



A **bedsonline** GUIDE: CREATING A NEW USER ONLINE





Welcome to bedsonline !

Managing access to Bedsonline for your agency can be quickly and easily done directly on the website. You can add new users or manage the access of existing users yourself online - keeping your agency information safe and allowing new users instant access to the booking platform.

This guide will show you how to easily create or amend new in-house users on the Bedsonline website.

**Please note logins for Independent Contractors (ICs) and Hosts follow a different process, and will be handled via registration [here](#).

OUR GUIDE WILL COVER:

1. CREATING A BOOKING USER
2. PERMISSION OPTIONS
3. EDITING EXISTING USER DETAILS
4. RESETTING PASSWORDS

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CREATING A NEW LOGIN

Setting up a new user who can make and amend bookings on the Bedsonline Booking Engine is quick and easy!

Here's what you need to do:

- » First, log in to [Bedsonline.com](https://www.bedsonline.com)
- » Click on 'User Admin' on the top banner to access the **admin panel pop up**. (If you do not have the User Admin option, please reach out to your account manager to update your profile).
- » Click 'Create User' to set up the new log-in.
- » Fill in the pop-up box with the relevant information for the new user
 - You will need: First Name, Second Name, User Email and Language

Please note, anyone set up with Branch Admin profile permissions will also receive a copy of this email.

Once set up, the new user will receive a registration email automatically.

In order to complete the set up process, the new user will need to open this email and follow the steps to create a new password using the '**Create Password**' link included in the registration email.





PERMISSION OPTIONS

Adjusting user permissions is an important function to ensure that the right users have access to the right capabilities and actions within any account at Bedsonline.

There are **three different permission options** you can choose on a user-by-user basis:

- » **Full Access** – this user can make bookings as well as view, modify, and cancel all bookings within the account.
- » **Modifications and Cancellations** – this user can view, modify, and cancel all bookings within the account, but cannot make bookings.
- » **Consult Only** – this user has viewer-only capabilities for all bookings within the account.

» SETTING PERMISSIONS FOR A NEW USER

During the set up of a new user (see point 1 in this guide for details) the permission options for this user account can be set.

Setting user permissions for a **new user** can be done using the **admin panel pop up** which appears when the **'User Admin'** tab is clicked, located on the top bar on the Bedsonline.com web page near your username.

Under 'User Permissions', click through the permission options included in the dropdown menu and select the most appropriate for the new user.

» SETTING PERMISSIONS FOR AN EXISTING USER

Should you need to edit an existing user's permission setting at any time, this can be done at any time using the **'User Admin'** option on the top bar on the Bedsonline.com web page, once you've logged in.

Clicking **'User Admin'** will open the **admin panel pop up**, from which any selected users' details can be edited.



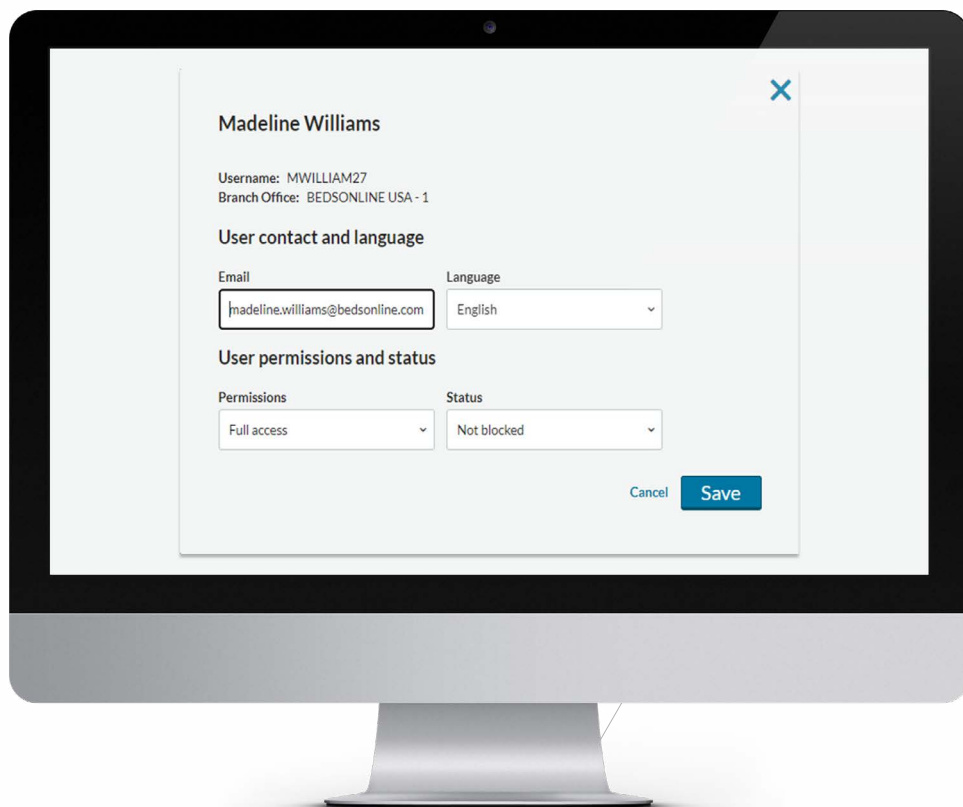
EDITING EXISTING USER DETAILS

If you need to edit the details of an existing user, this can be done at any time after the user has been set up by clicking the **'User Admin'** option on the top bar on Bedsonline.com, near your username.

Once you have selected the user you wish to modify, you can amend multiple details on a user-by-user basis including:

- » **Permission options** – from full access to management and cancellations or consult-only, for example.
- » The **user email** attached to this user.
- » The **contact language** for this user.
- » **The status of this user** (blocked or not blocked.)

You can also deactivate a user, for any users who no longer need access to the account.





RESETTING PASSWORDS

After a user is set up in Bedsonline.com, they will receive an automatic email including a prompt to set a new password.

However, should the password of a user need to be reset at any time, this can be done using the **'User Admin'** option on the top bar on Bedsonline.com, which opens the **admin panel pop up**.

- » Select the relevant user.
- » Click on the **'send password'** button on the admin panel pop up.

The user will receive a password reset email automatically, which includes a link to update their password through a secure server.

