User access levels

Last Modified on 18/02/2022 2:51 pm GMT

To allow you to manage access to BookingsPlus, there are a variety of levels of User Access which can be given to your staff.

To set up a new user, click on the [Users] option at the top right of your screen. This will show the User Management tab, giving access to all the user levels below your own.

This screen has a tab for each level of access. Master Venue Admin & Venue Admin Plus can see all Users set up at a lower level. Other User Levels do not have access to the [**Users**] tab.

There is the facility to search by name if required. The table shows the name, email address, venue access along with the last time they accessed the system.

To amend any details e.g. venues they have access to, or access level click on Edit.

To set up a new user, click on the relevant button and fill in name, email, venue access. Set the password yourself and click [Create User]

Now let your colleague know where to login (https:\\admin.schoolbookings.co.uk) and the password you've just set up.

Please see below information for full details on each access level.

Levels of Access:

1) Master Venue Admin: This user has access to administer all areas within their venue/s. Master Venue Admin are able to create any of the other types of users for their venue, i.e. Venue Admin Plus, Venue Admin Read Only, Site Staff Plus, Site Staff.

TIP: You cannot use an email for an administrator that has already been used as a customer!

Ideal for: The main Admin user within each venue.

Example: login to admin.schoolbookings.co.uk with the email master@example.com and password

BassetCourt12

Set up a new user: To set up a new user, click the Users tab, click the relevant access level tab for the user you want to create and choose to create 'New xxxx'. Enter a first name, last name and email address for the user and tick the venue/s to which they should have access. Enter a password and click 'Create User'.

We recommend that you do not give access as a Venue Admin Plus or a Site Staff Plus to anyone that has NOT been adequately trained on how to use the system.

2) Venue Admin Plus: This user has access to administer all areas, within the venues they are enabled for, including the manage/set-up area. They can run all reports and they are also able to set up new Site Staff Plus and Site Staff Users.

Ideal for: Administrators who handle enquiries, input bookings, do invoicing etc

Example: login to admin.schoolbookings.co.uk with the email vaplus@example.com and password BassetCourt12

3) Venue Admin Read Only: This user can view all areas (including client details) except the manage/set-up areas, but they CANNOT amend any data, add bookings or enquiries etc. It is read only access. They have access to run all reports.

Ideal for: finance staff.

Example: login to admin.schoolbookings.co.uk with the email varead@example.com and password BassetCourt12

4) Site Staff Plus: This user has read only access to the following tabs: Calendar, Enquiries, Clients, Bookings and Reports. They can view all information in these tabs but cannot amend/add/delete anything EXCEPT for enquiries. This user can add new enquiries and amend existing enquiries and can therefore use the availability checker functionality. They cannot delete, close or convert an enquiry to a booking.

The Site Staff Plus user also has access to run the following reports: Activity Sheet, Attendance Sheet, Staffing report, School Hours report. They do not have the ability to 'Export to CSV' from the bookings tab.

Ideal for: Site Staff Supervisors / office staff who deal with enquiries

Example: login to admin.schoolbookings.co.uk with the email sitestaffplus@example.com and password BassetCourt12

5) Site Staff: This user can only view the calendar tab and cannot edit or amend anything. They can switch to different dates and choose different categories on the calendar. They can click a booking and see the clients name, organisation, description of the booking, and the administrator who took the booking, but cannot view client contact details. They can see from the calendar whether the booking is provisional or confirmed or a school booking. They can also see whether the client has paid for the booking.

Clicking a room hyperlink on the calendar does not give any result so they cannot see prices of rooms etc.

Ideal for: Site staff / the facilities management team / school staff who want to check availability

Example: login to admin.schoolbookings.co.uk with the email sitestaff@example.com and password BassetCourt12