VENUE BOOKING SYSTEM (VBS)

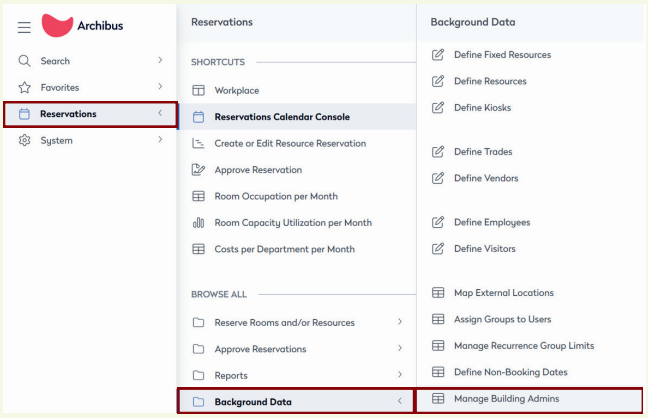
Tip 9: Managing Administrator Roles

(Super Admins)

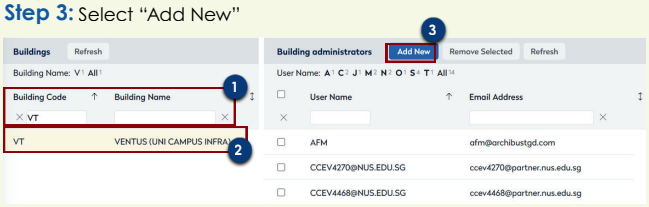
QUICK TIPS

1 Adding administrator for your building

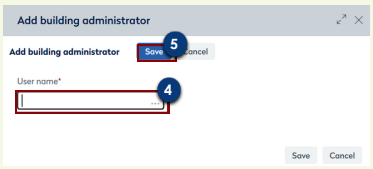
Navigation Path:
Reservations > Background Data > Manage Building Admins



Step 1: Input Building code and/or Building name
Step 2: Click on the Building to view list of existing Building Admins
Step 3: Select "Add New"

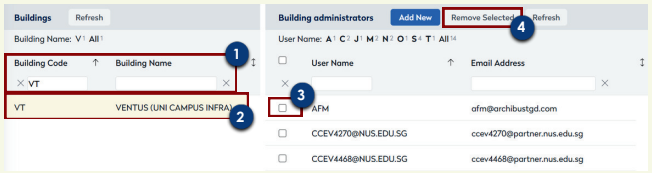


Step 4: Select "User name"
Step 5: Select "Save"

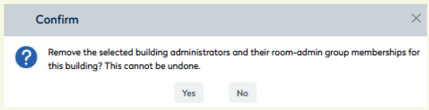


2 Remove administrator access

Step 1: Input Building code and/or Building name
Step 2: Click on the Building to view list of existing Building Admins
Step 3: Tick the checkbox
Step 4: Select "Remove Selected"



Step 5: The confirmation message will appear



GOOD TO KNOW

Removing them as building admin will also have them removed from any room admin access that they had.

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