

# Manual

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**PMS-Manage Users User Guide**

# TABLE OF CONTENTS

**Rights Setup** **03**

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**User Sign Up** **04**

---

**Manage Users** **06**

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## 1. Overview

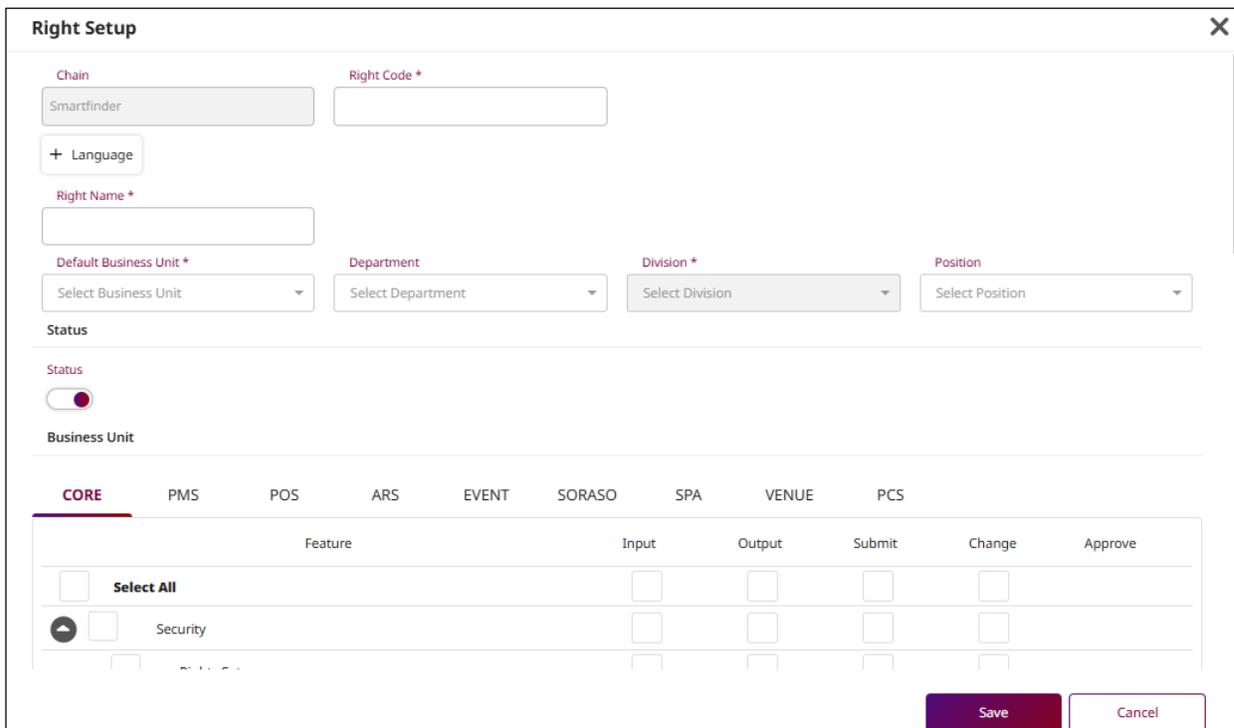
This PMS – Manage Users User Guide provides instructions for managing user rights and access permissions, including creating and modifying user accounts, assigning roles, and granting access to system functionalities. The guide offers clear, step-by-step instructions with practical examples for everyday use.

## 2. Rights Setup

Available under **Core > Security > Rights**, this function allows staff to manage rights and access permissions for various functionalities within the system.

To perform the task:

1. Select **Chain**.
2. Press **New** to create a new right.  
 Press **Edit** a right to modify permissions.(when a Right already exists)  
 Press **Export** to export the rights.
3. Fill in the required information. (Right code, Right name, Business unit, Division, etc.)
4. Set the status to **Open**.
5. Click to assign rights for access to various functionalities.
6. Press **Save** to confirm the right setup.  
 Press **Cancel** to cancel the action and close the pop-up.



**Right Setup**

Chain: Smartfinder  
 Right Code:   
 + Language  
 Right Name:   
 Default Business Unit: Select Business Unit  
 Department: Select Department  
 Division: Select Division  
 Position: Select Position

Status:  Open

Business Unit: CORE | PMS | POS | ARS | EVENT | SORASO | SPA | VENUE | PCS

Feature	Input	Output	Submit	Change	Approve
Select All	<input type="checkbox"/>				
Security	<input type="checkbox"/>				

Save Cancel

**Note:** Ensure all required information, especially the right code and name, is accurate to avoid access permission issues.

### 3. User Sign Up

Available under: **Core > Security > Users**, this function allows staff to manage users and assign them appropriate permissions and roles.

To perform the task:

1. Press **New** to create a new user.  
 Press **Export** to export the user information
2. Fill in the required information. (Member code, Personal, Contract, Work, etc.)
3. Select **Chain, Right**, and **Hotel** Access Rights to assign the appropriate permissions for the hotel operations
4. Press **Save** to confirm the user setup.  
 Press **Cancel** to cancel the action and close the pop-up.

**User Sign Up**
✕

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Member Code \*

Picture \*



Expiry Date \*

---

**Personal Information**

Title \*

First Name \*

Last Name \*

Nickname \*

Date Of Birth \*

---

**Contact Information**

Email \*

Phone \*

Address \*

Country \*

City \*

Zip Code \*

Facebook

Line

---

**Work**

### User Sign Up ✕

---

**Work**

Position \*  Department \*  Division \*

---

**Permission**

Chain  Right \*  Hotel

Users System Platform

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**Credit / Token Information**

Wristband No.

---

**Other**

Comment

**Note:** Ensure all required fields are filled accurately and that the correct Hotel Access Rights are assigned based on the user's role.

- Press **Copy** to duplicate the selected item.
- Press **Reset Password** to reset the user's password.
- Press **Export** to export the user information.
- Press **Suspend** to temporarily disable the user's account.
- Press **Reset Passcode** to reset the user's passcode.

Member code	Picture	Expired	First Name	Last Name	Nickname	Birthday	Email	Phon
<input type="checkbox"/> utility			01/11/2026					
<input type="checkbox"/> QA01			15/03/2026					
<input type="checkbox"/> QA02			15/03/2026					
<input type="checkbox"/> SK01			15/07/2024					
<input type="checkbox"/> QA03			15/03/2026					
<input type="checkbox"/> 001			19/07/2025					
<input type="checkbox"/> IMP001			01/11/2026					
<input type="checkbox"/> T001			01/11/2026					
<input type="checkbox"/> QA1234			15/11/2024					
<input type="checkbox"/> QA1235			30/04/2025					
<input type="checkbox"/> QA04			29/05/2026					
<input checked="" type="checkbox"/> QA05			29/05/2026					

## 4. Manage Users

Available under **PMS > PMS Manager > Manage users**, this function allows staff to manage user positions and access rights.

To perform the task:

1. Press **Sync Data** to synchronize the user data.
2. Press **Staff Code** to manage the **position** of user.  
 Press **Delete** to remove the selected user or record from the system.
3. Select **Position** to assign access rights for various functions.
4. Set the status to **Open**.
5. Press **Confirm** to set up user.  
 Press **Cancel** to cancel the action and close the pop-up.

**User Setup**
✕

**Staff Code**

**Staff Name**

**Wristband Expiry Date**

**Wristband No.**

**Location**

Cashier

Therapist

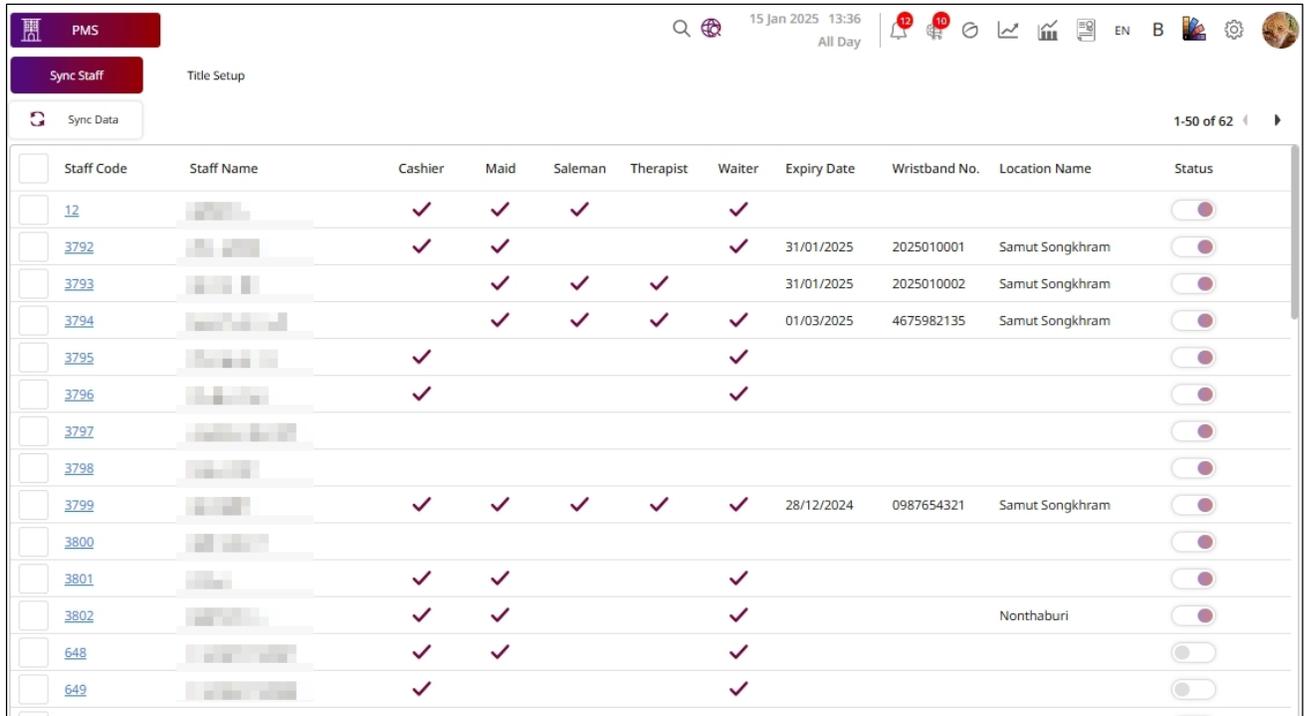
Maid

Waiter

Salesman

**Status**

- Cashier:** Handles payments and transactions.
- Maid:** Manages cleaning and room maintenance.
- Salesman:** Promotes and manages customer orders.
- Therapist:** Provides spa or wellness treatments.
- **Waiter:** Serves food and beverages to guests. (POS) Press **Reset Passcode** to reset the user's passcode.



Staff Code	Staff Name	Cashier	Maid	Saleman	Therapist	Waiter	Expiry Date	Wristband No.	Location Name	Status
12		✓	✓	✓		✓				<input checked="" type="checkbox"/>
3792		✓	✓			✓	31/01/2025	2025010001	Samut Songkhram	<input checked="" type="checkbox"/>
3793			✓	✓	✓		31/01/2025	2025010002	Samut Songkhram	<input checked="" type="checkbox"/>
3794			✓	✓	✓	✓	01/03/2025	4675982135	Samut Songkhram	<input checked="" type="checkbox"/>
3795		✓				✓				<input checked="" type="checkbox"/>
3796		✓				✓				<input checked="" type="checkbox"/>
3797										<input checked="" type="checkbox"/>
3798										<input checked="" type="checkbox"/>
3799		✓	✓	✓	✓	✓	28/12/2024	0987654321	Samut Songkhram	<input checked="" type="checkbox"/>
3800										<input checked="" type="checkbox"/>
3801		✓	✓			✓				<input checked="" type="checkbox"/>
3802		✓	✓			✓			Nonthaburi	<input checked="" type="checkbox"/>
648		✓	✓			✓				<input type="checkbox"/>
649		✓				✓				<input type="checkbox"/>

**Note:** Select the correct position to assign the appropriate access rights for each user.