Ajouter et gérer un utilisateur dans Addons



1 Navigate to <u>https://addons-new.otfsystems.com/left.php</u>

2 À partir de la page d'accueil d'Addons, cliquer sur « User Manager ».



Tous les utilisateurs de votre compte Addons apparaîtront sur cette page. Pour ajouter un nouvel utilisateur, cliquez sur « Add User ».

ADD-ONS system Welcome suzanne					
MENU > <u>Home Page</u>	User Manager				
> <u>Batch Viewer</u>	SubMenu: Add Liser				
> <u>Booking List</u>					
> <u>Booking View</u>	User List:				
> <u>Currencies</u>	Show Active VUse	ers			
> Destinations					
> Manage addons	User Name	User Code	Status	Options	
> Price Manager	Eric	eric	Active	Modify / Feature	
> Rich Content	henri	henri	Active	Modify / Feature	
> Start-Stonsale	Louis	louis	Active	Modify / Feature	
> Sumplians	MAX	max	Active	Modify / Feature	
> <u>Suppliers</u>	patrick	patrick	Active	Modify / Feature	
> <u>User Manager</u>	suzanne	suzanne	Active	Modify / Feature	
> <u>Voucher Edit</u>					
> Password Edit	Back				
<u>Logout</u>					

4 Complétez les informations requises. Assurez-vous que le statut de l'utilisateur soit « active ». Cliquez enfin sur « Add ».

ADD-ONS system Welcome suzanne				
MENU > <u>Home Page</u>	Add User			
> <u>Batch Viewer</u>				
> <u>Booking List</u>	Username:	Georges		
> <u>Booking View</u>	Code(Use this for login):	GEO		
> <u>Currencies</u>	Password:	Password		
> Destinations	Status:	Active V		
> Manage addons				
> Price Manager	Add Cancel			
> <u>Rich Content</u>	<u> </u>			
> <u>Start-Stopsale</u>				
> <u>Suppliers</u>				
> <u>User Manager</u>				
> <u>Voucher Edit</u>				
> Password Edit				
<u>Logout</u>				

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5 Vous arrivez à cette page de confirmation : votre utilisateur est actif ! Pour revenir à vos utilisateurs, cliquez sur « Back to the list ».

ADD-ONS system Welcome suzanne					
MENU					
> <u>Home Page</u>	Add User				
> <u>Batch Viewer</u>	The user was added successfully				
> <u>Booking List</u>	The user was added successionly:				
> <u>Booking View</u>	Add a other user Back to the list				
> <u>Currencies</u>					
> Destinations					
> <u>Manage addons</u>					
> <u>Price Manager</u>					
> <u>Rich Content</u>					
> <u>Start-Stopsale</u>					
> <u>Suppliers</u>					
> <u>User Manager</u>					
> <u>Voucher Edit</u>					
> <u>Password Edit</u>					
<u>Logout</u>					

6 Pour déterminer à quelles fonctionnalités un utilisateur aura accès, cliquez sur « Feature » à côté de son nom.

ADD-ONS system MENU > Home Page > Batch Viewer > Booking List > Booking View > Currencies > Destinations	ADD-ONS system Welcome suzanne MENU Home Page Batch Viewer Booking List Booking View Currencies Show Active Vusers				
> Manage addons	User Name	User Code	Status	Options	
> Price Manager	Eric	eric	Active	Modify / Feature	
Pich Content	Georges	geo	Active	Modify Feature	
Start Stancola	henri	henri	Active	Modify / Feature	
Start-Stopsale	Louis	louis	Active	Modify / Feature	
> <u>Suppliers</u>	MAX	max	Active	Modify / Feature	
> User Manager patrick patrick Active Modify /				Modify / Feature	
Voucher Edit suzanne suzanne Active Modify / Feat					
> Password Edit Logout	Back				

7 Cochez toutes les boites correspondant aux fonctionnalités auxquelles cet utilisateur devrait avoir accès. Cliquez enfin sur « Modify » pour enregistrer votre sélection.

> Batch Viewer	Peaking List	2	
> <u>Booking List</u>	Commencies		
> <u>Booking View</u>	Currencies		
> <u>Currencies</u>	Destinations		
> Destinations	Flight seat inventory		
> Manage addons	Inventory		
> Price Manager	Manage addons	\checkmark	
> <u>Rich Content</u>	Price Manager	✓	
> <u>Start-Stopsale</u>	Questions		
> <u>Suppliers</u>	Rich Content		
> User Manager	Start-Stopsale		
> Voucher Edit	Suppliers		
> Password Edit	User Manager		
Logout	Modify Cancel		

Pour désactiver l'accès d'un utilisateur, ou modifier ses informations, cliquez sur « Modify » à côté de son nom. NB : vous ne pouvez pas « supprimer » un utilisateur ; vous devez, pour ce faire, désactiver son accès.

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≩ <u>∕er</u> st ew	User Man SubMenu: <u>Add User</u> User List: Show Active V Us	ager		
<u>ns</u> Idons	User Name	User Code	Status	Options
aer	Eric	eric	Active	Modify / Feature
nt	Georges	geo	Active	Modify / Feature
	henri	henri	Active	Modify / Feature
sale	Louis	louis	Active	Modify / Feature
	MAX	max	Active	Modify / Feature
<u>ger</u>	patrick	patrick	Active	Modify / Feature
lit	suzanne	suzanne	Active	Modify / Feature
<u>Edit</u>	Back			

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Dans le menu déroulant, sélectionnez « disable », puis cliquez sur « Update ».

NENU > Home Page > Batch Viewer > Booking List > Booking View > Booking View > Correncies > Destinations > Destinations > Price Manager > Rich Content > Suppliers > Suppliers > Voucher Edit > Password Edit Logout	ADD-ONS system Welcome suzanne				
> Home Page > Backt Viewer > Booking List > Booking List > Booking List > Booking View > Code(Use this for login): > Code(Use this for login): > Password: (type a password to change password) > Status: > Manage addons > Price Manage: > Status: > Status: > Status: > Suppliers > Supplier list (if Limit is set to YES) > Suppliers > Voucher Edit > Password Edit > Password Edit	MENU				
> Batch Viewer > Booking List > Booking View Code(Use this for login): > Currencies Password: (type a password to change password) > Destinations > Status: Linit Suppliers > Supplier list (if Limit is set to YES)	> <u>Home Page</u>	Modify user information			
> Booking List Username: Georges > Booking View Code(Use this for login): geo > Currencies Password: (type a password to change password) Image addoms > Destinations Status: Disable > Manage addoms Limit Suppliers No > Price Manager Supplier list (if Limit is set to YES) Use CTRL(PC) or COMMAND(MAC) to select many > Suppliers User Manager > Voucher Edit Update	> Batch Viewer				
> Booking View Code(Use this for login): geo > Currencies Password: (type a password to change password) > Destinations Status: > Manage addons Limit Suppliers > Rich Content Supplier list (if Limit is set to YES) > Start-Stopsale Use CTRL(PC) or COMMAND(MAC) to select many > Suppliers Ugdate Cancel	> Booking List	Username:	Georges		
> Currencies Password: (type a password to change password) > Destinations Status: > Manage addons Limit Suppliers > Price Manager Supplier list (if Limit is set to YES) > Start-Stopsale Supplier list (if Limit is set to YES) > Suppliers Use CTRL(PC) or COMMAND(MAC) to select many items Voucher Edit Logout Update Cancel	> <u>Booking View</u>	Code(Use this for login):	geo		
> Destinations Status: > Manage addons > Price Manager > Rich Content > Supplier list (if Limit is set to YES) > Statt-Stopsale > Suppliers > Use CTRL(PC) or COMMAND(MAC) to select many items > Voucher Edit > Password Edit	> Currencies	Password: (type a password to change password)			
> Manage addons > Price Manager > Rich Content > Signifier list (if Limit is set to YES) > Start-Stopsale > Suppliers > User Manager > Voucher Edit > Password Edit Update Cancel	> Destinations	Status:	Disable 2		
Price Manager Rich Content Start-Stopsale Supplier list (if Limit is set to YES) Use CTRL(PC) or COMMAND(MAC) to select many Items Voucher Edit Password Edit Logout Logout	> Manage addons	Limit Suppliers	No		
> Rich Content > Supplier list (if Limit is set to YES) > Suppliers > User Manager > Voucher Edit > Password Edit Logout	> Price Manager		Azulée		
> Start-Stopsale Use CTRL(PC) or COMMAND(MAC) to select many items > User Manager Voucher Edit > Password Edit Update Cancel Logout V	> <u>Rich Content</u>	Supplier list (if Limit is set to YES)			
> Suppliers > User Manager > Voucher Edit > Password Edit Update Cancel	> <u>Start-Stopsale</u>	Use CTRL(PC) or COMMAND(MAC) to select many			
Voucher Edit Password Edit Logout Update Cancel	> <u>Suppliers</u>	items			
Voucher Edit Password Edit Logout Update Cancel	> User Manager				
Password Edit Logout	> <u>Voucher Edit</u>	Lindate Cancel			
	> Password Edit				
	Logout				

Voila, les modifications sont enregistrées. Pour revenir à vos utilisateurs, cliquez 10 finalement sur « Back to the list ».

