



# Capacitación Hotelbeds.com

## Procesos Operacionales

 hotelbeds

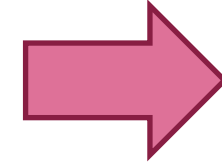


[www.Hotelbeds.com/login](http://www.Hotelbeds.com/login)

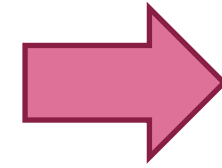
Guía del usuario

[www.hotelbeds.com](http://www.hotelbeds.com)

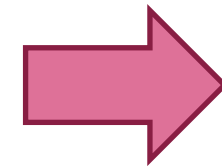
Menu de fácil  
utilización



Herramienta de  
búsqueda ágil



Acceso rápido a  
todas las reservas



The logo for hotelbeds, featuring the word "hotelbeds" in a bold, dark blue sans-serif font. The letter "h" is stylized with a small square to its left, divided into a light blue top half and a red bottom half. The background of the top half of the slide is a light gray grid of small plus signs.

**hotelbeds**

[www.Hotelbeds.com/login](http://www.Hotelbeds.com/login)

**Plan A**

[www.hotelbeds.com](http://www.hotelbeds.com)

Inicio Presupuestos Notificaciones Favoritos **Reservas** Soporte Carrito

**Reservas**

Referencia de la reserva ⓘ  
 Ej: 12-558872 Buscar

- Realizadas (Últimos 30 días)
- Próximas a gastos (Próximos 7 días)

**Fecha ⓘ** Desde: 21/07/2021 **Hasta:** 22/07/2021 **Destinos:** Londres

**Referencia:** Test **Estado de la reserva:** Todas

**Nombre o apellidos del pasajero principal:** **Gastos de cancelación:** Todas Buscar

¿Tienes alguna duda o consulta sobre tu reserva? Prueba nuestro nuevo Reservations Help Desk Ver o abrir un ticket

Usted puede buscar reservas por fecha de check-in o de creación, canceladas o confirmadas e incluso por gastos de cancelación.

A partir de la lista de resultados, usted puede cancelar o modificar.

También se pueden exportar los resultados a Excel

Nuestras herramientas SelfSet están disponibles para agilizar los procesos.

1. Encuentre el localizador del hotel (HCN)
2. Cambie su propia referencia
3. Envé solicitudes especiales

Usted puede emitir el voucher y la proforma directamente del sistema

Support English \* Logout

**hotelbeds** Support Notifications Bookings

**Bookings**  
All fields are mandatory

Booking reference: 1-4564593 | Lead passenger: TEST | Check-in date: 15/12/2020 Search

Confirmed	1-4564593	GPUGH0071 for TEST TEST	TEST TEST TEST Change	Confirmation 16/06/2020
Hard Rock Hotel Cancun Cancun (e alrededores) 1 x Duplo Tudo Incluído - 2 Adultos	Desde - Até 04/11/2020 - 09/11/2020	Cancelar   Modificar   Pedidos ao estabelecimento   Voucher	1.367.25 US\$	<span>Proforma</span>

Administration | Customer Support

**Vistasol Apartments** View Download Send

**hotelbeds**

Voucher / Ac...  
Booking confirmed and g...

Reference number:  
**1-4564593**  
Valid for the hotel

Vistasol A...  
Passenger name:  
Booking date:  
File TO:

From: 15/12/2020 To: 16/12/2020

Units	Room type	Adults
1x	Apartment One Bedroom	2

**Remarks**  
As a result of local government measures and guidelines put in place find that some facilities or services are not available. <https://discover.31/12/2020>.  
Car park: Yes with charges (9.0EUR Per unit/night). Key Collection on arrival.

**Vistasol Apartments**   
Cl Alta, 5 - 07181 - Majorca, Magalluf  
Telephone: +34971680836 Fax: +34971680278 Email: reservas@vistasolapartments.com  
Ref. Supplier: 1-4564593-H1

**Proforma** View Download Send

Proforma invoice 16/06/2020

FLIGHT CENTRE TRAVEL GROUP LIMITED  
2/545 QUEEN STREET  
BRISBANE 4000  
Australia

**Booking Details**

Booking reference: 1-4564593 | Booking confirmation date: 16/06/2020  
Passenger name: Test Test | Payment type: Hotelbeds  
Agency Ref.: TEST TEST TEST

**Services**

ACCOMMODATION			
<b>Vistasol Apartments</b> CL ALTA, 5 - 07181 - MAGALLUF, ES From: 15/12/2020 (Tuesday) - To: 16/12/2020 (Wednesday)			
Room Type	Board	Occupancy	
Apartment One Bedroom x 1	Self Catering	2 Adults, 0 Children	35.68 €
<b>Discounts</b>	<b>Period</b>		
Early Booking x1	15/12/2020 - 16/12/2020 (1 Nights)		2.67 €
Early Booking x1	15/12/2020 - 16/12/2020 (1 Nights)		2.67 €
<b>Total Discounts</b>			<b>5.34 €</b>

Support English

hotelbeds

Support Notifications

Bookings

All fields are mandatory

Booking reference: 1-4564593

Lead passenger: TEST

Check-in date: 15/12/2020

Search

Confirmed 1-4564593

GPUGH0071 for TEST TEST

TEST TEST TEST Change

16/06/2020

Free cancellation charge 12/12/2020-23:59

Vistasol Apartments

Majorca

1 x Apartment One Bedroom Self Catering - 2 Adults

From - to: 15/12/2020 - 16/12/2020

30.34 €

Cancel | Modify | Voucher

Proforma

Administration Customer Support Chat with

Bookings

Booking modification

Booking Number: 1-4564593

TO Reference: TESTTESTTEST

Cancellation charges Date: 12/12/2020 23:59

Service modification

Accommodation - Hotel: Vistasol Apartments

Board: SC

From: 15/12/2020

To: 16/12/2020

Occupancy: 1 x (2 adults)

30.34 €

Modify booking data

Requests for the accommodation

Available boards

BED AND BREAKFAST

SELF CATERING (current board)

HALF BOARD

FULL BOARD

Change the dates

From: 15/12/2020

To: 16/12/2020

Nights: 1

Modify booking data

Rooms	Adults	Children
1x Apartment One Bedroom	2	0

Modify occupation Add more rooms Modify passenger details

Cancel modifications Modify

35.68 €

5.34 €

Discounts Show Details

Total modifications: 30.34 €

30.34 €

I have read and accept the general terms and cancellation policy conditions

Cancel payment Confirm the booking

Haga click en "modificar" y haga el cambio necesario: eliminar servicio, modificar fechas, cambiar la ocupación o los datos de los pasajeros, agregar habitaciones, etc.

Haga click en modificar o cancele la modificación.

Bookings

Booking Number

254-2681099

Search

Record Locator

E.g. 1234567890

Search

- Confirmed (Last 30 days)
- Cancellation charges (Next 7 days)

Date

Check in

From

24/05/2021

To

25/05/2021

Destinations

London

Reference

Test

Booking status

All

Main passenger name or surname

Cancellation fees

All

Search

Do you have a question or query regarding a booking ? Try our new Reservations Help Desk

View or open a ticket

Important information

Please be aware that when searching by ranges of dates the Force Majeure information will only be displayed for a date range that is less than 3 months old from today.

1 bookings have been found for this search

Export to Excel

2 reservas seleccionadas para cancelar

La cancelación múltiple sólo está disponible para reservas sin gastos de cancelación

Seleccionar todas las reservas

Continuar

My bookings

Single edition

Multiple cancellation

Confirmation

Cancellation fees

Confirmed

254-2681099

bexn6x2zd5g2gtxd98jd3wa for\* FELIPE TOBAR

5340646 Change

Confirmation 24/05/2021

Free cancellation charges until\* 12/08/2021-23:59

Washington Jefferson  
New York Area - NY  
1 x Double Room Only - 2 Adults

Confirmation reference from hotel  
C13H7SQR

From - to  
15/08/2021 - 22/08/2021

741.09 US\$

Free cancellation until 23:58 PM on 12/08/2021

Booking total: 741.09 US\$

Cancel all

Cancel | Modify | Special request | Voucher

Add more products

Open a ticket

Proforma

Support English Log out

Support Notifications Bookings

### Bookings

All fields are mandatory

Booking reference  Lead passenger  Check-in date

Pending payment	1-4564835	ggz8hw7h6sdkep5q3upecdfj for ENHANCED TE...	PLEASE CANCEL Change	Confirmation 16/06/2020	Free cancellation charges until* 07/06/2021-23:59	Auto-cancellation* 07/06/2021-23:59
<b>Acta Azul</b> Barcelona 1 x Room Room Only - 2 Adults	Confirmation reference from hotel <b>722931876</b>	from - to 15/06/2021 - 16/06/2021	125.62 € Cancel   Modify   Voucher	Booking total: 125.62 € <b>Total pending: 125.62 €</b> <input type="button" value="Cancel all"/> <input type="button" value="Pay"/>		
<input type="button" value="Proforma"/>						

Número de confirmación del hotel disponible en el sistema

The screenshot shows the hotelbeds.com user interface. At the top, there is a navigation bar with the logo, a language selector (Support English), and a login button. Below this, there are icons for Support, Notifications, and Bookings. The main section is titled "Bookings" and includes a search form with fields for "Booking reference" (1-4564593), "Lead passenger" (TEST), and "Check-in date" (15/12/2020). A "Search" button is next to the date field. Below the search form, a table displays booking details for a confirmed booking. The table has columns for status, booking reference, property name, dates, price, and actions. A red arrow points to the "Modify" link in the actions column.

Status	Booking reference	Property	From - to	Price	Actions
Confirmed	1-4564593	Vistasol Apartments Majorca	15/12/2020 - 16/12/2020	30.34 €	Cancel   <b>Modify</b>   Voucher

The screenshot shows the "Booking modification" process. It displays the booking details: Booking Number 1-4564593, TO Reference TEST TEST TEST, and Cancellation charges Date\* 12/12/2020 23:59. Below this, there is a "Service modification" section with a table showing the booking details: Accommodation - Hotel Vistasol Apartments, Board SC, From 15/12/2020, To 16/12/2020, Occupancy 1 x (2 adults), and Price 30.34 €. A "Modify booking data" button is visible. Below the table, there is a section for "Requests for the accommodation" and "Select the remarks for the establishment". The remarks section includes a list of checkboxes for various requests: Double bed, Smoking room, Two beds, Late Arrival, Except ground floor, Honeymoon, Ground floor, Cot, Non-smoking room, Adjacent rooms, and Client without voucher. There is also a text input field for "Other remarks" and a "Modify" button.

Request	Selected
Double bed	<input type="checkbox"/>
Smoking room	<input type="checkbox"/>
Two beds	<input type="checkbox"/>
Late Arrival	<input type="checkbox"/>
Except ground floor	<input type="checkbox"/>
Honeymoon	<input type="checkbox"/>
Ground floor	<input type="checkbox"/>
Cot	<input type="checkbox"/>
Non-smoking room	<input type="checkbox"/>
Adjacent rooms	<input type="checkbox"/>
Client without voucher	<input type="checkbox"/>

Cualquier pedido especial al hotel puede ser agregado aquí, sin necesidad de enviar un correo (no se confirma por este mismo medio y depende del proveedor del servicio)



# Reservation Help Desk

Plan B

[www.hotelbeds.com](http://www.hotelbeds.com)

hotelbeds Markup | Gestión de usuarios | Idioma & moneda | HBD ESPAÑA | Cerrar sesión

Inicio | Presupuestos | Notificaciones | Favoritos | **Reservas** | **Soporte** | Carrito

**Reservas**

Referencia de la reserva <sup>i</sup>  
Ej: 12-558872

- Realizadas (Últimos 30 días)
- Próximas a gastos (Próximos 7 días)

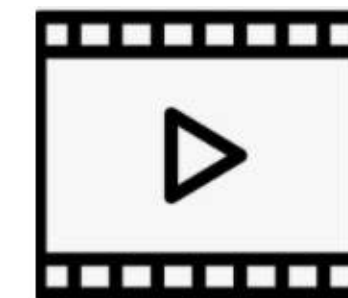
Fecha <sup>i</sup> Desde Hasta Destinos  
Check in 13/07/2021 14/07/2021 Londres

Referencia Estado de la reserva  
Test Todas

Nombre o apellidos del pasajero principal Gastos de cancelación  
Todas

¿Tienes alguna duda o consulta sobre tu reserva? Prueba nuestro nuevo Reservations Help Desk

Accede a la opción de Soporte o Reservas en [www.Hotelbeds.com](http://www.Hotelbeds.com) y haz click en “Ver o abrir un ticket”.



Confirmed 57-2527501

100% VOUCHERS for TEST OPAQUE IQ Charge Confirmation 22/10/2020 Free cancellation charge until 27/10/2020-23:59

Marina Internacional Alicante - Costa Blanca 1 x Apartment Self Catering - 2 Adults

From - to 28/10/2020 - 30/10/2020 160.78 € Booking total 160.78 €

Cancel | Modify | Hotel Request | Voucher

Puedes también abrir el caso directamente de la reserva en “Abrir un ticket”.

Reservation Help Desk

+ New Ticket

Settings

Search by

Ticket Number

170934630

Search

Booking Reference

102-3385129

Search

Agent Name

John Doe

Search

Creation date

From

To

dd/mm/yyyy

dd/mm/yyyy

Search

Closed date

From

To

dd/mm/yyyy

dd/mm/yyyy

Search

Puedes cambiar el idioma y zona horaria a cualquier momento.

Reservation Help Desk

+ New Ticket

Settings

Search by

Ticket Number

170934630

Search

Booking Reference

102-3385129

Search

Agent Name

John Doe

Search

Change Language and Time Zone

\* Language

English

\* Time Zone

- (GMT+02:00) Central European Summer Ti
- (GMT-04:00) Venezuela Time (America/...
- (GMT-04:00) Eastern Daylight Time (Am...
- (GMT-04:00) Eastern Daylight Time (Am...
- (GMT-04:00) Atlantic Standard Time (A...
- (GMT-04:00) Chile Standard Time (Ame...
- (GMT-05:00) Colombia Standard Time (...)
- (GMT-05:00) Central Daylight Time (Am...

Cancel

**Reservation Help Desk** + New Ticket 2 Settings

**Search by**

Ticket Number  Search

Booking Reference  Search

Agent Name  Search

**Creation date**

From  To  Search

**Closed date**

From  To  Search

Booking Stage:  Status:

Ticket Number	Booking Reference	Subject	Status ↑↓	Creation date ↑↓	Closed date ↑↓	Booking Stage	Agent Name	Warning <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">4</span>
27046421 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span>		Disney Orlando	Closed	22/6/2021	22/6/2021	Pre Arrival	João Gomes	

1-1 of 1 | Page 1 of 1 Prev Next Display Records Per Page:

1. Busque tickets existentes
2. Abra un nuevo ticket
3. Vea todos los tickets & status.
4. Revise si hay respuestas en los tickets existentes (Warning)

**IMPORTANTE: los casos de PAX en destino seguiran gestionandose por telefono.**

### Reservation Help Desk

**+ New Ticket** **Settings**

**Search by**

Ticket Number  
 **Search**

Booking Reference  
 **Search**

Agent Name  
 **Search**

**Creation date**

From To  
  **Search**

**Closed date**

From To  
  **Search**

Puedes crear un caso aunque aun no tengas reservas: preguntas sobre servicio, detalles sobre el hotel y cualquier otra duda.

**ATENÇÃO:** recomendamos também utilizar o chat para esses assuntos.

### CASE

I don't have a booking

Booking Reference  
  **Next**

I don't have a booking

Booking Reference

\* Subject

Your Name

Your Email

Booking Reference

\* New Comment

**Create Ticket**

CASE

I don't have a booking

Booking Reference

-

Next

Para crear un caso para una reserva existente, debes añadir el localizador de la reserva. Solamente la persona que creó la reserva podrá crear el ticket.

Añadir el Asunto y en los detalles (New Comment) poner la descripción del caso.

En “Subrequest Type” debes poner el tipo de petición: Posible reubicación, Reconfirmación de reserva, Cancelación de Reserva, Información del Hotel, Modificación, Información sobre habitación, Soporte de Visa, Petición al Hotel.

CASE

I don't have a booking

Booking Reference

\* Subject

Your Name

Your Email

Booking Stage

Pre Arrival

\* New Comment

BOOKING SERVICES

SERVICE ID	SUPPLIER NAME	FROM	SERVICE TYPE	SUBREQUEST TYPE	DETAIL
1		2021-07-01	Accommodati	<div style="border: 1px solid #ccc; padding: 2px;">                     --- None ---                      Possible Relocation                      Booking Reconfirmation                      Booking Cancellation                      Hotel Information                      Modification                      Room Information                      Visa support                      Hotel requests                      --- None ---                 </div>	<div style="border: 1px solid #ccc; padding: 2px; width: 50px; height: 20px; margin: 0 auto;"> <span style="font-size: 0.8em;">DETAIL</span> </div>

Create Ticket

**Ticket Number**  
17106717

**Status**  
Work in progress

**Booking Reference**

**Subject**

**Comments**

[Upload Files](#) Or drop files

[Add Comment](#)

**Uploaded Files**

ATTACHMENT NAME	FILE TYPE

**Comments**

CREATION DATE	COMMENTS
	HL
4/9/2020 14:01	Can you please check the Hotel Madrid in Madrid has a pool?
	Thanks,

[Back to the list](#)

[Close Ticket](#)

1. Añada comentarios
2. Vea respuestas y comentarios anteriores
3. Adjunte documentos, fotos, videos, etc...
4. Cierre el ticket
5. Retorne al listado inicial

Si estas de acuerdo con la respuesta de su caso o el mismo ya no sea necesario, puedes cerrar el ticket:

1. Haga clic en “Close Ticket”.
2. Envíe su feedback para ayudar a mejorar nuestro servicio.

En el caso de que quieras volver a abrir su seu ticket, añada nuevos comentarios.

- Hasta 7 días después del cierre de ticket (pre check-in)
- Hasta 15 días después del cierre de ticket (post check-in)

The screenshot shows a help desk interface with the following elements:

- Ticket Number:** 17106717
- Status:** Work in progress
- Booking Reference:** [Empty field]
- Subject:** [Empty field]
- Comments:** A text area with an "Add Comment" button and an "Upload Files" button with "Or drop files" text.
- Uploaded Files:** A table with columns "ATTACHMENT NAME" and "FILE TYPE".
- Comments History:** A table with columns "CREATION DATE" and "COMMENTS".
 

CREATION DATE	COMMENTS
4/9/2020 14:01	HL Can you please check the Hotel Madrid in Madrid has a pool? Thanks.
- Close Ticket:** A red button in the bottom right corner, circled with a red "1".

The Agent Feedback Form contains the following elements:

- Agent Feedback Form**
- Text: "How did we do? Please let us know by rating the quality of our service on a scale of 0 to 9 (9 being very satisfied):"
- Rating Scale:** A row of 10 circular buttons numbered 0 to 9. Buttons 0-3 are red, 4 is yellow, 5 is green, and 6-9 are dark green.
- Submit Feedback:** A red button, circled with a red "2".

The logo for hotelbeds, featuring the word "hotelbeds" in a bold, dark blue sans-serif font. A small square icon to the left of the "h" is divided into four quadrants: light blue (top-left), red (top-right), dark red (bottom-left), and light green (bottom-right).

# Hotelbeds Bedsy

Robot

[www.hotelbeds.com](http://www.hotelbeds.com)

Acesso a Betsy y al Live Chat directamente desde el Portal de Reservas

Actualización de Hotelbeds sobre el COVID-19 [Ver actualización](#)

Soporte Español [Cerrar sesión](#)

Soporte Notificaciones Reservas

### Reservas

Todos los campos son obligatorios

Localizador  Pasajero principal  Fecha check-in

## Bienvenido/a al portal de gestión de reservas

Por favor, utiliza los campos de búsqueda superiores para encontrar una reserva

[Habla con un Experto](#)

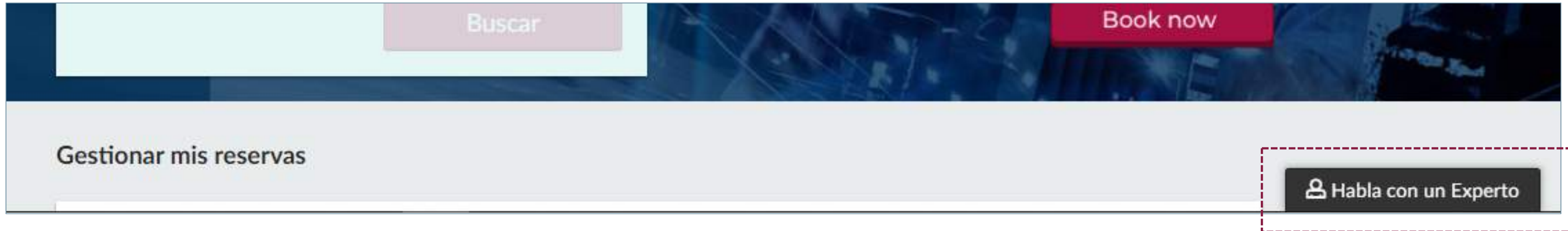
I can help you efficiently, please choose from one of the following options:

Betsy · 2:55:33 PM

- Special Request to the Hotel
- Hotel Information
- Case Information
- Chat with a live agent
- Supplier Confirmation Number
- End Chat

\*\*\* Write a message...





hotelbedshome.secure.force.com/apex/PreChatForm?endpoint=http...

Please note we are currently providing Chat service only in English. Please for emergencies contact our call center and use our web for any complaints. For all other queries - Please hold while we connect you with an agent.

If you want to receive the transcript (kindly enter your name and correct email address), and click Chat Now button

Name:  Email:

←

**Chat Now** **Cancel Chat**

### CHAT: Opción de chat con un agente (en inglés o español)

#### Sólo para Pre-Viaje

- Contacto del ejecutivo de la cuenta
- Cambios en reservas
- Cancelación de reserva
- Exención de penalidad (reservas canceladas)
- Reconfirmación de reserva
- Información sobre producto
- Reenvío de voucher
- Requerimientos especiales



OTS

Call Center

[www.hotelbeds.com](http://www.hotelbeds.com)

**- Bedsy**  
**- Reservas (Plan A)**  
**- Help Desk (Plan B)**

**- Call Center**

**- Help Desk**

PRE ARRIVAL	EMAIL CONTACTS	PHONELINE	PHONE SERVICE HOURS
<p>I am unable to modify or cancel an existing booking on the website.</p> <p>To ensure your request is attended appropriately, please mention/input your booking reference number after the telephone message and in the subject of the email</p>	<p>online.latam@hotelbeds.com</p>	<p>Pre-arrival &amp; On the spot:</p> <p>To ensure your request is attended appropriately, please mention/input your booking reference number after the telephone message and in the subject of the email</p>	<p>Brasil:            Mon - Fri 08:00 a 18:00            Sat 08:00 a 16:00            (Eastern Standard Time )</p> <p>Rest of LATAM            Mon-Fri 08:00 a 20:00            Sat 10:00 ta 14:00            (Eastern Standard Time )</p>
IN DESTINATION			
<p>My clients are in the destination and have a problem with the booking.</p>	<p>Call Our Emergency line at (+52) 55 462 401 94 or your pre-arrival local number and select Emergency</p>	<p>Argentina: (+54) 11 598 441 43            Brazil: (+55) 11 319 759 81            Chile: (+56) 800 231 006            Colombia: (+57) 150 885 62            Costa Rica: (+506) 401 042 47            Dominican Republic: (+1) 829 947 96 49            Ecuador: (+59) 31 800 001 289            Panama: (+507) 836 59 61            Paraguay: (+595) 800 32 100 11            Peru: (+51) 170 71 633            Uruguay: (+598) 41 35 98 55 20            Venezuela: (+58) 212 335 76 83            Mexico: (+52) 55 416 149 77            Others: (+52) 55 416 149 77</p>	<p>Available 24 hours</p>
POST TRAVEL			
<p>I have a post travel issue.</p> <p>To ensure your request is attended appropriately, please mention/input your booking reference number after the telephone message and in the subject of the email</p>	<p>complaints.latam@hotelbeds.com</p>		

# CRC Client Relationship Center

- Solo 1 correo en la línea "Para"



To	<input type="radio"/> <u>online latam;</u>
Cc	
Bcc	
Subject	255-123457

To	<input type="radio"/> <u>online latam;</u> <input type="radio"/> <u>complaints latam;</u> <input type="radio"/> <u>Platinum LATAM Hotelbeds;</u>
Cc	
Bcc	
Subject	Urgent Help Needed!

## CRC Client Relationship Center

- Pre-Viaje: Todos los pedidos y ajustes antes del check-in (3-5 días hábiles)
- Emergencia durante el viaje: No envíe e-mails, llame directamente al +52 (55) 416 14977 | +52 (55) 462 40194 (24/7)
  - Horario de atención: 8:00 a 20:00 de Lunes a Viernes (horario de Cancún)
- Post-viaje: Todos los pedidos y reclamos luego de la fecha de check-in (10 días hábiles)



# Super User

Instrucciones

[www.hotelbeds.com](http://www.hotelbeds.com)

**Administración**  
· Gestión de usuarios · Acceder E-billing

**Atención al cliente**  
· Reclamar sobre una reserva · Contacta

AHORA CON VALORACIONES Y COMENTARIOS DE | IDENTIFICADOR DE SESIÓN: FEA89DD | AVISO LEGAL © 20

Soporte Presupuestos Notificaciones 3 Favoritos Reservas Carrito

Alojamientos ▾ Actividades ▾ Parques temáticos <sup>NEW</sup> Traslados Alquiler de coches Circuitos

### Configuración de usuario

#### Tu usuario

Nombre e email Andressa Leao andressa.leao@hotelbeds.com	Nombre de usuario ALEAO17	Tipo Superusuario	Permisos Acceso completo	Enviar contraseña	<input type="button" value="Modificar"/>
--	------------------------------	----------------------	-----------------------------	-------------------	--

#### Lista de usuarios actuales

Nombre e email	Nombre de usuario	Tipo	Permisos		
Pruebas Frances r.collados@hotelbeds.com	PFRANCES2	Usuario	Acceso completo	<input type="button" value="Enviar contraseña"/>	<input type="button" value="Modificar"/>

- A. Vea todos los usuarios
- B. Modifique permisos
- C. Agregue o elimine usuarios
- D. Envíe contraseñas

**Datos de usuario e idioma**

Nombre:

Apellido:

Email usuario:

Idioma:

**Permisos de usuario**

Permisos:

Cancelar

**Permisos**

- Acceso completo
- Acceso completo**
- Modificaciones y cancelaciones
- Sólo consulta

Enviar contraseña

Enviar contraseña

**Andressa Leao**

Nombre de usuario: ALEAO17  
Sucursal: ██████████

**Contacto de usuario e idioma**

Correo electrónico:  Idioma:

**Permisos de usuario y estado**

Permisos:  Estado:



Enviar contraseña

Modificar

Crear usuario

Modificar

**Permisos**

- Acceso completo
- Modificaciones y cancelaciones
- Sólo consulta

**Estado**

- No bloqueado
- Bloqueado

**Idioma**

- Español
- Inglés
- Francés
- Aleman
- Italiano
- Portugues
- Holandés
- Türkçe
- Japonés
- 繁體中文
- Ruso

- A. Seleccione el usuario y haga click en Modificar.
- B. Modifique Idioma
- C. Cambie permisos
- D. Bloquee usuarios.

The background features a dark blue gradient with a complex pattern of thin, light-colored lines forming a grid that curves across the top. Below this, there are several hexagonal molecular-like structures composed of small dots and connecting lines. Three red plus signs are scattered across the upper half of the image.

**Thanks!**

**hotelbeds**