# 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.

Useroam Bistro Personel

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

# 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?**

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# 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.*"

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

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Revizyon #8
tugay tarafından 11 Ağustos 2026 11:50:28 oluşturuldu
tugay tarafından 25 Eylül 2026 20:41:40 güncellendi