VENUE BOOKING SYSTEM (VBS)

Tip 1: Roles and Permissions

SUPER ADMIN
Full Access. Full control

Access Scope
All buildings, floors, and rooms

Key Responsibilities
- Full User & Group Management
- Configure System Settings
- Create Rooms & Reservable Spaces
- Manage Building & Room Admins
- Configure Booking Rules
- Access Audit Trails
- View All Reports & Analytics

Best for: **System Owners & Central Administrators**

BUILDING ADMIN
Manage your building

Access Scope
Assigned building(s) only

Key Responsibilities
- Manage Building User Groups
- Configure Booking Rules
- Generate Room QR Codes
- Bulk Bookings & Uploads
- Manage Room Photos
- Transfer Room Ownership
- View filtered Building Reports

Best for: **Building Operations Teams**

ROOM ADMIN
Manage your rooms

Access Scope
Assigned Room(s) only

Key Responsibilities
- Manage Assigned Rooms
- Create user group
- Manage Approval Workflows
- View filtered Room-Level Reports

Best for: **Room Owners & Facility Coordinators**

FUNCTIONAL CAPABILITIES AT A GLANCE

Function	Super Admin	Building Admin	Room Admin
Bucket Categorisation	✓		
Edit Terms and Conditions	✓	✓	
Create and manage user groups	✓	✓	✓
Delete user group	✓		
Configure room visibility by user group	✓	✓	
Reservable rooms in Location Master (marking a room as reservable)	✓		
Configure booking rules and approval flows	✓	✓	
Generate room booking QR code	✓	✓	
Bulk booking	✓	✓	
Manage Building/Room Admins	✓		
Transfer room ownership/ Inactive User Transfer	✓	✓	
Create Rooms	✓		
Manage approval workflows	✓	✓	✓
View booking list report	✓	✓	✓
View utilisation and occupancy report	✓	✓	
Access audit trail	✓		
Bulk upload	✓	✓	
Upload room photos	✓	✓	

PERMISSION HIERARCHY

SUPER ADMIN
Bypass many booking restrictions (e.g., advance booking windows, approval requirements, duration limits).

BUILDING ADMIN
Manages one or more specific buildings and all rooms within those buildings.

ROOM ADMIN
Manages one or more specific rooms, but not entire buildings

GOOD TO KNOW

If you try to access a function or view data for buildings you don't manage, the system will automatically filter your view or deny access.

This is not an error—it's the system protecting data privacy.

Need Help? (Text only)
Scan the QR code to send us a message.