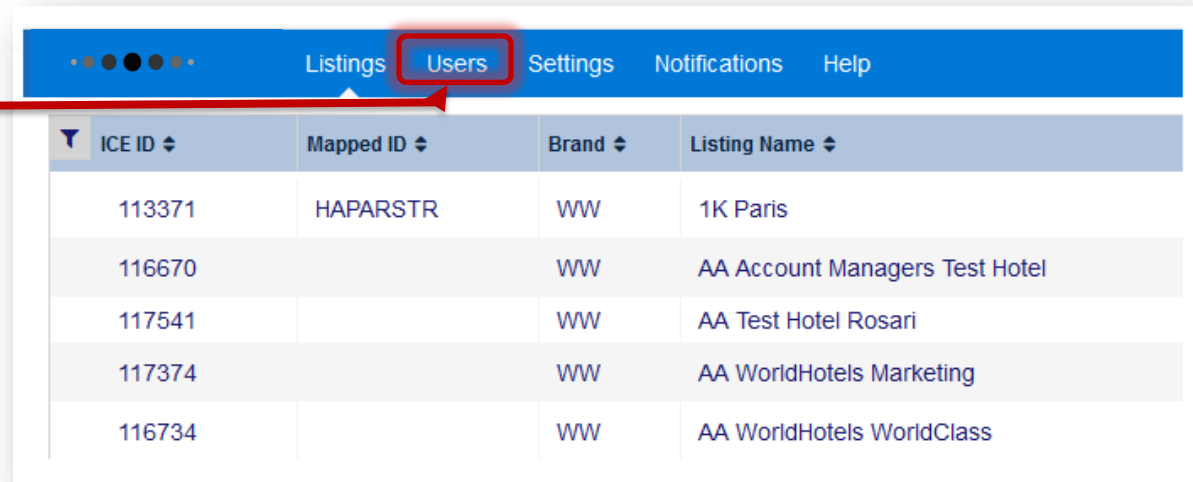


**NOTE:**

- Some functions may not be available to all users depending on permissions granted.
- Some of the colors and background may be different, subject to the client preferences.

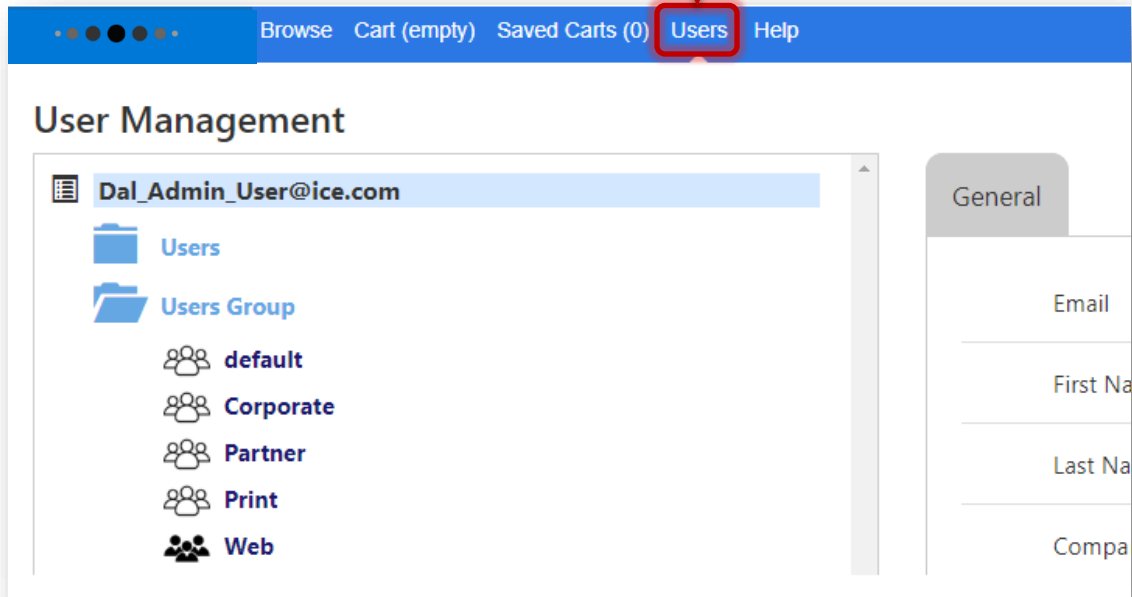
Customer can access the [User Settings](#) in different places depending in the services you receive from ICE Portal.



The screenshot shows the top navigation bar of the ICE Portal. The 'Users' menu item is highlighted with a red box. Below the navigation bar is a table with the following data:

ICE ID	Mapped ID	Brand	Listing Name
113371	HAPARSTR	WW	1K Paris
116670		WW	AA Account Managers Test Hotel
117541		WW	AA Test Hotel Rosari
117374		WW	AA WorldHotels Marketing
116734		WW	AA WorldHotels WorldClass

After logging into CMS your [User Settings](#) will always be on the top menu bar



The screenshot shows the CMS interface. The top navigation bar includes 'Browse', 'Cart (empty)', 'Saved Carts (0)', 'Users', and 'Help'. The 'Users' menu item is highlighted with a red box. Below the navigation bar is the 'User Management' section, which includes a list of users and a 'General' settings panel on the right.

**User Management**

- Dal\_Admin\_User@ice.com
- Users
- Users Group
  - default
  - Corporate
  - Partner
  - Print
  - Web

**General**

- Email
- First Na
- Last Na
- Compa

For DAL customers your [User Settings](#) will always be on the top menu bar

# Roles - Control & Listings

Click the **chevron** next to **roles**. If the Users folder is open close it and the Role folder will appear. Under privileges tab you can set the permissions of each role.

Click the chevron next to **listing control** to assign permissions for that particular role.

# Users - Roles Assets Control

Click the chevron next to asset control to allow individual Roles specific control over asset types

The screenshot shows the 'Users' management interface in the IcePortal CMS. The 'Listing Access' tab is selected, and the 'Asset Control' section is expanded. A red box highlights the 'Asset Control' table, and a red arrow points to the chevron icon next to the 'Asset Control' row header.

Assets	Edit	View	Hide	Create	Delete	En/Disable	Re-order	Approve
Tags	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RoomTypes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Categories	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Captions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Alt-Text	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Distribution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Expiration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Ratings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>					
Image Tracker		<input type="radio"/>	<input checked="" type="radio"/>					
File Info	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>					
Quality Score		<input checked="" type="radio"/>	<input type="radio"/>					
Copyright	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>					
User-Privileges CopyRightApproval	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>					
Keywords	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>					
Notes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>					
Photographer		<input type="radio"/>	<input checked="" type="radio"/>					
Date Taken/Created		<input type="radio"/>	<input checked="" type="radio"/>					
Geocodes (Assets)		<input type="radio"/>	<input checked="" type="radio"/>					
Path		<input type="radio"/>	<input checked="" type="radio"/>					

Select the **User Role** when **Creating a New** | NOTE: **Alias Users** will have the same Role and privileges as the Parent User

The screenshot displays the IcePortal interface with a modal window titled "Create New User for supplier@iceportal.com". The modal contains the following fields and options:

- User Role:** A dropdown menu with "Approver" selected.
- Email Address:** A text input field with the placeholder "Enter Email Address".
- First Name:** A text input field with the placeholder "Enter First Name".
- Last Name:** A text input field with the placeholder "Enter Last Name".
- Company Name:** A text input field with the placeholder "Enter Company Name".
- Password:** A text input field with the placeholder "Enter Password".
- Confirm Password:** A text input field with the placeholder "Enter Confirm Password".
- Email me news and updates from ICE

At the bottom of the modal, there are two buttons: "Create" (highlighted in blue) and "Cancel".

The background interface shows a navigation menu with "Listings", "Users", "Settings", "Notifications", and "Help". The "Users" section is active, displaying a list of users under the "supplier@iceportal.com" domain, including "CMS\_Admin\_user@ice.com", "NewUser1@iceportal.com", "Root1@ice.com", "RootUser1@iceportal.com", "Sub@www.com", "SubUser2@check.com", "Tony12@qaz.com", and "ww.ccc.com". There is also a "Roles" section visible.

Select Users Folder, Mouse Over to View Dialog box - Create, Disable or Delete Users

Right click on User to View Dialog Box  
**Create Alias, Disable or Delete Users, Change Password**

The screenshot displays the IcePortal user management interface. The top navigation bar includes 'Listings', 'Users', 'Settings', and 'Help'. A search bar and the user 'CMS\_Admin\_user@ice.com' are visible on the right. The left sidebar shows a tree view of users under a 'Users' folder. A context menu is open over the 'Users' folder, showing options like 'Create User...', 'Create Alias...', 'Disable User', and 'Delete User'. Another context menu is open over the user 'CMSUserAdminx1@cls.com', showing options like 'Create Alias User', 'Disable User', 'Delete User', 'Change Password', and 'Reset Terms & Conditions'. The main area shows the configuration for the 'Admin (CMS)' role, including a table of permissions for various system components.

	Edit	View	Hide	Create	En/Disable	Delete	Approve	Notification
Users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General Info	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Roles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Privileges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Listing Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
> DAL User Control	Full Control							
> Listing Control	Full Control							
> Asset Management	Full Control							
> Settings Control	Full Control							

**NOTE: Alias Users (Identified below the Parent) share the EXACT same Privileges and Access as their Parent User**

With a **User Selected**, define their **Role**. If needed, the **Role's default Privileges** can be customized per User

Drop Menu to **Select User Role**

1. **Modify User**
2. **Listing**
3. **Asset controls**

1. **Role**

2. **Listings**

3. **Assets**

	Edit	View	Hide	Create	Un/Publish	Delete	En/Disable	Re-order	Approve
<b>Users</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General info	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
Role	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
Privileges	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
Listing Access	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
<b>Listings</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Listing ID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
Listing Info	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
Distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
RoomTypes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
Image Tracker		<input type="checkbox"/>	<input checked="" type="checkbox"/>						
Quality Score		<input checked="" type="checkbox"/>	<input type="checkbox"/>						
Links		<input checked="" type="checkbox"/>	<input type="checkbox"/>						
<b>Assets</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tags	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
RoomTypes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Categories	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

With a **User Selected**, define their **Access to Listings** – Country | Chain Code | Specific Listing

The screenshot displays the 'Users - Listing Access' configuration interface. On the left, a sidebar lists users, with 'CMS\_Admin\_user@ice.com' selected. The main area has tabs for 'General', 'Privileges', and 'Listing Access'. The 'Listing Access' tab is active, showing a 'Restrictions' section with a 'Reset all Restrictions' button. Below this are dropdown menus for 'Published Status' (set to 'Any') and 'Edit Status' (set to 'Any'). The 'Countries' section features two lists: 'Available Countries' (Canada, Afghanistan, Thailand, Jamaica, Turks and Caicos, Brazil, United States, Mexico) and 'Selected Countries' (NONE). The 'Supplier Chain Codes' section features two lists: 'Available Chains' (BW, DI, HW, IP, SI, SI4P, SS, WI) and 'Selected Chains' (NONE). A red box highlights the configuration area, and a red arrow points from a note box to the 'Reset all Restrictions' button.

**NOTE:** By default, Users will have full access. Selecting any option will restrict access for that User



# Users - Notifications

Click on Users, then select an individual user.

Click on the Notifications chevron to indicate if you want an e-mail to be sent when a listing is submitted for activation or to receive a daily e-mail of all listings pending activation or both

The screenshot displays the IcePortal user management interface. The top navigation bar includes 'Listings', 'Users', 'Settings', 'Notifications', 'DAL', and 'Help'. A search bar is present with the text 'Email, First Name, LastName, Company Name'. The left sidebar shows a 'Users' folder with a list of users, including 'adi\_azo@yahoo.com' which is highlighted. The main content area shows the profile details for 'adi\_azo@yahoo.com' under the 'General' tab. The profile includes fields for Username (Email), First Name, Last Name, Company Name, Country, Web Address, and Phone. The 'Account Status' is 'Enabled' and 'Login UnLocked'. The 'Password' field has a 'Change Password' button. The 'Notifications' section is expanded, showing options for 'Listing changes' with checkboxes for 'Send me email when a listing is submitted for activation' and 'Send me a daily email of all listings pending activation'. Red arrows and boxes highlight the 'Users' menu item, the 'adi\_azo@yahoo.com' user in the list, and the 'Notifications' section in the profile details.

CMS

Users

- 1aakar\_dal@cybage.com
- 3425612@linkhotel.com
- aakarg@cybage.com
- adi\_azo@yahoo.com
- AdminA@cybage.com
- adminTest@iceportal.com
- Amazon@cybage.coml.com
- amyadmin@cybage.com
- Amyadmin12@cybage.com
- AmyDaladmin@cybage.com
- andreas.posmeck@giata.de
- approver123@test.com
- approveradi@ice.com
- approverTest@iceportal.com
- ben@test.com

General Privileges Listing Access

Username (Email) adi\_azo@yahoo.com

First Name Adi&Adi

Last Name Test\$\$&^Notification

Company Name Henry's Hotel

Country United States

Web Address www.iceportal.com

Phone

Account Status  Enabled Login UnLocked

Password [Change Password](#)

Notifications

Listing changes  Send me email when a listing is submitted for activation  Send me a daily email of all listings pending activation



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