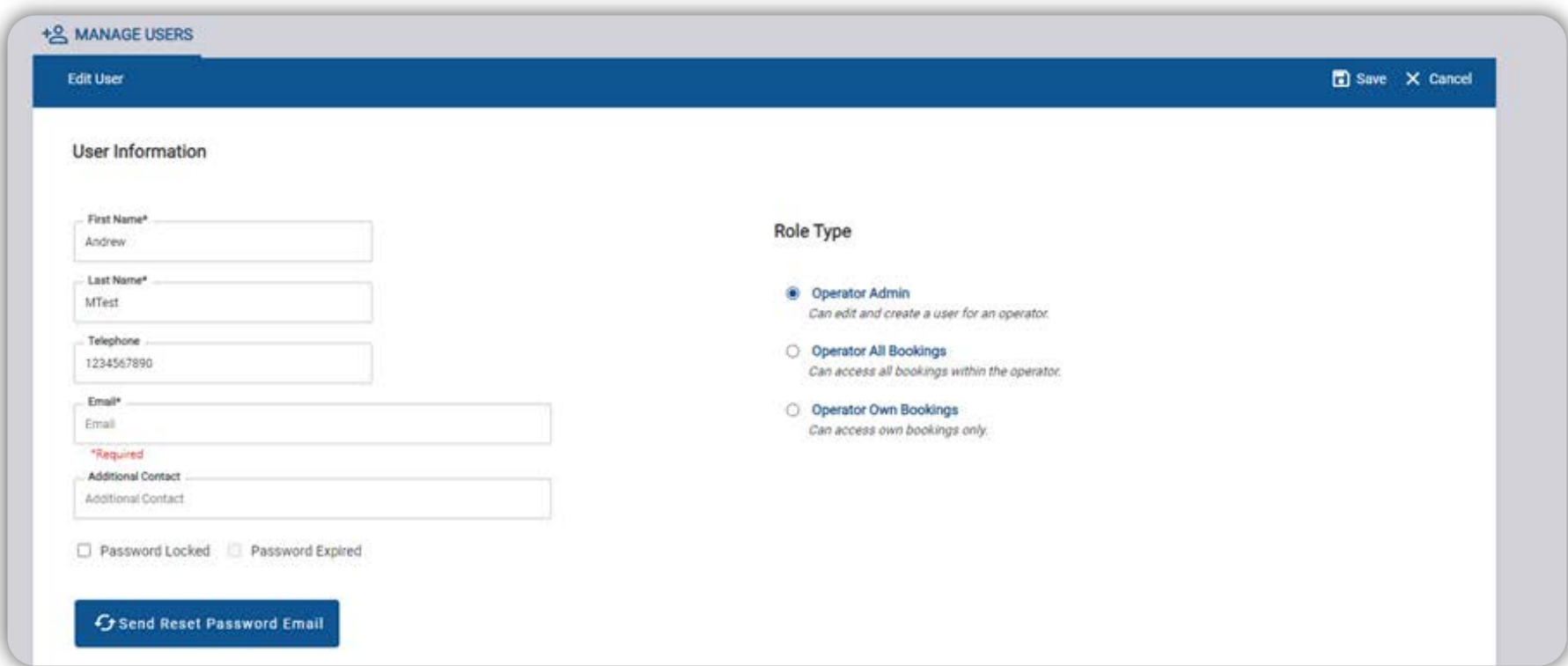


User management

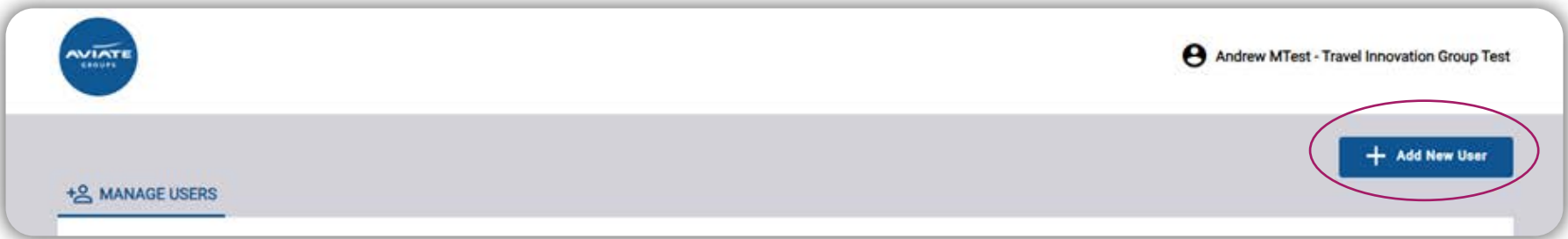
You now have the ability to manage your own users within **Groups Market Place**. This is accessed via the **‘Manage Users’** option in the user menu. All agencies will have a primary contact who is by default set up as the admin user for the agency. If you do not know who your admin user is, please contact us and we can assist you.



From here you can select the user and unlock their password if the user is locked, update their personal and contact details, and update their role type. For example, you may want to add additional admin users for your agency, or restrict users to only see and manage their own bookings.



You can also set up new users for your agency. To do this select the ‘**Add New User**’ button and enter the required user information. Once done, you can open the user profile and send a password reset to allow them to set a new password and log in.

This screenshot shows the 'Add New User' form. The form has a blue header bar with the title 'Add New User' and 'Save' and 'Cancel' buttons. The main content area is titled 'User Information' and contains several input fields: 'First Name*' (with placeholder 'First Name'), 'Last Name*' (with placeholder 'Last Name'), 'Telephone' (with placeholder 'Telephone'), 'Email*' (with placeholder 'Email'), and 'Additional Contact' (with placeholder 'Additional Contact'). To the right of these fields is a 'Role Type' section with three radio button options: 'Operator Admin' (with description 'Can edit and create a user for an operator.'), 'Operator All Bookings' (with description 'Can access all bookings within the operator.'), and 'Operator Own Bookings' (with description 'Can access own bookings only.' and selected). At the bottom left, there are two checkboxes: 'Password Locked' and 'Password Expired'.