

Roles and Permissions

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List of Roles page

List of Users page can be accessed through the side navigation pane by clicking **Setup > Roles**.

Bagulo Teachers Camp

Admin / Roles New Role

Name	Description		
Accountant	Manages invoices and reports.	View	Edit
Admin	Oversees the whole system.	View	Edit
Receptionist	Manages bookings.	View	Edit

Displaying all 3 Roles
Download: CSV, XML, JSON

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Dashboard
Bookings
Refunds
Reports
Setup
Add Ons
Amenities
Discounts
Fees
Logs
Roles
Settings
Unit Types
Users
Units

Adding a New Role

To add a new role, in the list of roles page, click the **New Role** button. Provide the name and description for the role. For each feature of the system, tick the checkboxes that correspond to actions allowed to the role.

The screenshot displays the 'Bagoie Teachers Camp' admin dashboard. The left sidebar contains a navigation menu with items: Dashboard, Bookings, Referrals, Reports, Setup, Add Ons, Amenities, Discounts, Fees, Logs, Roles, Settings, Unit Types, Users, and Units. The main content area is titled 'Admin / Roles / New Role' and features a form with two input fields: 'Name*' and 'Description'. Below the form, there are three sections of permissions, each with a list of actions and checkboxes:

- Add Ons**
 - Lists all add ons
 - View a single record of add on
 - Create new add on
 - Edit add on
- Admin Users**
 - Lists all admin users
 - Create new admin user
 - Edit admin user
 - Update Permissions
 - Update Role
 - Change My Password
 - Change Other User Password
- Amenities**
 - Lists all amenities
 - View a single record of amenity
 - Create new amenity
 - Edit amenity
- Bills**
 - Lists all bills

When done, click the **Create Role** button.

Viewing a Role

In the list of roles page, select a role and click **View**.

Baguio Teachers Camp

Admin / Roles / Accountant Edit Role

Role information

Name	Accountant
Description	Manage finances and reports
Created At	September 15, 2021 10:06
Updated At	September 15, 2021 10:06

Permissions

Module	Actions
Add Ons	List all add ons, View a single record of add on
Admin Users	Change My Password
Amenities	List all amenities, View a single record of amenity
Bookings	Approve, Remove Others Approval, List all bookings, View a single record of booking
Discounts	List all discounts, View a single record of discount
Fees	List all fees, View a single record of fee
Payments	View a single record of payment
Refunds	List all refunds, View a single record of refund
Reports	Accommodation Report, Cash Flow Report, Statement Of Account
Unit Types	List all unit types, View a single record of unit type
Units	List all units, View a single record of unit

Users Assigned

Email
accountant@hotelina.com

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Updating a Role

In the list of roles page, select a role and click **Edit**. This will open the role page and the associated permissions to the role.

Baguio Teachers Camp

Admin / Roles / Accountant / Edit Role

Name: Accountant

Description: Manages finances and reports.

Add Ons

- Lists all add ons
- View a single record of add on
- Create new add on
- Edit add on

Admin Users

- Lists all admin users
- Create new admin user
- Edit admin user
- Update Permissions
- Update Role
- Change My Password
- Change Other User Password

Amenities

- Lists all amenities
- View a single record of amenity
- Create new amenity
- Edit amenity

Bills

- Lists all bills

Once done updating the details and permissions of the role, click the **Update Role** button.

Viewing roles assigned to admin users

In the side navigation panel, click **Setup > Permissions**. This will open a page which lists down the admin users and the corresponding roles assigned to them.

Updating roles assigned to admin users

In the permissions page, select an admin user and click the **Edit Manage Role** link. This will open the Edit Manage Role page. Type the name of the role/s to be assigned to the admin user in the Role id field.

When done, click the **Update Admin user** button.