

Welcome

To the training module that deals with
Employees Security and Activity Log

RES - Lee Hotel - Version 6.1.1

General Reservations Front Desk Accounting View **Setup & Admin** Log Off

Venue Settings Rooms Extra Products Room Rates Extra Product Rates Packages Data Tables **Employees & Security Settings** Employee Activity Log Internet Real - Time Interface People Contacts Travel Agents & Companies CRM Conference Backup Database Database Semper Activities Support

Previous Reservations	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9																												
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Doubles 1	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9
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Singles 7	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9
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Honeymoon Suites 11	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9

To add a new user and setup their security rights on Semper, go to Employees & Security Setting under Setup and Admin.

Add the First, Last Name and all other info of the employee.

Add the username (this is the name the user will log into Semper with). Add the password and confirm the password. Click on Save.

If the user must do everything in Semper, mark them as a super user by selecting it. If they are not a super user, click on "Configure Security".

The screenshot shows the 'New Employee' form with the following fields and values:

- First Name: Test
- Last Name: Test
- Nick Name: (empty)
- Title: (dropdown)
- Company: <None>
- Position: (dropdown)
- Active: Active
- Black Listed: Black Listed
- General tab selected
- Details:
 - Nationality: <Unspecified>
 - Date of Birth: 18 March 2011
 - Anniversary Date: 18 March 2011
 - Car Reg1. No.: (empty)
 - Car Reg2. No.: (empty)
- Postal Address:
 - Country: South Africa
 - Province: (dropdown)
 - City / Town: (dropdown)
 - Address: (text area)
 - Code / Zip: (text)
- User Details:
 - Username: test
 - Password: (masked with dots)
 - Confirm Password: (masked with dots)
 - User Number: 0
 - Super User: Super User
 - Configure Security: (button)
- Contact Details:
 - Home Phone: (text)
 - Work Phone: (text)
 - Mobile: (text)
 - Work Fax: (text)
 - Home Fax: (text)
 - E-Mail: (text)
 - Client No: <new>
 - Identity No: (text)
 - Passport No: (text)
 - ContactText1: (dropdown)
 - ContactText2: (dropdown)
- Status:
 - Type: Normal
 - Comment: (text area)
- Buttons: SMS, Email, Notes, Save, Save & Close, Cancel

Red arrows from the instructions point to the First Name, Last Name, Username, Password, Confirm Password, Super User checkbox, and the Configure Security button.

Employees and Security Settings

Here you can setup each user's security settings (what they can or can not do in Semper).

If the boxes are ticked, it means that the user will be able to do that function in Semper.

All users require a **Security profile**.
There are two types of users that can be defined; "General" and "Super users".
General users must be setup with a specific profile that limits their access and usage of the system.

Security settings for Employee : Employee has ALL rights (Super User)

ID	Name	Description	
Accounting Tab			
<input type="checkbox"/>	100	Accounting	Access functions under the Accounting tab
<input type="checkbox"/>	101	Day End	Process a day end
<input type="checkbox"/>	102	Debtors	Manage all debtors
<input type="checkbox"/>	103	Map GL codes	Map accounting system GL codes for export to accounting
<input type="checkbox"/>	104	Month End	Process a selected month
<input type="checkbox"/>	105	Refunds	View and process all refunds due
<input type="checkbox"/>	106	Reports	Debtors only reports
Calendar			
<input type="checkbox"/>	200	Add to a group	Add the reservation to a group
<input type="checkbox"/>	201	Convert to a group reservation	Convert a single reservation to a group
<input type="checkbox"/>	202	Make this the master room	Allocate the selected room as the master room for the reservation
<input type="checkbox"/>	203	Move reservation	Move a reservation from one room to another
<input type="checkbox"/>	204	Open group	Open group reservation
<input type="checkbox"/>	205	Open guest	Open guest reservation
<input type="checkbox"/>	206	Remove from group	Remove the selected reservation from a group and convert it to a single reservation
Front Desk Tab			
<input type="checkbox"/>	300	Cash-up	Cash-up individual user

Check All Uncheck All Copy setting from another User Print Save Save & Close Close

Choose em
Click in hea
Check on le

Select the user that you want to apply the change to, make the changed and click save.

All users require a **Security profile**.
There are two types of users that can be defined; "General" and "Super users".
General users must be setup with a specific profile that limits their access and usage of the system.

Security settings for Employee: **Name Surname** Employee has ALL rights (Super User)

ID	Name	
Accounting Tab		
<input type="checkbox"/> 100	Accounting	Access functions under the Accounting tab
<input type="checkbox"/> 101	Day End	Process a day end
<input type="checkbox"/> 102	Debtors	Manage all debtors
<input type="checkbox"/> 103	Map GL codes	Map accounting system GL codes for export to accounting
<input type="checkbox"/> 104	Month End	Process a selected month
<input type="checkbox"/> 105	Refunds	View and process all refunds due
<input type="checkbox"/> 106	Reports	Debtors only reports
Calendar		
<input type="checkbox"/> 200	Add to a group	Add the reservation to a group
<input type="checkbox"/> 201	Convert to a group reservation	Convert a single reservation to a group
<input type="checkbox"/> 202	Make this the master room	Allocate the selected room as the master room for the reservation
<input type="checkbox"/> 203	Move reservation	Move a reservation from one room to another
<input type="checkbox"/> 204	Open group	Open group reservation
<input type="checkbox"/> 205	Open guest	Open guest reservation
<input type="checkbox"/> 206	Remove from group	Remove the selected reservation from a group and convert it to a single reservation
Front Desk Tab		
<input type="checkbox"/> 300	Cash-up	Cash-up individual user

Buttons: Check All, Uncheck All, Copy setting from another User, Print, Save, **Save & Close**, Close

Employees Activity Log

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General Reservations Front Desk Accounting View **Setup & Admin** Log Off

Venue Settings Rooms Extra Products Room Rates Extra Product Rates Packages Data Tables Employees & Security Settings **Employee Activity Log** Internet Real - Time Key Card Interface People Contacts Travel Agents & Companies CRM Conference Backup Database Database Activities Support

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To view the activity log for employees, click on "Employee Activity Log".

Employees Activity Log

On this activity log you can track what changed on a booking, contact or the venue settings.

A specific date, user, reservation and category can be selected.

It will give you the username, the date, the folio number, whether it was on a contact or a reservation and the description of what was changed.

A report can also be generated.

Username	Activity Date	Reference	Category	Description
Contact				
Name Surname	2011/03/18 08:47:00 AM	43	Contact	Changed contact firstname from to Test
Name Surname	2011/03/18 08:47:00 AM	43	Contact	Changed contact lastname from to Test
Reservation				
Name Surname	2011/03/10 10:53:37 AM	51	Reservation	Reservation adults changed from 20 to 2
Name Surname	2011/03/14 10:33:10 AM	51	Reservation	Booked by changed from Guest to Rennies Travel
Name Surname	2011/03/14 10:36:18 AM	24	Reservation	User cancelled reservation
Name Surname	2011/03/14 10:36:18 AM	25	Reservation	User cancelled reservation
Name Surname	2011/03/14 10:36:18 AM	26	Reservation	User cancelled reservation
Name Surname	2011/03/14 10:36:19 AM	27	Reservation	User cancelled reservation
Name Surname	2011/03/14 10:36:19 AM	28	Reservation	User cancelled reservation
Name Surname	2011/03/14 10:36:19 AM	29	Reservation	User cancelled reservation
Name Surname	2011/03/14 10:36:19 AM	30	Reservation	User cancelled reservation
Name Surname	2011/03/14 10:36:19 AM	32	Reservation	User cancelled reservation
Name Surname	2011/03/14 10:36:32 AM	22	Reservation	User cancelled reservation
Name Surname	2011/03/14 10:36:32 AM	23	Reservation	User cancelled reservation
Name Surname	2011/03/14 10:37:02 AM	20	Reservation	Reservation status changed from Provisional to Checked ...
Name Surname	2011/03/14 10:37:34 AM	31	Reservation	Reservation status changed from In House to Checked Out
Name Surname	2011/03/14 10:37:35 AM	31	Reservation	Reservation status changed from In House to Checked Out
Name Surname	2011/03/14 10:37:35 AM	33	Reservation	Reservation status changed from In House to Checked Out
Name Surname	2011/03/14 10:37:49 AM	19	Reservation	Reservation status changed from In House to Checked Out
Name Surname	2011/03/16 08:20:44 AM	53	Reservation	Reservation adults changed from 0 to 2
Name Surname	2011/03/16 08:20:44 AM	54	Reservation	Reservation adults changed from 0 to 2
Name Surname	2011/03/16 08:20:44 AM	55	Reservation	Reservation adults changed from 0 to 2
Name Surname	2011/03/16 08:20:44 AM	56	Reservation	Reservation adults changed from 0 to 2

Start Date : 01 March 2011 End Date : 31 March 2011 Folio No. :

Username : All Category : All

End training module

Employees Security and Activity Log