# Adding and managing a user in Addons    ResLynx

**1**  Navigate to **https://addons-new.otfsystems.com/left.php**

**2**  From the Addons home page, click on "User Manager".
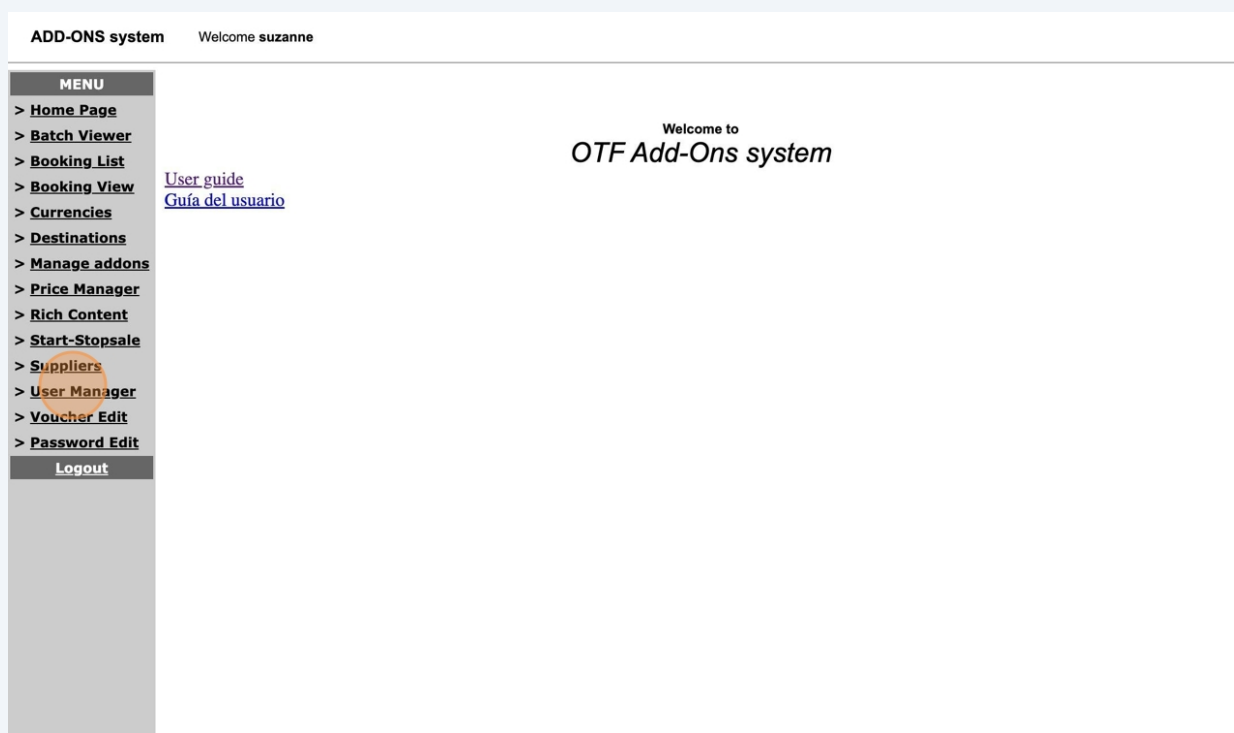
**3** All users in your Addons account will appear on this page. To add a new user, click on "Add User".

ADD-ONS system    Welcome **suzanne**

| MENU |
| --- |
| > **Home Page** |
| > **Batch Viewer** |
| > **Booking List** |
| > **Booking View** |
| > **Currencies** |
| > **Destinations** |
| > **Manage addons** |
| > **Price Manager** |
| > **Rich Content** |
| > **Start-Stopsale** |
| > **Suppliers** |
| > **User Manager** |
| > **Voucher Edit** |
| > **Password Edit** |
| **Logout** |

## User Manager

SubMenu: Add User

**User List:**

Show [Active ⌄] Users

| User Name | User Code | Status | Options |
| --- | --- | --- | --- |
| Eric | eric | Active | Modify / Feature |
| henri | henri | Active | Modify / Feature |
| Louis | louis | Active | Modify / Feature |
| MAX | max | Active | Modify / Feature |
| patrick | patrick | Active | Modify / Feature |
| suzanne | suzanne | Active | Modify / Feature |

Back

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**4** Fill in the required information. Make sure the user's status is "active". Finally, click on "Add".

ADD-ONS system    Welcome **suzanne**

| MENU |
| --- |
| > **Home Page** |
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| > **Currencies** |
| > **Destinations** |
| > **Manage addons** |
| > **Price Manager** |
| > **Rich Content** |
| > **Start-Stopsale** |
| > **Suppliers** |
| > **User Manager** |
| > **Voucher Edit** |
| > **Password Edit** |
| **Logout** |

## Add User

**Username:**                    Georges

**Code(Use this for login):**    GEO

**Password:**                    Password

**Status:**                      [Active ⌄]

Add   Cancel

**5**   This confirmation page appears: your user is active! To return to your users, click on "Back to the list".

ADD-ONS system    Welcome **suzanne**

MENU
> **Home Page**
> **Batch Viewer**
> **Booking List**
> **Booking View**
> **Currencies**
> **Destinations**
> **Manage addons**
> **Price Manager**
> **Rich Content**
> **Start-Stopsale**
> **Suppliers**
> **User Manager**
> **Voucher Edit**
> **Password Edit**
   **Logout**

# Add User

The user was added successfully!

Add a other user
Back to the list

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**6**   To determine which features a user will have access to, click on "Feature" next to the user's name.

ADD-ONS system    Welcome **suzanne**

MENU
> **Home Page**
> **Batch Viewer**
> **Booking List**
> **Booking View**
> **Currencies**
> **Destinations**
> **Manage addons**
> **Price Manager**
> **Rich Content**
> **Start-Stopsale**
> **Suppliers**
> **User Manager**
> **Voucher Edit**
> **Password Edit**
   **Logout**

# User Manager

SubMenu: Add User

**User List:**

Show [Active ∨] Users

| User Name | User Code | Status | Options |
|---|---|---|---|
| Eric | eric | Active | Modify / Feature |
| Georges | geo | Active | Modify / Feature |
| henri | henri | Active | Modify / Feature |
| Louis | louis | Active | Modify / Feature |
| MAX | max | Active | Modify / Feature |
| patrick | patrick | Active | Modify / Feature |
| suzanne | suzanne | Active | Modify / Feature |

Back

**7** Check all the boxes corresponding to the functionalities to which this user should have access. Finally, click on "Modify" to save your selection.

> Batch Viewer
> Booking List
> Booking View
> Currencies
> Destinations
> Manage addons
> Price Manager
> Rich Content
> Start-Stopsale
> Suppliers
> User Manager
> Voucher Edit
> Password Edit
> Logout

| | |
|---|---|
| Booking List | ☑ |
| Currencies | ☑ |
| Destinations | ☑ |
| Flight seat inventory | ☑ |
| Inventory | ☑ |
| Manage addons | ☑ |
| Price Manager | ☑ |
| Questions | ☑ |
| Rich Content | ☑ |
| Start-Stopsale | ☑ |
| Suppliers | ☑ |
| User Manager | ☑ |

Modify  Cancel

**8** To deactivate a user's access, or modify their information, click on "Modify" next to their name. NB: you cannot "delete" a user; to do so, you must disable their access.

System     Welcome **suzanne**

# User Manager

SubMenu: Add User

**User List:**

Show [Active ⌄] Users

| User Name | User Code | Status | Options |
|---|---|---|---|
| Eric | eric | Active | Modify / Feature |
| Georges | geo | Active | Modify / Feature |
| henri | henri | Active | Modify / Feature |
| Louis | louis | Active | Modify / Feature |
| MAX | max | Active | Modify / Feature |
| patrick | patrick | Active | Modify / Feature |
| suzanne | suzanne | Active | Modify / Feature |

Back

**9**    In the drop-down menu, select "disable", then click on "Update".

ADD-ONS system    Welcome **suzanne**

| MENU |
| --- |
| > **Home Page** |
| > **Batch Viewer** |
| > **Booking List** |
| > **Booking View** |
| > **Currencies** |
| > **Destinations** |
| > **Manage addons** |
| > **Price Manager** |
| > **Rich Content** |
| > **Start-Stopsale** |
| > **Suppliers** |
| > **User Manager** |
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| **Logout** |

## Modify user information

Username:                                              Georges

Code(Use this for login):                       geo

Password: (type a password to change password)

Status:                                                   Disable

Limit Suppliers                                      No

                                                              Azulée

Supplier list (if Limit is set to YES)
Use CTRL(PC) or COMMAND(MAC) to select many
items

Update    Cancel

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**10**    Voila, your changes are saved. To return to your users, click on "Back to the list".

ADD-ONS system    Welcome **suzanne**

| MENU |
| --- |
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The User Information was updated successfully!

Back to the list