



## ***REGIS PERMISSIONS AND MODULES***

This section has been set up by the **ReGIS** Administrator based on the **ReGIS** package you have. If you add modules later this is where you will input them.

### **1. User Manager**

This section gives the User Manager the capability to manage access to the **ReGIS** system.

In the **Add New User** tab, you will set up access for chosen staff such as your Front Desk Manager and your Accounts Manager or person who will manage credit card payments.

Once you have entered information on the staff member who will have access, click on **Edit User Action** and check the boxes for the functions that you wish that person to be able to access.

### **2. Additional Person**

Add a new rule for the additional person charge in one of your rooms. Select the Room Type, assign a rule name, enter the additional person charge and select active rule. Then click Add to save the changes.

Your **ReGIS** Online Reservation System is now up and running!

You can check that everything is correct by going through the reservation system on your Website. If you need to, you can easily go back in and make the necessary changes.

If you have questions on setting up **ReGIS** call us at: 1-888-382-2480 or email: [info@regisres.com](mailto:info@regisres.com).