

Oracle® Hospitality BellaVita
User Rights Guide
Release 2.7

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Preface

This document has been created to explain how to record a new employee and the configuration of user rights.

Audience

This guide is intended for system administrators and support familiar with BellaVita.

Customer Support

To contact Oracle Customer Support, access My Oracle Support at the following URL:

<https://support.oracle.com>

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

Documentation

Oracle Hospitality product documentation is available on the Oracle Help Center at

<http://docs.oracle.com/en/industries/hospitality/>

Revision History

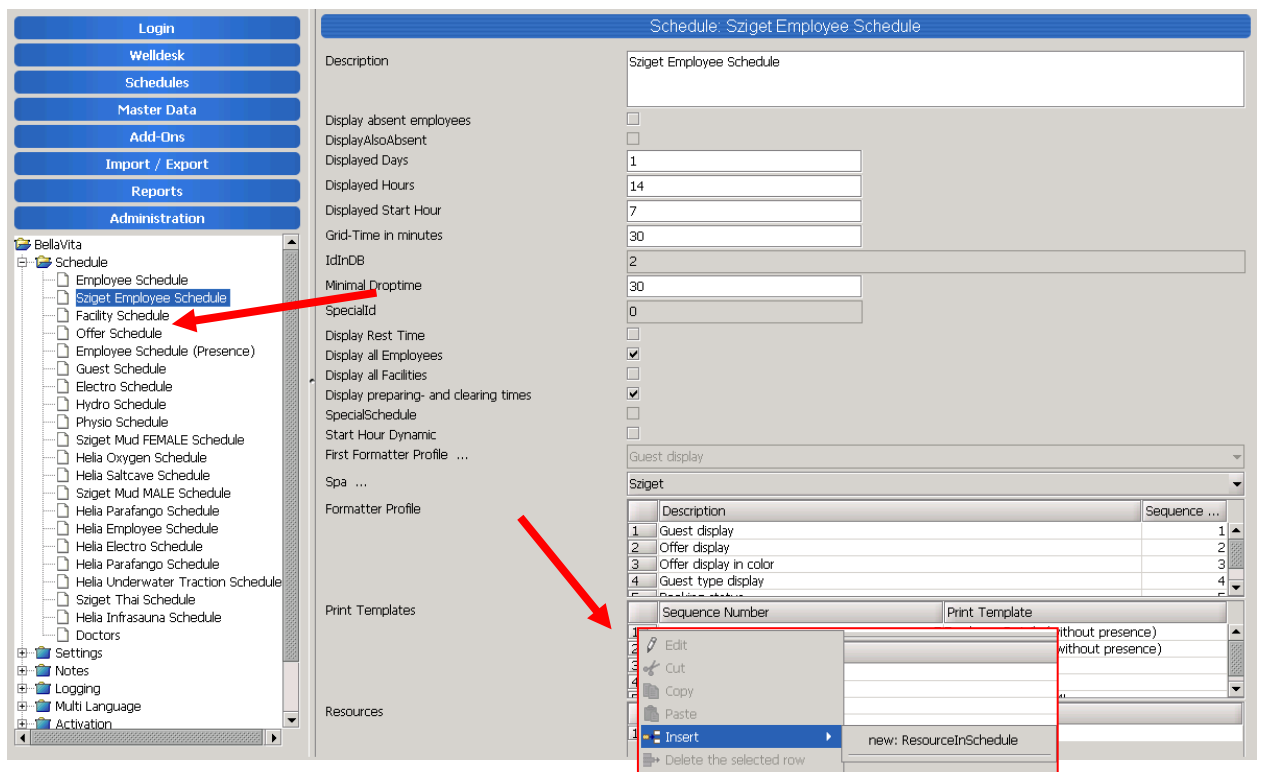
| Date | Description of Change |
|-------------------|---|
| February 12, 2014 | <ul style="list-style-type: none">• Initial publication. Document Version Number: 1.0 |

1 How to record new employees

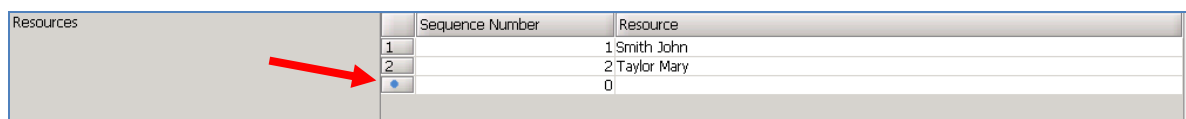
When you get a new employee register them in Master data, and create a new employee – Employees as explained in that section.

To make the **new employee appear on the schedule**, you need to add him/her to the schedule in administration. Go to Administration > Schedules and select the schedule that you would like this person to appear on.

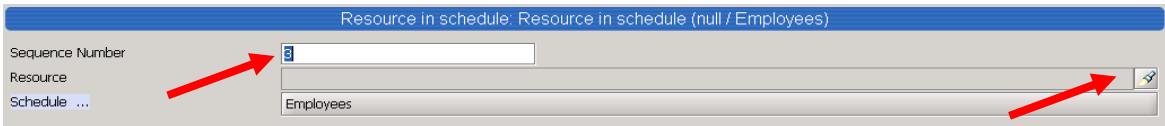
Go to the bottom of the screen in the Resources. Scroll to the end of this list and check the last number. Right click on any of the numbers on this list and choose Insert new > New: ResourceInSchedule



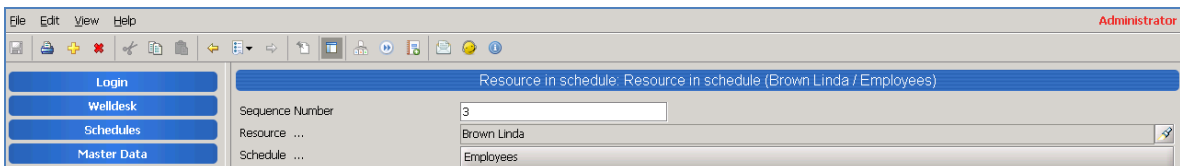
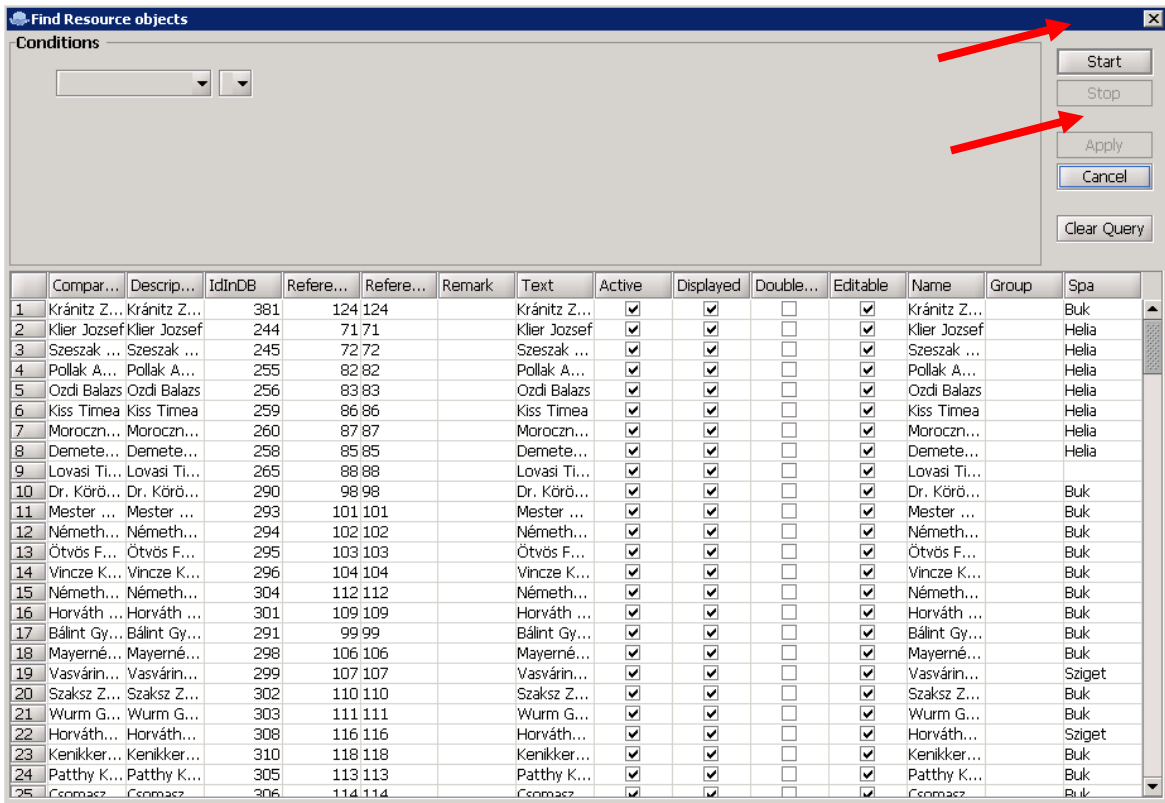
Now scroll down this list, and find your new line. Double click on the grey box in the beginning of the line so you get transferred to the next window.



Enter the next number that is after the one you saw at the bottom of the Resources list on the previous window. Search for the resource with the torch.



Press start to display all resources and highlight the one you are looking for. Click apply which takes you back to the previous window displaying the selected employee.



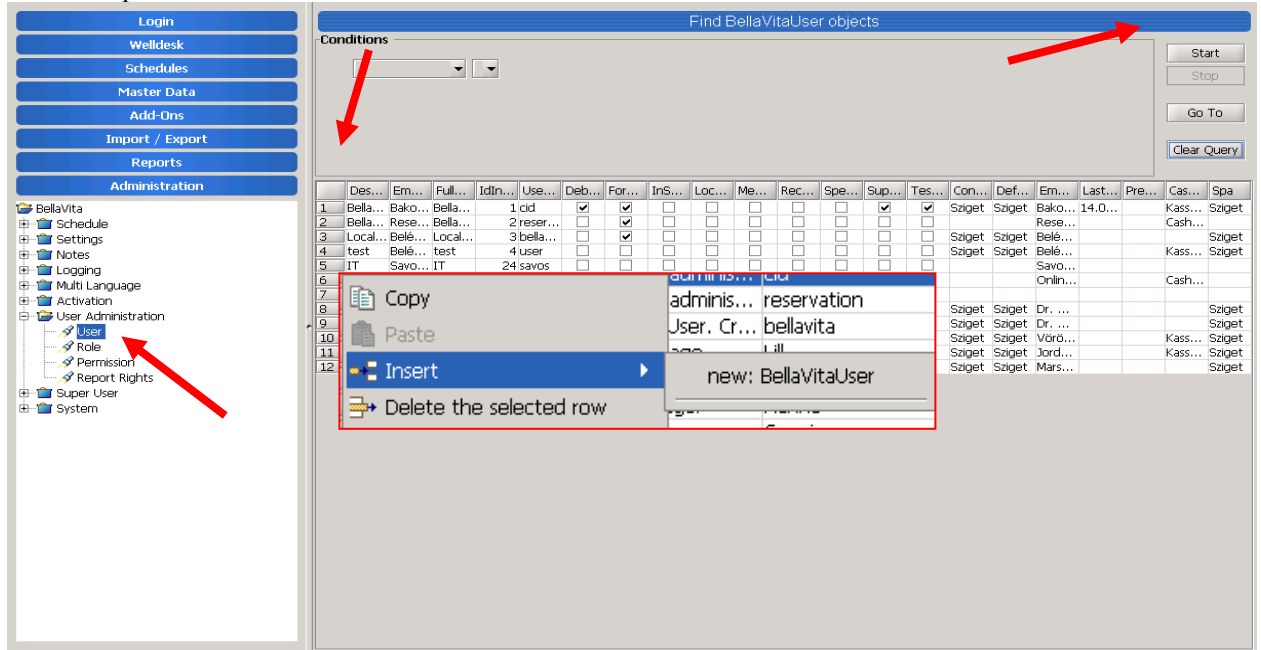
Press save!

Anytime you edit anything under Administration make sure you SAVE your changes or click File – Restore to exit without saving the changes. If you do not save/restore, Bellavita will not restart the next time you exit the application.

To see the whole list of options on the schedule in administration, click to the yellow arrow pointing to the left on the top menu bar (previous instance).

New Employee

To give username and cashier to a new employee go to Administration – User Administration – User and press Start to show the records.



Right click on any of the numbers on the list and select insert > new: BellavitaUser. You will see a new line appearing, double click on the grey box in front of the line to get to the next window.

NEW USER SCREEN:

- Add the username that you want this person to log in with.
- Put the area they work in the description line.
- New password and verification: enter the same password in both fields and press Set Password to save this password (they can change it on the log in screen later)
- Select the employee from the drop down list.
- Set the default Spa for the employee,
- Add the cashier that this person will use: by the yellow cross which will add a line to the list below. Double click on the grey box in the front of the line which takes you to the next window.



Select the cashier from the drop down menu.

Save it! Then use the previous instance button from the top menu to go back to the previous screen.

- Now you need to select the same cashier in the cashier welldesk drop down menu.
- Role for user: this is where you add the rights to the new employee by the yellow cross which will add a line to the list below. Double click on the grey box in the front of the line which takes you to the next window.

Select the role for the user from the drop down menu:

- Adminsitration
- Central
- Doctor
- Executive Manager
- Financial Control
- Fitness Instructor
- Fitness Manager
- Master Data
- Medical Doctor
- Nurse
- Premier Sales Manager
- Reading
- RoleAllPermissions
- Spa Desk Agent
- Spa Desk Shift Leader
- Spa Manger
- Spa Sales Manger
- SuperUser
- Therapist
- Wellness

- *User with all rights see everything that the manager does.*
- *User without master data can do anything apart from master data, administration and reports.*
- *Cashiering rights depend if they have a cashier assigned or not.*

Save it! Then use the previous instance button from the top menu to go back to the previous screen.

Now all the fields are completed, save again.

When you restart Bellavita, the changes you made in Administration become active.

Roles

In Administration/ User Administration/ Role please press start button and it will list you the whole list of available roles.

The screenshot shows the 'Find BellaVitaRole objects' window. On the left is a navigation tree with 'Administration' selected. The main area contains a search bar and a table of roles.

| | Description | Name | Receive automatic in... | With all rights |
|----|--|-----------------------|--------------------------|-------------------------------------|
| 1 | Super user | SuperUser | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | Role with all rights | RoleAllPermissions | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Master Data | MasterData | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Administration | Administration | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Wellness | Wellness | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Reading | Reading | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Doctor | Doctor | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Provides daily activities, but also supervises, if needed, guides... | Spa Desk Agent | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Provides daily activities, but also supervises, if needed, guides... | Spa Desk Shift Leader | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Leads the every day operation of the property Premier Fitne... | Fitness Manager | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | The doctor consulting in the spa completes the medical exa... | Medical Doctor | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Responsible for selling the Premier membership, and for the r... | Premier Sales Manager | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | Supervises the operation of the spa-wellness department, pr... | Spa Manager | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | Responsible for selling the spa services. Has full access to the... | Spa Sales Manager | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | Responsible for middle term and strategically decisions, super... | Executive Manager | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 | Monitors and checks all financial related events within the spa... | Financial Control | <input type="checkbox"/> | <input type="checkbox"/> |
| 17 | Fitness Instructor. | Fitness Instructor | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | Nurse. Assistant of Medical Doctor. | Nurse | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | Therapist. | Therapist | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | Central responsible for Basic settings, Administration, MasterD... | Central | <input type="checkbox"/> | <input type="checkbox"/> |

Please enter to one of the roles with a double click on the number.

Here you can set up if the employee will receive internal messages, if she/he has all user rights and also you are able to manipulate the rights/ permissions (Creatable, Deletable, Readable, Changeable).

The screenshot shows the 'Role: SuperUser' configuration window. The 'Description' field contains 'Super user' and the 'Name' field contains 'SuperUser'. Below these are checkboxes for 'Receive automatic internal message' (unchecked) and 'With all rights' (checked). A table defines the permissions for this role.

| | Creatable | Deletable | Readable | Changeable | Permission |
|----|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---------------------|
| 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Guests Revenue... |
| 2 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | End of Day. |
| 3 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Report Group Sa... |
| 4 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Guest Preferences |
| 5 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Guest profile re... |
| 6 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Guest File Attac... |
| 7 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Cancel Bookings |
| 8 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Cancel not paid ... |
| 9 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Copy Bookings |
| 10 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Change paying g... |
| 11 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Change billing d... |
| 12 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Medical Diagnosis |
| 13 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Add / Delete Me... |