VENUE BOOKING SYSTEM (VBS)

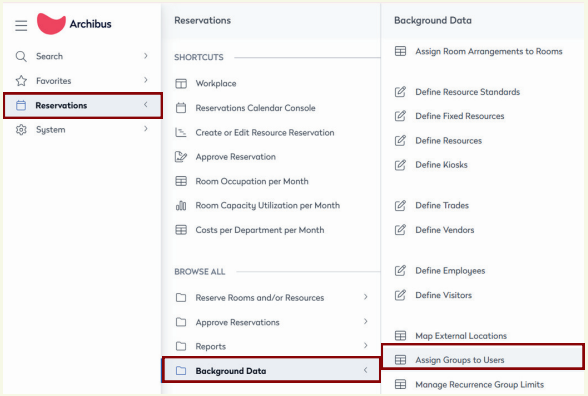
Tip 3: Creating User Groups

(Super Admins)
(Building Admins)
(Room Admins)

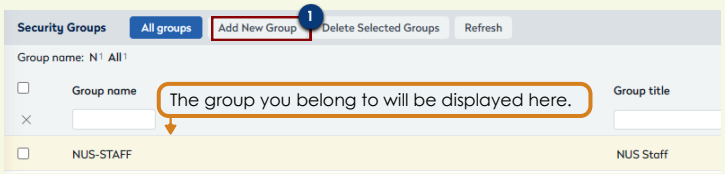
QUICK TIPS

1 Creating customised groups

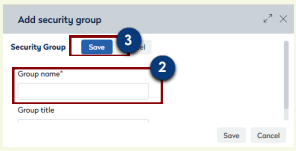
Navigation Path:
Reservations > Background Data > Assign Groups to Users



Step 1: Select "Add New Group"

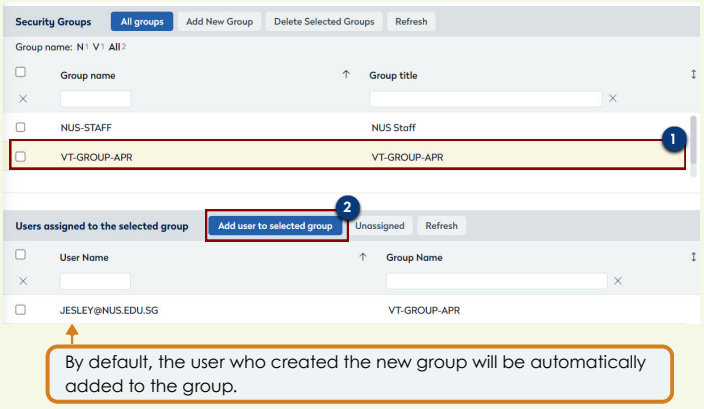


Step 2: Complete the mandatory fields.
Step 3: Select "Save"



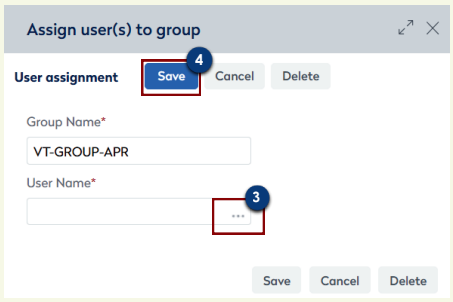
2 Adding User to Custom Group

Step 1: Select group
Step 2: Select "Add user to selected group"



By default, the user who created the new group will be automatically added to the group.

Step 3: Select the three-dots menu to add users.
Step 4: Select "Save"



Proceed to Tip 4 to assign group to rooms/facilities

Need Help?
Scan the QR code to send us a message.