

HOW TO MODIFY YOUR ADVISOR PROFILES

Koper, Slovenia

To ensure you and your agents can fully harness the power of RezA, we have prepared this informative guide exclusively for you. Here are some key benefits and features RezA offers:

ADD AN AGENT

Admins can add an agent which grants the added agent access to work in RezA under the agency.

DEACTIVATE AN AGENT

Admins can make an agent inactive in the system. The deactivated agent will no longer have access to any reservations the agency has in RezA. Admins should immediately deactivate agents who should no longer have access to RezA for the agency (i.e. terminated employees).

REACTIVATE AN AGENT

Admins can reactivate or make an inactive agent active again. This will then allow the agent to access reservations for the agency in RezA.

GRANT "ALL ACCESS"

Admins can use this to allow an agent to access and see all reservations that an agency has in RezA. As with activation or deactivation, agents can remove this privilege from agents. If this is removed from an agent by an admin, then agents will only be able to access and see the reservations they have directly made.

CHANGE AN AGENT ON A RESERVATION

Admins can change the agent of record on a reservation.

WATCH THIS SHORT TUTORIAL TO LEARN HOW TO MODIFY SETTINGS FOR YOUR AGENTS.