How to Manage Booth Rental Manager Access

Booth Rental Manager · https://haircutnow.com/docs/how-to-manage-booth-rental-manager-access/

The business owner controls who can manage booth rental records.

Add a manager

1. Sign in as the business owner.
2. Open **Account → Manage managers → Manage Booth Rental managers** to reach **Administration**. The Booth Rental Manager **Manage managers** link also leads to manager access.
3. Enter the manager's name and sign-in email.
4. Select **BRM management** for operational control or **BRM reports only** for reporting access, then choose **Add manager**.
5. Review the result.

The system attempts to send the manager a sign-in code. If the message says access was granted but the email could not be sent, the manager can request a code from the login page.

Manager responsibilities

An authorized Booth Rental Manager manager can maintain renters and rent terms, record and review payments, correct records, and send eligible manual reminders.

Each manager should use their own account so recorded actions identify who performed them.

Product access is separate

Booth Rental Manager permission does not automatically assign the person to a Walk-In Manager location or rotation. A renter's My Booth Rent access also does not grant management permission.

Change access

Use **Account → Manage managers** and the product’s Administration area to review and change permissions. WIM, BRM, and **Booking management** permissions are granted separately. Billing and manager administration remain owner-only.

If access is missing

Confirm the manager is using the email that received access, has selected the correct business, and that the business has active Booth Rental Manager product access. Reopen the app after the owner saves a permission change.

If the app reports an account conflict, resolve the existing business/account relationship rather than adding duplicate accounts.

Administration tools

Authorized managers can use the product’s contact details, activity history, and reports according to their permission. A reports-only role does not grant rent-editing access. Changing a renter’s contact details does not change their verified sign-in account or erase their history.