

Add members to sales groups



1 Navigate to <https://hoponticket.com/>

2 Click here.

The screenshot shows the Hoponticket dashboard interface. At the top, there is a dark red navigation bar with several menu items: Billing, Banks, HRM, Tickets, Tools, NTAK, Simple..., Group (highlighted with a red circle), Storage, Financ..., and BBus. Below the navigation bar, there are four main dashboard widgets: INVOICES (Unpaid 2), VENDOR QUOTES (To accept | refuse 0, To close 0), TICKETS (Open tickets 9), and LEAVE (To approve 0). At the bottom, there are two data tables. The left table is titled 'oldest 5 unpaid' and shows two rows of invoice data. The right table is titled 'Latest 5 modified tickets' and shows two rows of ticket data.

oldest 5 unpaid				
2402-0001	Általános Vevő / Gen...	3,937.01 Ft	2024/02/12	
2403-0001	Általános Vevő / Gen	13 168 Ft	2024/03/12	

Latest 5 modified tickets		
TS2404-0007	teszt 1356	geler
TS2404-0006	teszt 6	szoll

3 select the locations to which you want to add sales team member(s)

The screenshot shows a software interface with a sidebar menu on the left and a main content area on the right. The sidebar menu has three items: 'Cash Closing' (with a sub-item 'DailyClosingList'), 'Logout management', and 'Hotels'. The main content area displays a list of sales team members, each with a person icon, a name, and the company 'Mr.NILSZ Kft.'. The member 'MR_NILSZ_SALES_ASTORIA' is highlighted with an orange circle. The first member, 'MR_NILSZ_OFFICE_Anker_Köz', has '1 person' listed next to it.

Cash Closing
DailyClosingList

Logout management

Hotels

Mr.NILSZ Kft.

MR_NILSZ_OFFICE_Anker_Köz
Mr.NILSZ Kft. 1 person

MR_NILSZ_OFFICE_Blaha_2
Mr.NILSZ Kft.

MR_NILSZ_OFFICE_GRAND_HOTEL_KELETI
Mr.NILSZ Kft.

MR_NILSZ_SALES_ASTORIA
Mr.NILSZ Kft.

MR_NILSZ_SALES_Akadémia
Mr.NILSZ Kft.

MR_NILSZ_SALES_Andrássy_Bódé
Mr.NILSZ Kft.

MR_NILSZ_SALES_Arany_János_Utca
Mr.NILSZ Kft.

4 Click this checkbox to select one or more sales team members to add to the group

The screenshot shows a list of sales team members, each with a checkbox, a person icon, a name, and a username in parentheses. The member 'Szűcsi - Szűcs András (szucsza)' has its checkbox checked and is highlighted with an orange circle. Other members like 'Lala - Birnstein Lajos (birnsteinl)' and 'Péter - Gelencsér Péter (gelpg)' also have their checkboxes checked.

Kecsó - Kecskés Nóra (nora.kecskes)

Krisz - MezeiSales Krisztián (mezei.sales.krisztian)

Laki - Lakatos Ádám (adam.lakatos)

Lala - Birnstein Lajos (birnsteinl)

Péter - Gelencsér Péter (gelpg)

Supa - SuperAdmin (admin)

Szeki - Székely Szabolcs (szabolcs.szekely)

Szűcsi - Szűcs András (szucsza)

Taki - Takács Ildikó (ildiko.takacs)

Temi - Temesi Anna (anna.temesi)

Totti - Tóta Zsolt (zsolt.tota)

Tóri - Török István (istvan.torok)

Török - Török Dóra (dora.torok)

Uzsi - Uzonyi Anna (anna.uzonyi)

Venci - Wenczel Csilla (csilla.wenczel)

5 Click "-- Select action --"

HRM Tickets Tools NTAk Simple... Group ... Storage Financ... BBus

CLEAR ALL USERS FROM THE GROUPS

-- Select action -- CONFIRM

Budapest Sightseeing Kft. Mr.NILSZ Kft. PROGRAM CENTRUM Kft.

Individual or group	Users assigned to the group MR_NILSZ_SALES_Akadémia	Free us
	No user assigned	

E_ASTORIA_2

- Arni** - Kotroczo Arnold (k
- Barbamama** - Barbaluk E

6 Click "User(s) add"

CLEAR ALL USERS FROM THE GROUPS

-- Select action -- CONFIRM

Budapest Sightseeing Kft. PROGRAM CENTRUM Kft.

Individual or group	Users assigned to the group MR_NILSZ_SALES_Akadémia	Free us
	No user assigned	

E_ASTORIA_2

E_Anker_Köz 1 person

E_Blaha_2

- Arni** - Kotroczo Arnold (l
- Barbamama** - Barbaluk
- Beni** - Aziza Ben (ben.a
- Defe** - Deák Ferenc (de
- Falcon** - Mezei Krisztiár

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Click "CONFIRM" button.

ets Tools NTAK Simple... Group ... Storage Financ... BBus 16.0.4

CLEAR ALL USERS FROM THE GROUPS

User(s) add **CONFIRM**

Budapest Sightseeing Kft. Mr.NILSZ Kft. PROGRAM CENTRUM Kft. RiverRide

Group	Users assigned to the group MR_NILSZ_SALES_Akadémia	Free users
	No user assigned	<input type="checkbox"/> Arni - Kotroczo Arnold (kotroczoa) <input type="checkbox"/> Barbamama - Barbaluk Edina (edina.b)