

Pending Approval

Pending Approval shows guests who registered through the portal but whose **access has not been granted yet**. In deployments that require approval, the guest cannot reach the internet until you approve them.

“ How do I open this screen? From the left menu, go to **Guests → Pending Approval**.

USEROAM

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Onay Bekleyen Kullanıcılar

Arama...

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KULLANICI ADI	İSİM	SOYİSİM	KAYIT TARİHİ	TİPİ	KONUM
Kayıt Yok					

Kayıt Yok

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Check this list regularly: if a pending record is missed, the guest cannot get online and usually has no idea why. We recommend enabling *User approval email notification* under **Settings → Notifications** so you are emailed on every new registration.

Table columns

- **USERNAME:** the identity of the guest awaiting approval.

- **FIRST NAME / LAST NAME:** the guest's name.
- **REGISTRATION DATE:** the date and time the record was created — this is how you see how long they have been waiting.
- **TYPE:** the channel the registration came through (SMS, WhatsApp, hotel portal and so on).
- **LOCATION:** the device/location where the registration was made.

If nothing is pending, the table reads "*No Record*" — which means the approval queue is clear.

Navigating the list

Use the **Search** box to find a record by name or number, and the **10 / 25 / 50 / 100 / All** selector to change how many records appear per page.

“ **Related pages:** **Settings → Notifications**, **Guests → SMS/WhatsApp**, **Guests → Blocked Users**.

Revizyon #2

tugay tarafından 11 Ağustos 2026 07:10:22 oluşturuldu

tugay tarafından 11 Ağustos 2026 08:20:38 güncellendi