

# Profile

The Profile tab holds your account, language and notification settings and the sign-out button. Staff without a department only see this tab.

“ **How do I open it?** The **Profile** tab in the bottom bar.

👁️ **Demo modu: görüntüleme amaçlı, değişiklikler kaydedilmez.**

## Demo Personel

Useroam Bistro

Erişimleriniz



Otel talepleri & odalar



Sipariş & çağrılar

🛡️ Yönetici — tüm ekranlar



Kayıp Eşya Bildir

Dil

Türkçe

English



Hakkında ve Yasal



Profili Düzenle

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# 1. Account and access

Your name and venue sit at the top. The **Your access** section lists which screens your account can open:

-  **Hotel requests & rooms**
-  **Orders & calls**

Your role is shown at the bottom: **Manager** and "all screens" for managers; **Department** with the department names, or **All screens**, for staff.

If a screen is missing, the reason is your department or a module switched off at the venue; your manager changes this in the panel.

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## 2. Report Lost Item (hotel)

1. Tap **Report Lost Item**.
2. Enter the room number.
3. Describe the item in **Item (e.g. black wallet)**.
4. Optionally add a **Note (opt.)** and a photo.
5. Save. The screen shows **Lost item saved**.

If the room or the item is empty you see **Room required** or **Item description required**.

The button for opening a new request is at the top of the **Requests** tab (+ **New Request**).

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## 3. App Settings (store app)

In the app installed from the App Store or Google Play an **App Settings** card appears:

- **Sign in with Face ID / fingerprint:** when on, your face or fingerprint replaces the password next time. The screen shows **Face ID on** or **Face ID off**.
- **Notifications:** turns job notifications on or off (**Notifications on** / **Notifications off**). If off, you will not hear about jobs assigned to you.

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## 4. Language

Use **Türkçe** and **English** to switch the app language. The choice is saved to your account; notifications also arrive in this language.

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## 5. Account actions

### Edit Profile

1. Tap **Edit Profile**.
2. Correct **First name**, **Last name** and **Mobile phone**. If you change the phone, you sign in with the new number from then on. It must have 10 digits and must not belong to another staff member.
3. Tap **Save**. The screen shows **Profile updated**. If the name is empty you see **Name required**.

### Change Password

1. Tap **Change Password**.
2. Enter your password in **Current password**.
3. Enter the new one in **New password (min 4)** and **New password (repeat)**.
4. Tap **Change Password**. The screen shows **Password changed**.

Possible messages: **Fill in the fields**, **New password min 4 characters**, **New passwords do not match**, **Failed** (wrong current password or connection problem).

### About & Legal

Shows the **Useroam Staff** description ("*A request, order and call management app for hotel and restaurant staff.*"), the **Version**, and links to the **Privacy Policy** and **Terms of Use**.

### Sign out

Ends the session. On a shared phone always sign out at the end of the shift.

“ **Forgot password:** the **Forgot password** link on the sign-in screen asks for your mobile number and sends a new password by SMS. Details: **What is Useroam Go?**

## 6. If you only see Profile

If your account has no department, only the **Profile** tab opens with the warning "**No work area has been given to you yet**": *"To see requests and spots, your manager needs to add you to a department. Please tell your manager."*

“ **Related pages: Useroam Go → What is Useroam Go?, Staff Accounts and Departments, App Screens by Department.**

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