

User Management - How to create and manage Users?

This guide is also available as a video. Click the link below to watch:

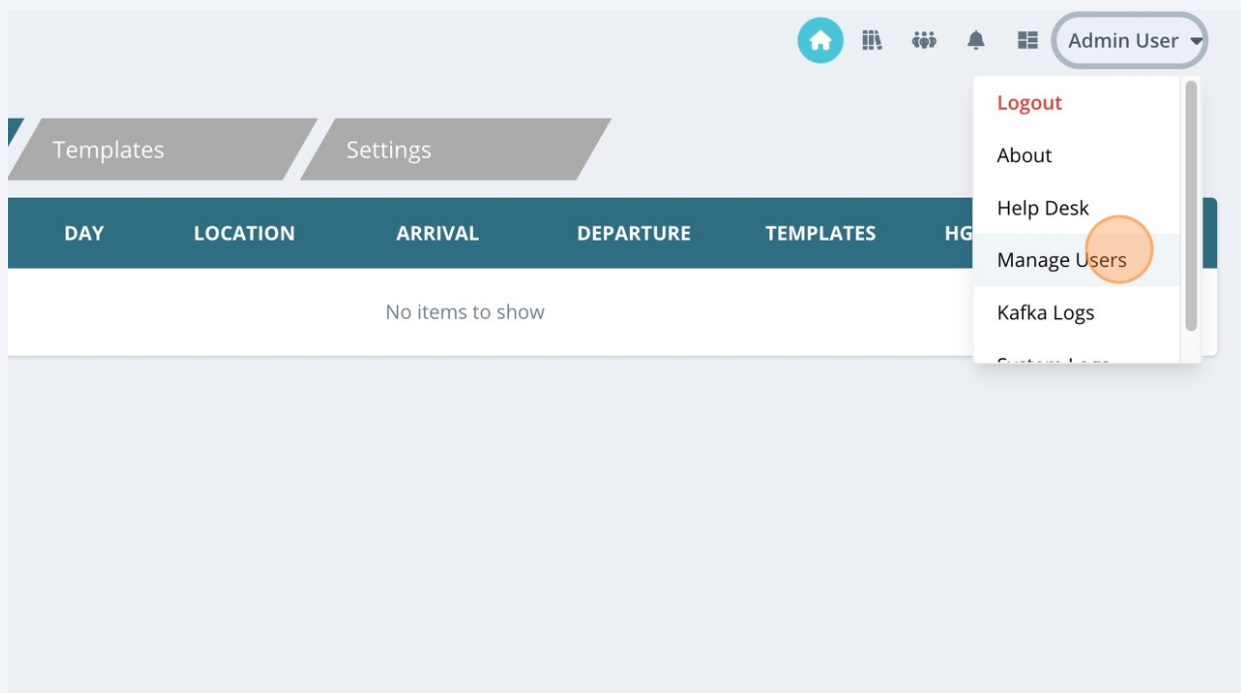
scribehow.com/embed-preview/User_Management_Ho...

This guide provides step-by-step instructions on how to create and manage users in GO by Spark. It explains how to navigate to the user management section, create a new user, set permissions, and share a recovery key. Anyone who needs to create and manage users in GO by Spark will find this guide helpful.

1 Navigate to GO URL.

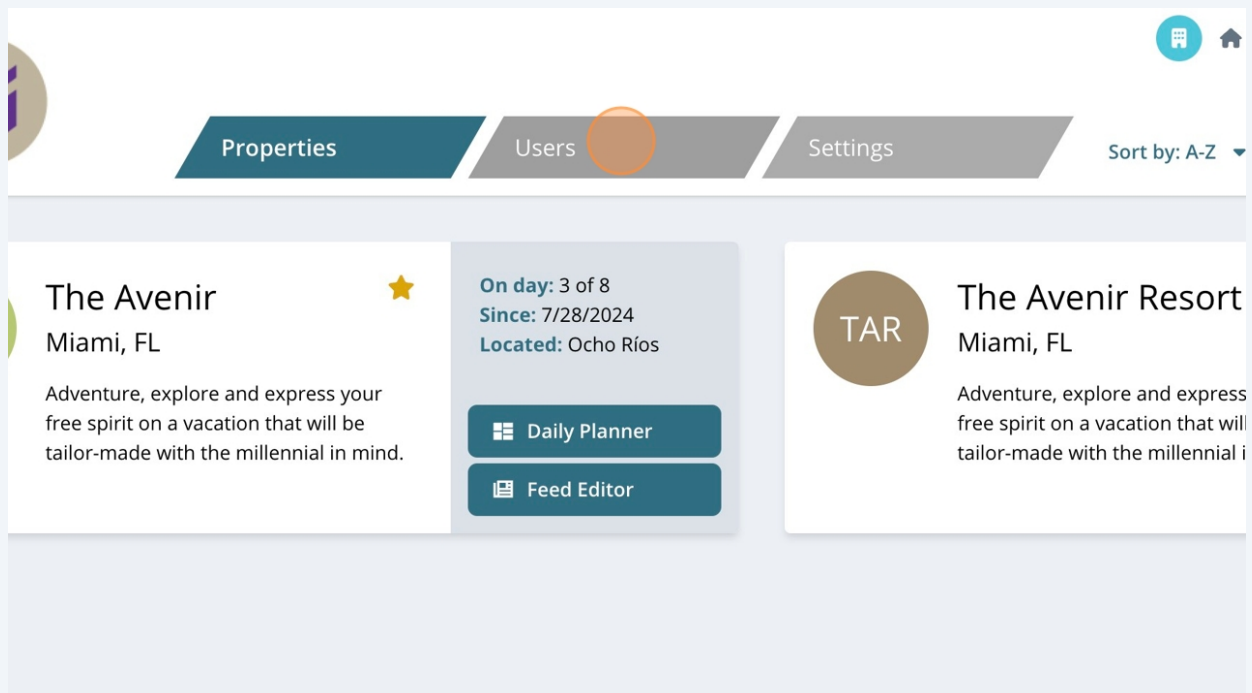
Depending on the version, the "Users management" can be found:

Within the user options: Click the user name and then click "Manage Users".

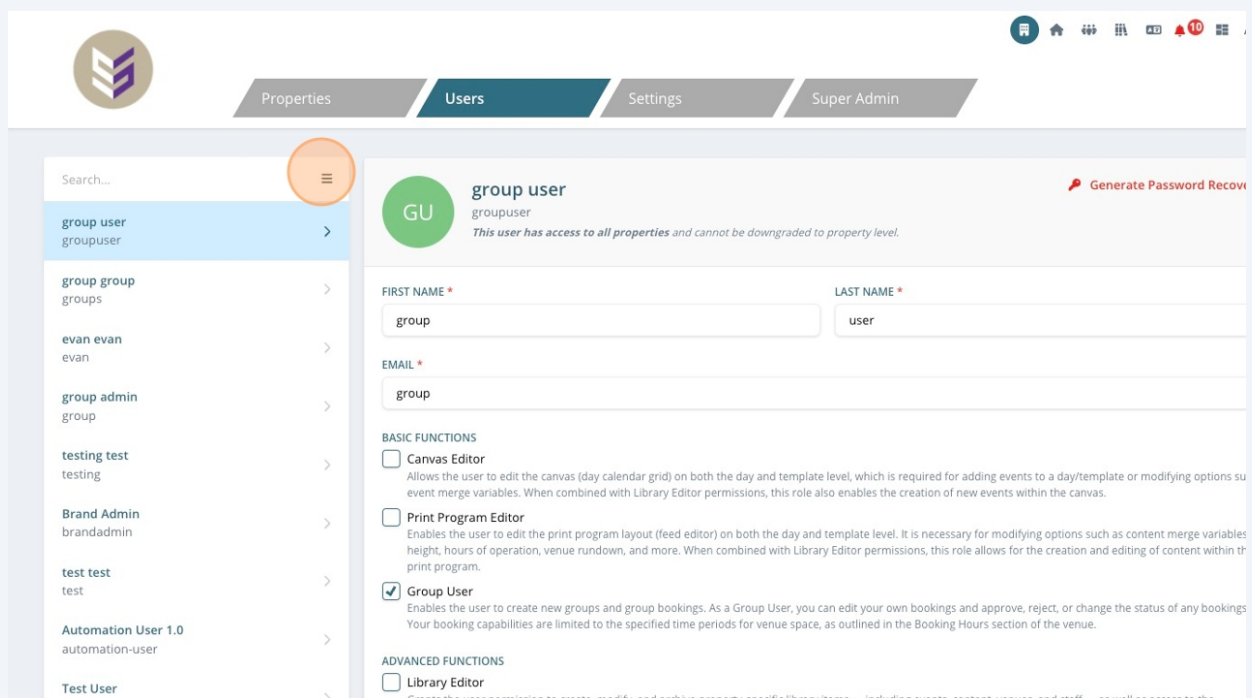


2 Or,

As a tab: Click on "Users" to access this functionality.



3 Click this icon to create a new user and/or export the users as a CSV file.



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- Click "New User" to create a new user.
- Click "Export Users" to export the users as a CSV file.

The screenshot shows a web application interface for managing users. At the top, there is a navigation bar with tabs for "Properties", "Users" (which is active), "Settings", and "Super Admin". On the right side of the navigation bar, there are several icons, including a user profile icon, a home icon, a settings icon, a list icon, a calendar icon, a notification bell with a red "10" badge, and a grid icon.

Below the navigation bar, there is a search bar labeled "Search...". To the left of the main content area, there is a sidebar with a list of users. The first user, "group user", is highlighted in blue. Below it, there are other users: "group group", "evan evan", "group admin", "testing test", "Brand Admin", "test test", "Automation User 1.0", and "Test User".

On the right side of the sidebar, there is a dropdown menu with two options: "New User" and "Export Users". The "New User" option is currently selected, and a red circle highlights it.

The main content area displays the details for the "group user". At the top, there is a header "group user" with a sub-header "groupuser". Below this, there is a note: "This user has access to all properties and cannot be downgraded to property level." To the right of this note, there is a link "Generate Password Recovery".

Below the header, there are two input fields: "FIRST NAME *" and "LAST NAME *". The "FIRST NAME *" field contains the text "group", and the "LAST NAME *" field contains the text "user".

Below the input fields, there is a section titled "EMAIL *". The email field contains the text "group".

Below the email field, there is a section titled "BASIC FUNCTIONS". It contains three checkboxes: "Canvas Editor", "Print Program Editor", and "Group User". The "Group User" checkbox is checked.

Below the "BASIC FUNCTIONS" section, there is a section titled "ADVANCED FUNCTIONS". It contains one checkbox: "Library Editor".

5 For this guide, we clicked "New User".

After, complete the fields as shown in the example below.

Also, make sure that the property is selected correctly.

username... +

Properties Users Settings Super Admin

New User

USERNAME *
test@spark.com

INITIAL PROPERTY
The Avenir

FIRST NAME *
Test

LAST NAME *
Spark

EMAIL *
test@spark.com

BASIC FUNCTIONS

☒ Canvas Editor
Allows the user to edit the canvas (day calendar grid), which is required for adding events to a day or modifying options such as event merge variables. When combined with Library Admin permissions, this role also enables the creation of new events within the canvas.

☐ Print Program Editor
Enables the user to edit the print program layout (feed editor), necessary for modifying options such as content merge variables, line height, hours of operation venue rundown, and more. When combined with Library Admin permissions, this role allows for the creation and editing of content within



Please note that after creating the user, if the selected property is incorrect, you will need to delete the user and create a new one with the correct property.

To delete, simply click "Delete User" at the bottom of the page.

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Each permission includes a brief description—carefully review them and check the appropriate boxes to assign the user's permissions.

Test User
paula test user

New User
newuser

QA Venue Owner
qa-venueowner

QA Admin User
qa-adminuser

QA Basic User
qa-basicuser

QA Group Admin
qa-groupadmin

QA Ship Admin
qa-shipadmin

QA Feed User
qa-feeduser

test@spark.com

THE

FIRST NAME *
Test

LAST NAME *
Spark

EMAIL *
test@spark.com

BASIC FUNCTIONS

☒ Canvas Editor
Allows the user to edit the canvas (day calendar grid), which is required for adding variables. When combined with Library Admin permissions, this role also enables t

☐ Print Program Editor
Enables the user to edit the print program layout (feed editor), necessary for modi operation venue rundown, and more. When combined with Library Admin permis the print program.

☐ Group User
Enables the user to create new groups and group bookings. As a Group User, you status of any bookings. Your booking capabilities are limited to the specified time the venue.

ADVANCED FUNCTIONS

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Add one or more venues here if the user is a venue owner.

It is possible to search by typing the venue name or using the scroll up/down option. To select the venue, simply click on the venue name.

er

n

☐ Brand Admin
Allows the user the ability to manage brand settings and brand library items when used in conjunction with Libr include the ability to edit attributes, levels, highlights, day themes, group types, meal periods, etc. These edits ca instance.

MISCELLANEOUS

☐ View Only
Provides the user with viewing access only, removing all editing capabilities and overriding all other permissions

☐ Super Admin
Allows the user full access and the ability to override all other permissions.

GROUP VENUE APPROVAL LIST

Search by venue name...

Reception, Tour Desk

Azul Restaurant

Boutique

8 Click here to finish creating a user.

in

ser the ability to manage brand settings and brand library items when used in conjunction with Library Admin permissions. Brand settings ability to edit attributes, levels, highlights, day themes, group types, meal periods, etc. These edits can only be performed on a brand

user with viewing access only, removing all editing capabilities and overriding all other permissions.

in

ser full access and the ability to override all other permissions.

PPROVAL LIST

TOUR DESK Search by venue name...

None

Reset Create User

9 After creating the user, it is necessary to share a recovery key so that the user can create their unique password.

Click "Generate Password Recovery Key" to obtain the code.

Admin User

Users Settings Super Admin

Test Spark
test@spark.com

Generate Password Recovery Key

THE AVENIR Add additional property...

NOTE: **The Avenir** cannot be deleted from this user's access

LAST NAME *
Spark

om

10 Click here to copy the recovery key.

The screenshot shows a user management interface. At the top, there is a navigation bar with icons for home, list, and other functions, along with a user profile icon and the text 'Admin User'. Below this is a tabbed interface with 'Users', 'Settings', and 'Super Admin' tabs. The 'Users' tab is active. The main content area displays the profile for 'Test Spark' with the email 'test@spark.com'. A red circle highlights a recovery key '147491 (click to copy)' in the top right corner of the profile card. Below the profile card, there is a section for 'THE AVENIR' with a text input field and a note: 'NOTE: The Avenir cannot be deleted from this user's access'. Further down, there are input fields for 'LAST NAME' (containing 'Spark') and a partially visible 'om' field.



Note: The following two steps are typically used for Shoreside users.

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If the user requires access to more than one property, click here to add an additional property.

Properties Users Settings Super Admin

Test Spark
test@spark.com

THE AVENIR Add additional property...

NOTE: The Avenir cannot be deleted from this user's access

FIRST NAME * LAST NAME *

Test Spark

EMAIL *

test@spark.com

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If the user needs access to all properties, click "Promote to Brand" to grant access to all properties at once.

New User
newuser

QA Venue Owner
qa-venueowner

QA Admin User
qa-adminuser

QA Basic User
qa-basicuser

QA Group Admin
qa-groupadmin

QA Ship Admin
qa-shipadmin

QA Feed User
qa-feeduser

EMAIL *

test@spark.com

BASIC FUNCTIONS

☒ Canvas Editor
Allows the user to edit the canvas (day calendar grid), which is required for adding events to variables. When combined with Library Admin permissions, this role also enables the creation of new venues.

☐ Print Program Editor
Enables the user to edit the print program layout (feed editor), necessary for modifying operation venue rundown, and more. When combined with Library Admin permissions, this role also enables the creation of new venues.

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ADVANCED FUNCTIONS

Promote to Brand Delete User



Tip! Remember to click "Save Changes" whenever editing an existing user's permissions.