

# Roles

Here, an agency/ circle is able to custom create different reusable roles than can be assigned to the various administrative logins. When creating a role, the support function for which it is meant has to be selected from the following:

Support function

☒ Administrate circle

☐ Administrate agencies

☐ Administrate companies

Based on the function chosen, the access rights available for it is displayed on the right hand side ( with some already pre-selected although these can still be stripped away and/ or some added to the selection) i.e:

- A Company Administrator will never be able to access agency data or data residing outside of their designated company, but may be given access to more or less parts of the company profiles and travelers within these

Apart from roles attached to the "Administrate circle" function which allow access to a circle with the specific defined rights, the ones attached to "Administrate agencies" and "Administrate companies" are defined per agency (not per circle or application-wide).

## Please Note:

- Each administrator has to be assigned a single role (it is not possible to assign multiple roles). For the field of reference please see Settings
- The support function Administrate Circle is only visible to a Circle administrator/ Umbrella support

## Overview

### General

Name

Agency Admin (Edit Agency, Create/Delete Companies, Plaintext-CC)

Home agency

Knowledge Base

Support function

☐ Administrate circle

☒ Administrate agencies

☐ Administrate companies

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### Rights

Administrate agencies

☒ Can edit agency

☒ Can create role

☒ Can edit role

☒ Can delete role

☐ Can use (company) interface disconnect function

☒ Can create company

☒ Can use company setup

☒ Can use (company) interface setup

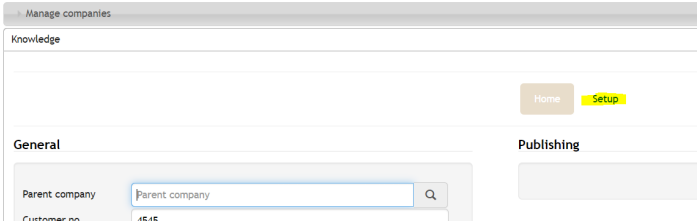
☒ Can use traveller settings

☒ Can toggle self registration

☒ Can delete company

☒ Can use mass publishing

☒ Can use mass send credentials

Field	Description
Name	Give a name to the role. We suggest sensible names like: Agency Admin all functions, Agency Admin_can create, edit, delete role_use company setup etc. depending on the access rights allowed. This creates an overview hence the roles and functions can easily be told apart when assigning these to administrators
Home Agency	Specific agency to which the administrative role is to be created. Depending on the support function, this field might already be set to the default agency of the administrator creating the role. Circle administrators are able to choose the agency if there are multiple agencies in their circle
<b>Support Function</b>	<b>Rights</b>
Administrate circle	<p>In addition to the functions assignable to an agency administrator such a user can also be assigned the following rights:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Can create agency <ul style="list-style-type: none"> <li>Create/ modify/ configure a whole agency (add/ remove interfaces, change the system settings etc.)</li> </ul> </li> <li><input type="checkbox"/> Can delete agency <ul style="list-style-type: none"> <li>Can delete any agency within the circle</li> </ul> </li> </ul> <p>It goes without saying that a circle admin can also:</p> <ul style="list-style-type: none"> <li>Create admin profiles but only assign roles equal to or lesser than their own assigned rights</li> <li>Add an agency of the same circle to an agency administrator profile using the "Add. managed agencies" field</li> <li>Administer all functions assigned on all agencies in the particular circle (mostly TMC)</li> </ul>
Administrate agencies	<p>In addition to the functions assignable to a company administrator such a user can also be given some or all of the following access-rights:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Can edit agency <ul style="list-style-type: none"> <li>Allows to modify the non greyed out fields on the agency as well as to create/edit the agency setup</li> </ul> </li> <li><input type="checkbox"/> Can create role</li> <li><input type="checkbox"/> Can edit role</li> <li><input type="checkbox"/> Can delete role</li> <li><input type="checkbox"/> Can create company</li> <li><input type="checkbox"/> Can use company setup <ul style="list-style-type: none"> <li>If <b>not activated</b> then the access to the "setup" is blended out hence the administrator is <b>not able</b> to create/edit/view the company custom settings</li> </ul> </li> </ul>  <p>The screenshot shows a web interface titled 'Manage companies'. It has a 'Knowledge' section at the top. Below it, there are two tabs: 'Home' and 'Setup', with 'Setup' highlighted in yellow. Under the 'Setup' tab, there are two sections: 'General' and 'Publishing'. The 'General' section contains a 'Parent company' field with a search icon. The 'Publishing' section is currently empty.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Can use (company) interface setup <ul style="list-style-type: none"> <li>If <b>deactivated</b> then the user is <b>not able</b> to activate/deactivate or edit the free data field associated with the given interfaces</li> </ul> </li> </ul>

### Interface setup

Target GDS ☐ Amadeus CSX

Reporting Office

☐ Can use traveller settings

- User is able to activate/ deactivate the below fields:

## Traveller settings

- ☒ Set new profile as traveller
- ☐ Set new profile as arranger
- ☐ Require approver
- ☐ Self-approval allowed
- ☒ Approver selectable by traveler

- ☐ Can toggle self registration
- ☐ Can delete company
- ☐ Can use mass publishing
- ☐ Can use mass send credentials

### Administrate companies

- A company administrator can manage either a single or multiple companies based on activated settings (see below field definitions)
- An administrator of a "Parent Company" is automatically allowed to manage all the subsidiaries

The following are the possible functions assignable to a company administrator:

- ☐ Can edit company credit card
- ☐ Can edit company

- If **activated**, the administrator can only modify/edit the following fields in the company profile:

- Street
- Street 2
- ZIP
- Place
- Country
- Phone
- Fax
- Email, Email2, Email3
- E-Mail invoice delivery
- Generic fields "my agency" with READ\_WRITE and/or COMPANY ONLY

If **not activated**, then a list of all the company administrators of a given agency is listed on the company tab.

- ☐ Can create traveller
- ☐ Can edit traveller
- ☐ Can delete traveller
- ☐ Can edit traveller in subsidiaries

- Is applicable to administrator profiles created to manage a "Parent Company"

- ☐ Can delete traveller in subsidiaries

- Is applicable to administrator profiles created to manage a "Parent Company"

- ☐ Can use mass import/export

- A company administrator is only able to import/ export the traveller profiles from the company tab

#### Your Knowledge Base team

Agency	Knowledge Base
Confidential	<input type="text" value="Confidential"/>
Email delivery	<input type="text" value="Amadeus Mail"/> ▼
Email invoice delivery	<input type="text" value="Email invoice delivery"/>
<a href="#">Travellers (CSV)</a> · <a href="#">Upload from CSV ...</a>	

- An agency administrator can additionally import/export via Profile Center Tab

#### Import/Export

Export

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Company

Add new

☐ Include travellers from subsidiaries

Travellers (CSV)

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All travellers (CSV) · All travelers with publishing errors (CSV)

All companies (CSV) · All companies with publishing errors (CSV)

Import

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Import option

▼

Upload from CSV ...

- A circle administrator has the possibility to additionally choose the specific agency to/from which the mass import/export should be conducted

## Import/Export

Export

Company

Company

Q

Add new

☐ Include travellers from subsidiaries

Travellers (CSV)

Agency

Knowledge Base

▼

All travellers (CSV) - All travelers with publishing errors (CSV)

All companies (CSV) - All companies with publishing errors (CSV)

Import

Import option

CSV

▼

Upload from CSV ...

**P.S:** Further information on the Import/Export section of the Profile center can be found under [Import/Export](#)

- ☐ Can show plaintext cc
- ☐ Read only

- Allows only read only access of the pre-selected functions (the user is therefore not able to edit any field in Umbrella Faces)