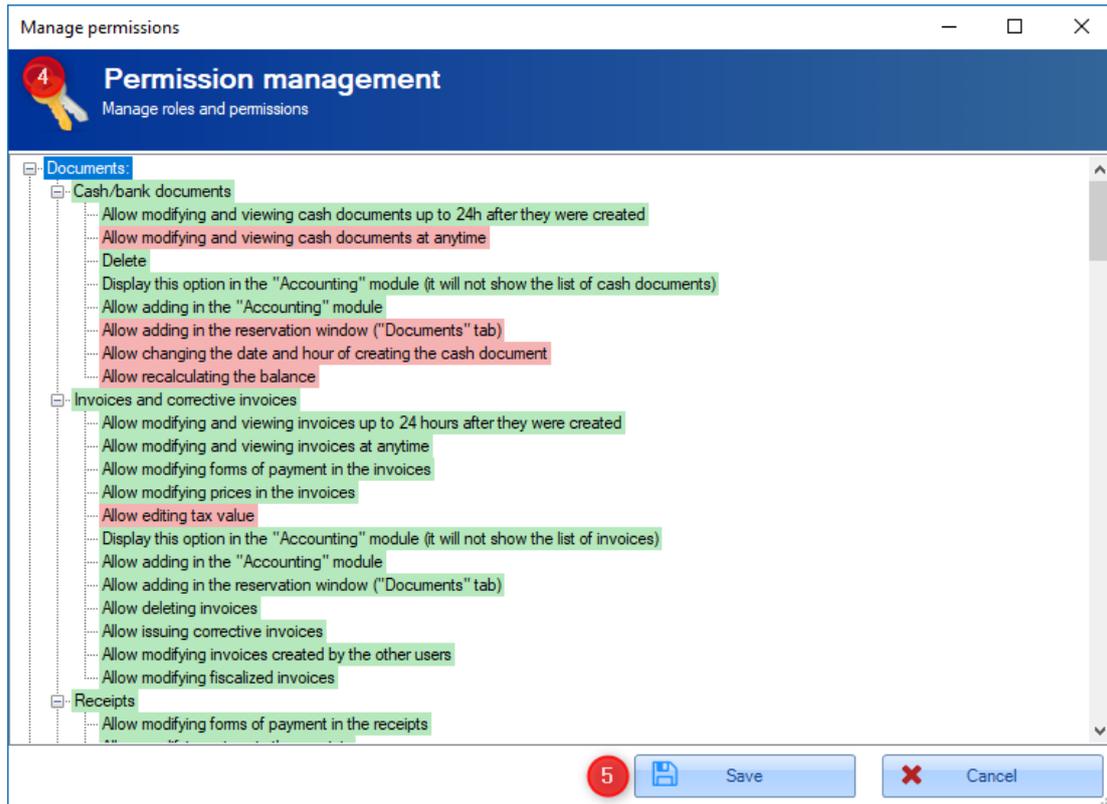
Step 6. You may also edit privileges for reports. To do so, press the "Reports` permissions" button.
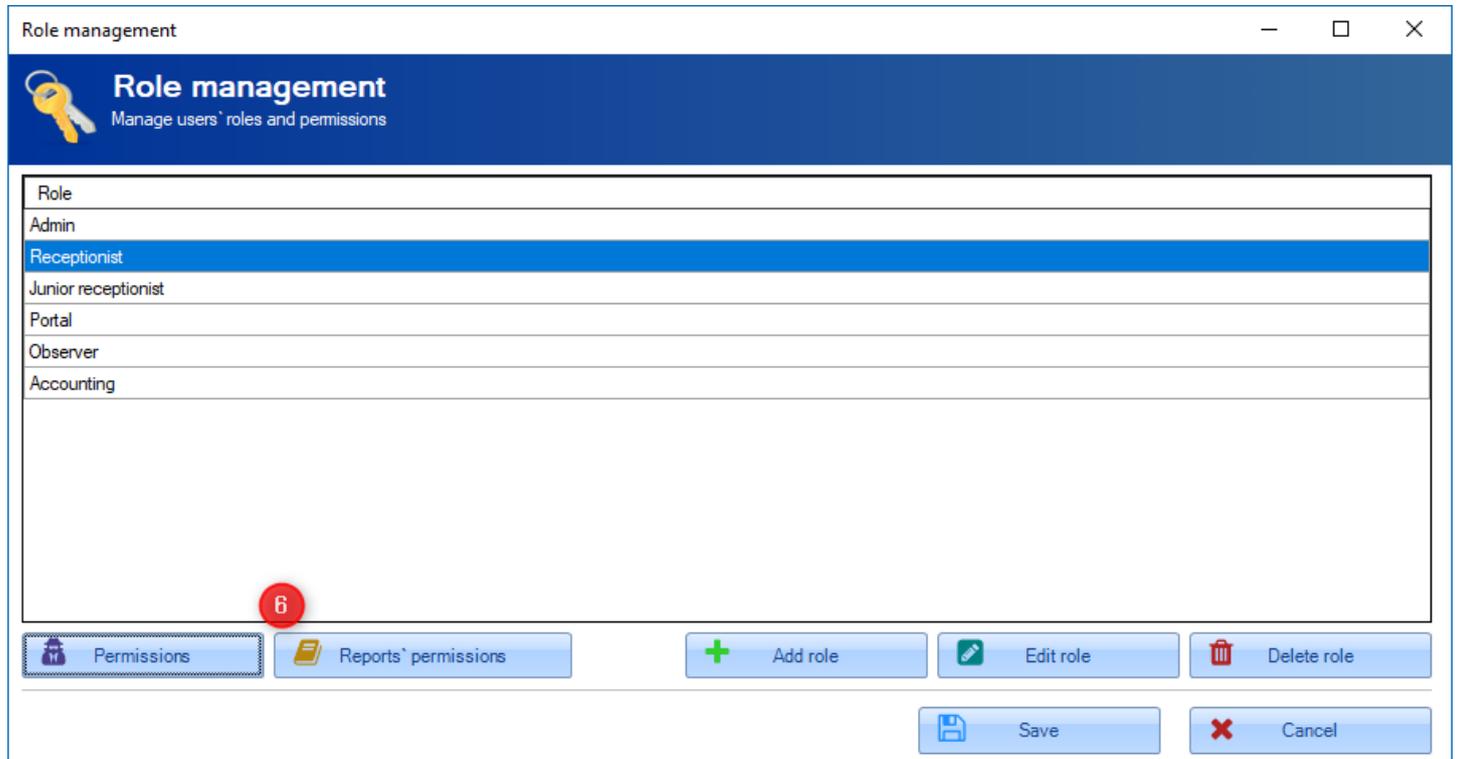
Step 7. Please refer to the information below:

The newly opened window contains the list off all reports, available in KWHotel. Each report can be assigned the date range that will be taken into account when sending report.

- Previous year
- Previous month
- Previous week
- Previous day
- Next day
- Next week
- Next month
- Full period

Just press the square button next to the given report, to reveal the above options. Now select which date ranges are you interested in.

Step 8. Having finished configuration, press the "Save" button.
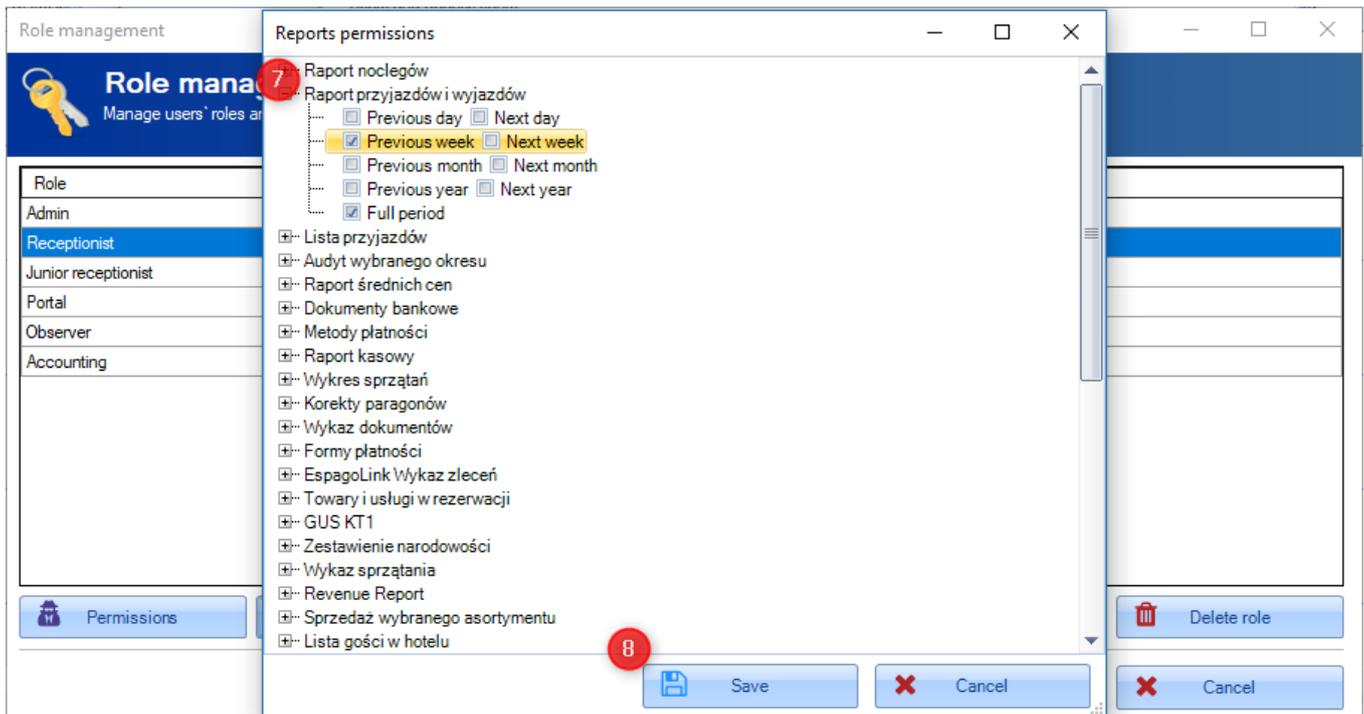
Step 9. To confirm the whole configuration, press the "Save" button.

Role management — Manage users` roles and permissions

Role
Admin
Receptionist
Junior receptionist
Portal
Observer
Accounting

Permissions | Reports` permissions | Add role | Edit role | Delete role

9 Save | Cancel

Step 10. You will now return to the list of all users. Repeat the steps 1-9 for the remaining users and press the "Save" button to finish the configuration.

Configuration

Calendar
Taxes
Invoices
Meals
Users
E-mail
Layout
Security
Other
KWHotel API — Online synchronization
Services
Price Optimizer
SMS API
Campground

Users and access rights

UserID	Name and surname	Number	Username
1	Administrator	admin	Admin
4	Adrian Smith	adrian	
5	Jane Owner	jane	
6	Adam Smith	rec_adam	
7	Andrea Kowalska	andrea_rec	Junior receptionist

Role management . | Add | Edit | Delete

1 ⬍ ☐ Automatic logout after X minutes of inactivity   ☐ Display user with "Observer" status

10 Save | Cancel

5. Creating new levels of privileges

To create new levels of privileges (i.e. "Manager" or "Housekeeping crew"), please refer to the following configuration:

Step 1. Go to **Tools** > **Configuration** > **Users**.

Step 2. Press the "Role management" button.

Step 3. Press the "Add role" button.

Step 4. In the "Name" field insert the role name (i.e. Manager).

Step 5. In the next field select the role that you want to copy the permissions from.

ATTENTION! The list, aside from the previously described privilege levels, contains one more level – SubAdministrator. It contains the same level of privileges as „Administrator" but such user is unable to edit the "Users" tab.

Step 6. Press the "Save" button.
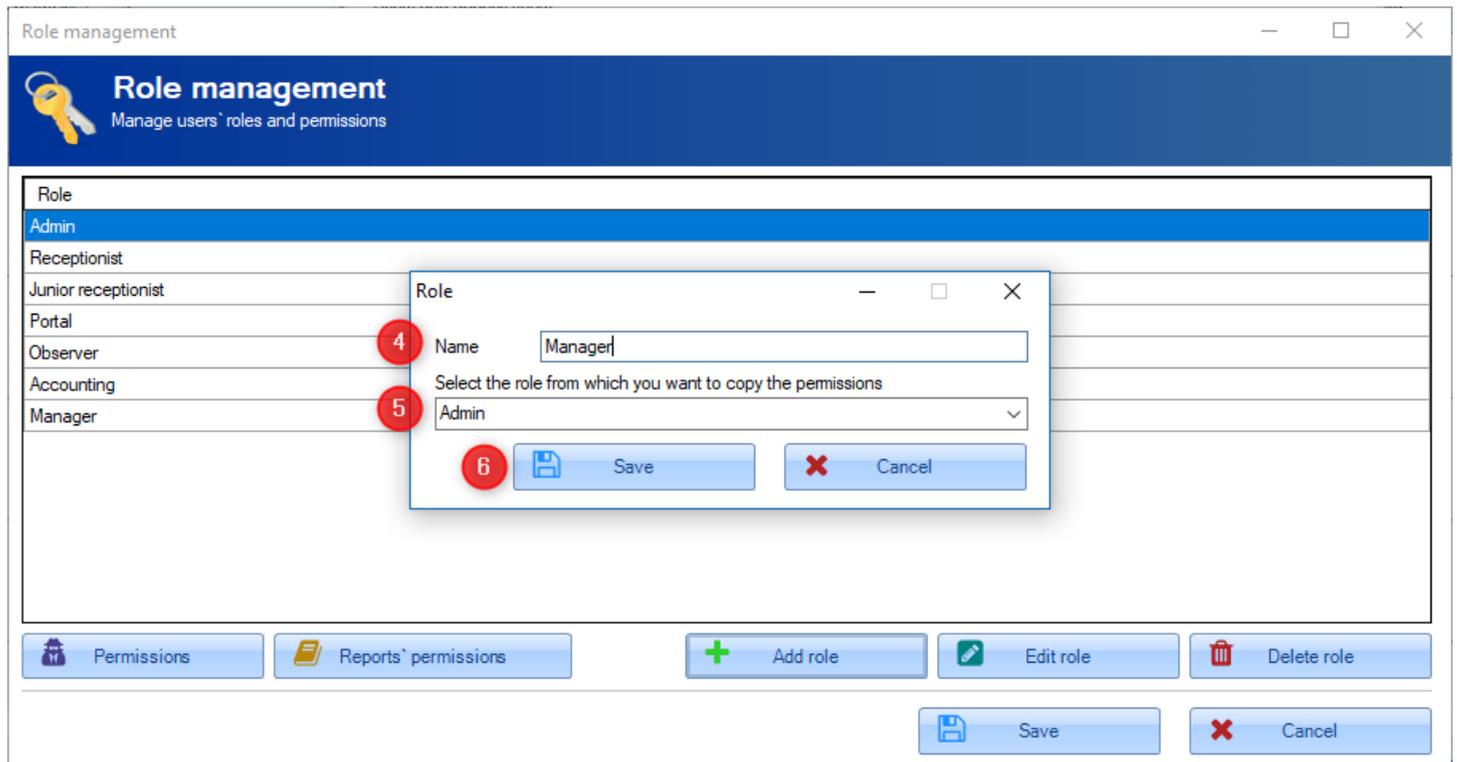
Step 7. To apply the newly made configuration, click "Save"

The newly created level of privileges can now be edited just like any other type.