



# Adding User to Reserve Cloud

2018 - Spring Edition

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# Overview

This guide will cover adding a **New Club User** for access to Reserve Cloud.

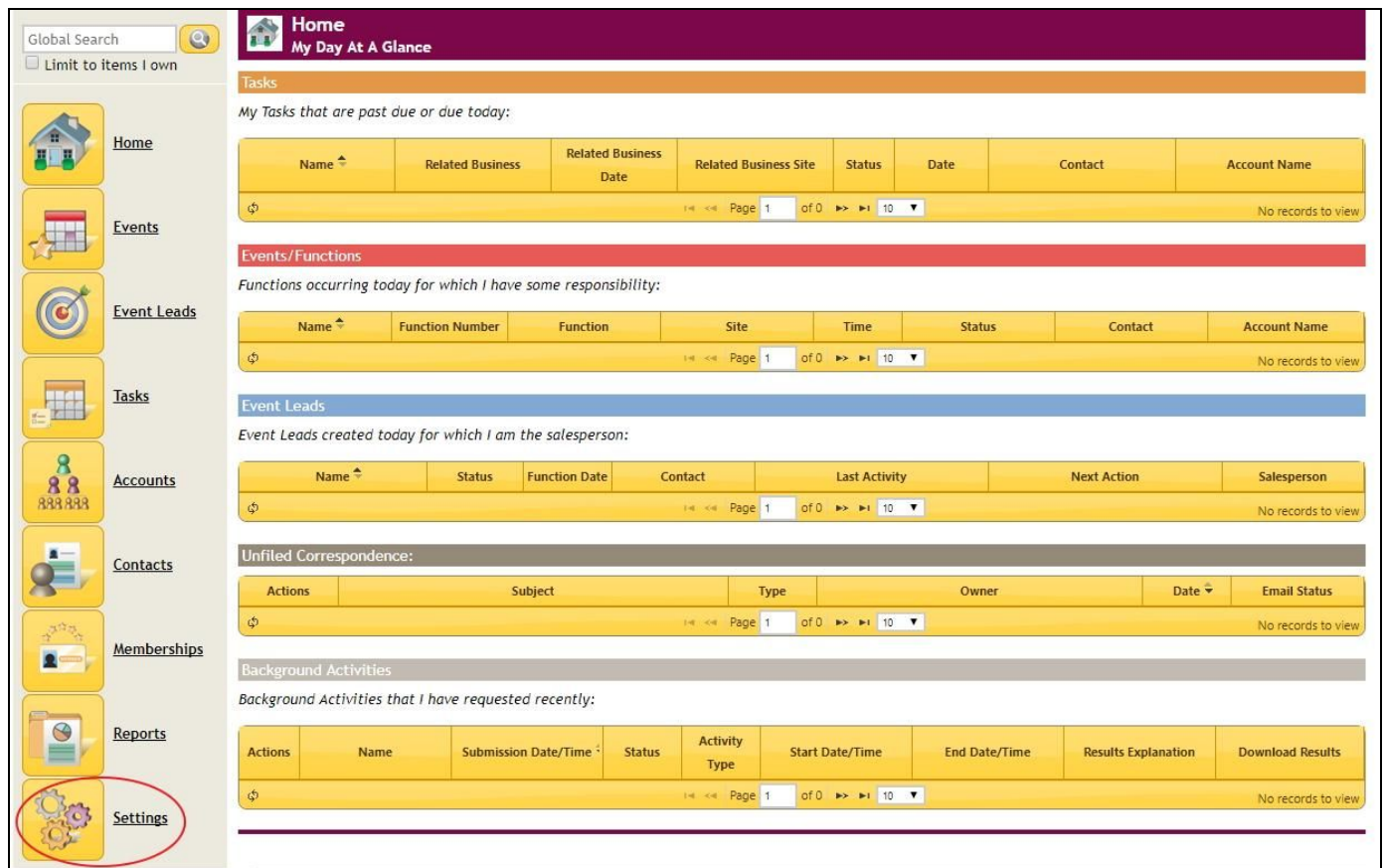
## Use Case(s)

After going live with Reserve Cloud new users will need to be created to access the system at various security levels and roles.

## Accessing the Tool

To access Reserve Cloud please [click here](#).

To add a new user, first view the **Settings** menu on the bottom right of the home page.



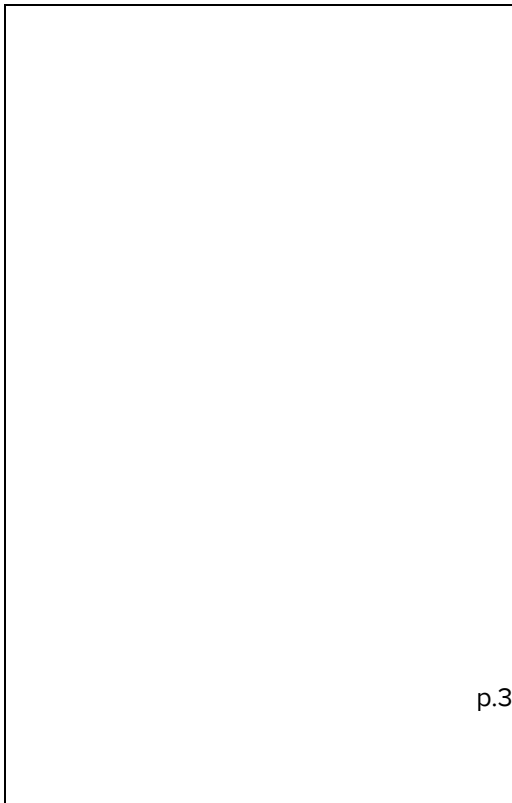
The screenshot shows the Reserve Cloud home page. On the left is a navigation sidebar with icons for Home, Events, Event Leads, Tasks, Accounts, Contacts, Memberships, Reports, and Settings. The 'Settings' icon is circled in red. The main content area is titled 'Home My Day At A Glance' and contains several sections, each with a table of data:

- Tasks:** My Tasks that are past due or due today. Table with columns: Name, Related Business, Related Business Date, Related Business Site, Status, Date, Contact, Account Name. No records to view.
- Events/Functions:** Functions occurring today for which I have some responsibility. Table with columns: Name, Function Number, Function, Site, Time, Status, Contact, Account Name. No records to view.
- Event Leads:** Event Leads created today for which I am the salesperson. Table with columns: Name, Status, Function Date, Contact, Last Activity, Next Action, Salesperson. No records to view.
- Unfiled Correspondence:** Table with columns: Actions, Subject, Type, Owner, Date, Email Status. No records to view.
- Background Activities:** Background Activities that I have requested recently. Table with columns: Actions, Name, Submission Date/Time, Status, Activity Type, Start Date/Time, End Date/Time, Results Explanation, Download Results. No records to view.

Once in the Settings menu, select **Users**.



The Users drop down menu will expand to show My Settings, User Settings, Distribution Lists, and Imports. Under **User Settings**, you will select **Manage Users**.



Select **New**.

Settings  
 Manage Users

Search String 
Include Inactive

New
Done

Actions	Full Name	Username	Role	Department	Hierarchy Authorizations	Ownership Group	User Module	Active
<a href="#">Edit</a>   <a href="#">Edit Preferences</a>   <a href="#">Copy Preferences</a>   <a href="#">Deactivate</a>   <a href="#">Change Password</a>	...	...	Level 1: Full User Access with Full Admin		All Access	Level 1: Admin Access	Events Module Access	Yes
<a href="#">Edit</a>   <a href="#">Edit Preferences</a>   <a href="#">Copy Preferences</a>   <a href="#">Deactivate</a>   <a href="#">Change Password</a>	...	...	Level 4: View Only Access		All Access	Level 4: View Only Access	Events Module Access	Yes
<a href="#">Edit</a>   <a href="#">Edit Preferences</a>   <a href="#">Copy Preferences</a>   <a href="#">Deactivate</a>   <a href="#">Change Password</a>	...	...	Level 1: Full User Access with Full Admin		All Access	Level 2: Full User Access	Events Module Access	Yes
<a href="#">Edit</a>   <a href="#">Edit Preferences</a>   <a href="#">Copy Preferences</a>   <a href="#">Deactivate</a>   <a href="#">Change Password</a>	...	...	Level 1: Full User Access with Full Admin		All Access	Level 1: Admin Access	Events Module Access	Yes
<a href="#">Edit</a>   <a href="#">Edit Preferences</a>   <a href="#">Copy Preferences</a>   <a href="#">Deactivate</a>   <a href="#">Change Password</a>	...	...	Level 1: Full User Access with Full Admin		All Access	Level 1: Admin Access	Events Module Access	Yes
<a href="#">Edit</a>   <a href="#">Edit Preferences</a>   <a href="#">Copy Preferences</a>   <a href="#">Deactivate</a>   <a href="#">Change Password</a>	...	...	Level 4: View Only Access		All Access	Level 4: View Only Access	Events Module Access	Yes

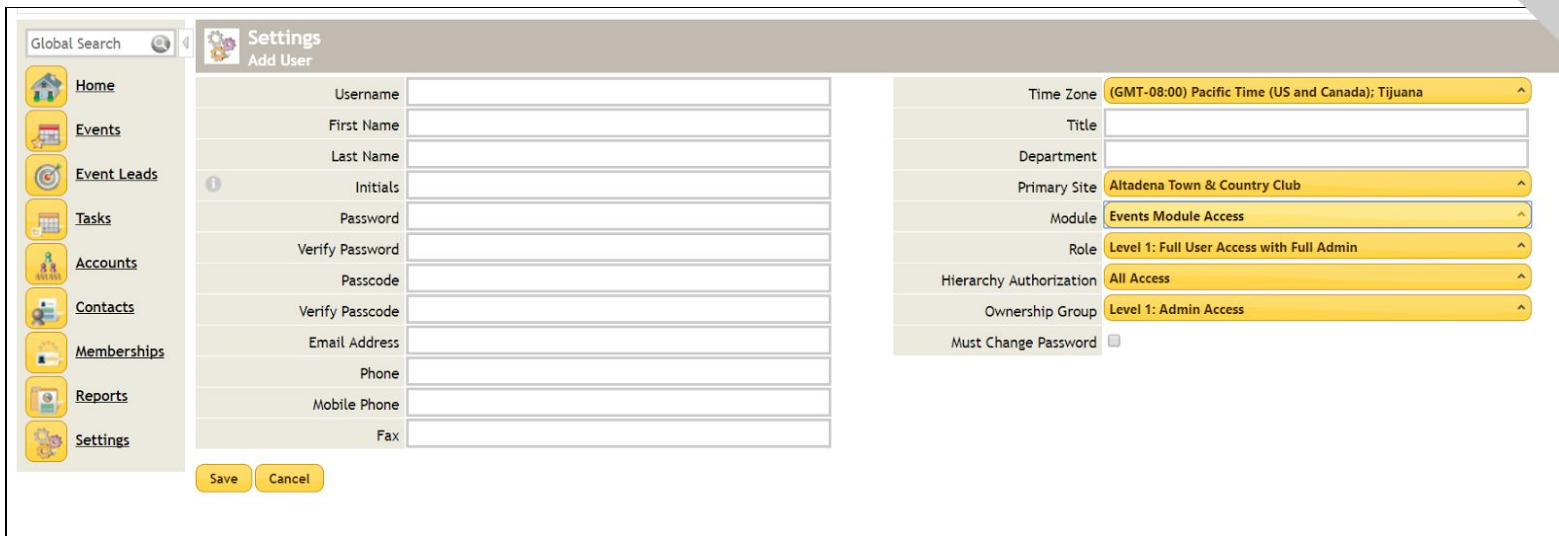
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Done

## New User Detail

Complete the New User information sections with all appropriate information. See below for each role assigned setting.

**Please Note:** Required Fields include Username, Password, First Name, Last Name, and Module, Role, Hierarchy Authorization, Ownership Group, and Change Password.



The screenshot shows the 'Add User' form in the Settings section. The form is divided into two main columns. The left column contains personal information fields: Username, First Name, Last Name, Initials, Password, Verify Password, Passcode, Verify Passcode, Email Address, Phone, Mobile Phone, and Fax. The right column contains access settings: Time Zone (set to GMT-08:00 Pacific Time (US and Canada); Tijuana), Title, Department, Primary Site (set to Altadena Town & Country Club), Module (set to Events Module Access), Role (set to Level 1: Full User Access with Full Admin), Hierarchy Authorization (set to All Access), Ownership Group (set to Level 1: Admin Access), and a checkbox for Must Change Password. At the bottom of the form are 'Save' and 'Cancel' buttons.

## Settings for Various Roles

### User Admin

Able to create new Users, make changes to Settings, and add/edit Events

**Module** - Events Module Access

**Role** - Full User Access with Full Admin

**Hierarchy** - All Access

**Ownership Group** - Admin Access

### Settings Admin

Able to make changes to Settings, and add/edit Events

**Module** - Events Module Access

**Role** - Full User Access with Limited Admin

**Hierarchy** - All access

**Ownership Group** - Full User Access

### Full User

Able to add/edit Events, but not make changes to Settings

**Module** - Events Module Access

**Role** - Full User with No Admin

**Hierarchy** - All access

**Ownership Group** - Full User Access

## View Only

Able to access calendar of events, but not able to add/edit events

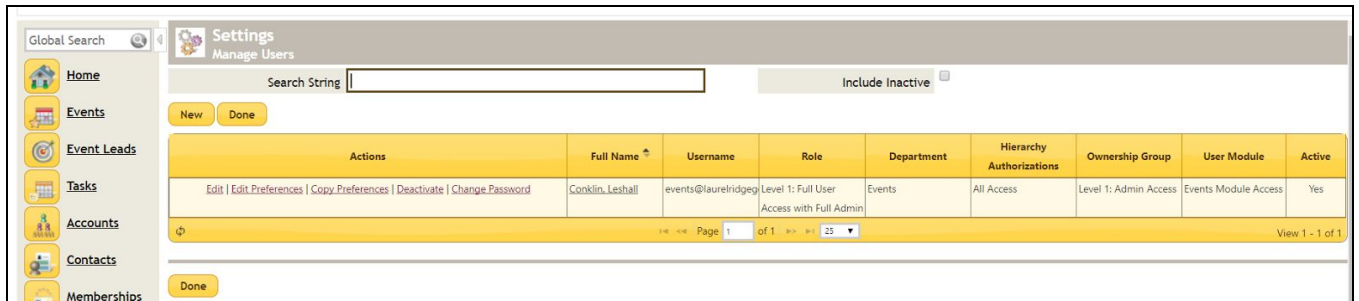
**Module** - Events Module Access

**Role** - View Only

**Hierarchy** - All access

**Ownership Group** - View Only

Once the new user details have been added, click **Save**. The Reserve system will then return to the **User listing**.



Actions	Full Name	Username	Role	Department	Hierarchy Authorizations	Ownership Group	User Module	Active
<a href="#">Edit</a>   <a href="#">Edit Preferences</a>   <a href="#">Copy Preferences</a>   <a href="#">Deactivate</a>   <a href="#">Change Password</a>	Conklin, Leshall	events@laurelridge.org	Level 1: Full User Access with Full Admin	Events	All Access	Level 1: Admin Access	Events Module Access	Yes

## FAQs

### Q: What role is required to add a new User?

A: User Admin role is required to add any new users to the system.

### Q: How can I delete a User that is no longer with the Club?

A: Access the Settings menu, then Users, and Manage Users. From here, click **Deactivate** next to their name. **Please Note:** There is not a delete option, only deactivate.

## Best Practices

- Only give New Users the access that is needed, it is not recommended to make everyone an Admin User.
- Make sure when creating a New User, check the box that allows for New Users to reset their password on the next login for security purposes.
- When adding a new user, be sure to include an Email Address. The User will need this to access any forgotten login information.