

Client user ID's

Last Modified on 03/02/2021 5:48 pm GMT

From the **[Users]** tab, you can access a list of customer log-ins for your venue.

These are created once a Welcome Email has been issued, or by setting up manually from the Client page.

The screenshot shows the 'User Management' section for Grange Park School. At the top, there's a navigation bar with 'Users' selected. Below it, a breadcrumb trail shows 'Master Admins (5) Master Venue Admins (83) Venue Admin Plus (155) Venue Admin Read Only (18) Site Staff Plus (18) Site Staff (7) Customer Logins (354)'. A search bar contains 'jones' and a 'Show 20 entries' dropdown is visible. The main content is a table with columns for Name, Email, Last Login, Signed In, Clients, and Venues. Each row represents a client user with associated details and 'Edit' and 'Delete' actions.

Name	Email	Last Login	Signed In	Clients	Venues		
best friend timmy	abdullaaden1+ff@gmail.com	03/03/2016	1	jim jones (Abs Ju Jit Su Classes)	Grange Park School	Edit	Delete
David Jones	davidjimyjones@hotmail.com	Never	Never	David Jones (David Jones - Football)	Grange Park School	Edit	Delete
Jack Jones	tj@example.com	Never	Never	Jones (Private Party)	Grange Park School	Edit	Delete
Jack Jones	jj@example.com	Never	Never	Jack Jones (Private Party)	Grange Park School	Edit	Delete
Janet Jones	schoolbookings5+jj@gmail.com	24/03/2016	1	Janet Jones (Tutoring)	Grange Park School	Edit	Delete
jim jones	abdullaaden1+pp@gmail.com	Never	Never	jim jones (Abs Ju Jit Su Classes)	Grange Park School	Edit	Delete
Jo Jones	schoolbookings5+jeremypiper@gmail.com	24/09/2015	2	Jo Jones (Raglan CiW VC Primary School)	Grange Park School	Edit	Delete

From here, you can see when your clients last logged onto their account., as well as all the accounts they have access to (if they hire across multiple venues).

It is also possible to manually edit their password if required (can be useful if they are having problems accessing the system). To do this, click on 'Edit' and 'update password'