Admin | Enable User Customization

The customization features for Front Desk Layout, Housekeeping and the New Booking Window are enabled by the User's ***Role***. Once enabled for a User, these new features need to be organized and customized via the Admin Tab.

You can assign the "**Manager Admin**" Role which enables all 3 Admin features: Front Desk Layout, New Booking Window, and Housekeeping customization. The "**Housekeeping Admin**" Role enables ***only*** the Housekeeping options for a user who may assign Housekeeping duties dynamically.

Admin Tab

Only Users with Manager level access can enable these features for a User. Once the User has the customization features enabled, an "Admin" Tab will appear on the Front Desk, to the right of the Reports Tab. This will give the User, the ability to customize the areas they have been given access to.

The two customization features that can be enabled at the User Role level are:

"Manager Admin" Role

- **Customize the Front Desk Layout** - Customize the Front Desk of MyPMS with our new Front Desk Widgets. These widgets give you the ability to organize the Front Desk and display the data that matters most to your property. Learn how to customize the Front Desk. Admin | Front Desk - Page Layout
- **"New Booking Window" Custom Labels -** You can now customize all of the Labels in the the New Booking window and remove the fields that you don't need with this new feature. Customizing these labels lets you get the booking details you need and removes the clutter of unwanted fields, making it faster and easier to make new bookings. Learn how to custom your labels at Admin | Booking - Data Elements
- **"Houskeeping Groups"** THiis new Housekeeping function makes it easy to organize Rooms into Groups and customize the Housekeeping area on the Front Desk. Create Groups by building, floor, housekeeper name or any other customized name that works for your property. And quickly change them at any time. These customized Groups make it easy to print Maid Sheets for each Housekeeper and will also customize the display in FRONT DESK | HOUSEKEEPING with Rooms sorted into each Group. Admin | Housekeeping

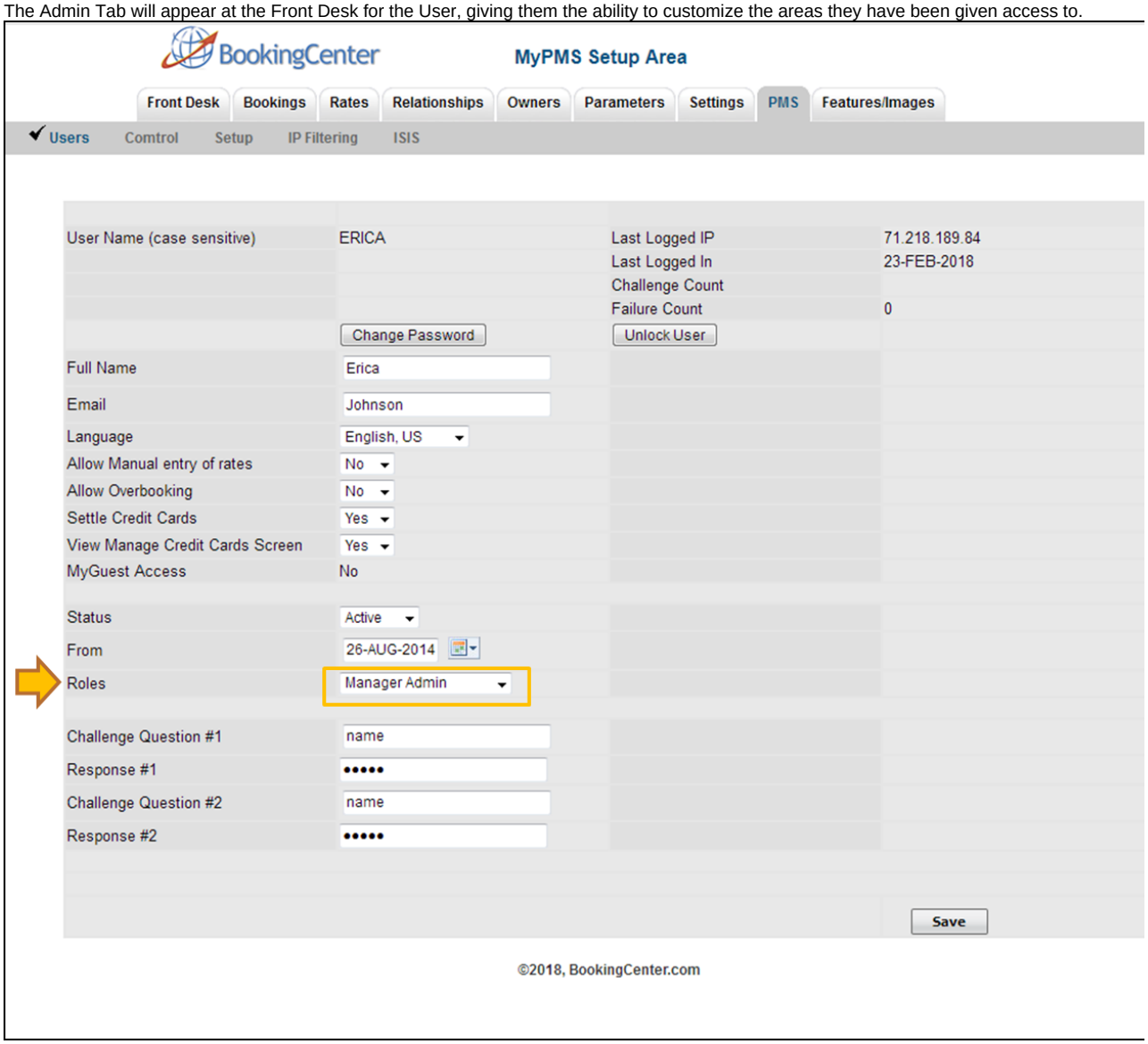
"Housekeeping Admin"Role

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To enable these customization features for a USER, follow these steps:

- Go to **SETUP | PMS | USERS**
- Select the User you want to enable access for and click on the User Id.
- Click Edit
- Go to Roles and click on the drop-down list.
- Select either "**Manager Admin**" and "**Housekeeper Admin**" depending on which Admin access level to enable.
- Click Save.

The Admin Tab will appear at the Front Desk for the User, giving them the ability to customize the areas they have been given access to.



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