

## **How to add/ setup a country user (Portfolio / Launch manager) in SANITY for proper access?**

This screenshot shows the SIR Portfolio Home Page in SANITY. The top navigation bar includes links for Home, Forecast Requests, Approval Requests, Country Detail Levels, Portfolio Projects, Business Development Deals, Project & Launch Management, Product Targets, Reports, and Dashboards. The main content area features a "Welcome to the SIR Portfolio Home Page in SANITY" message. Below it, there's a section titled "New FC Requests LATAM" with a search bar and filter options for Forecast Request Name, Portfolio Project, Due date, and Status. To the right, there's an "Analytics Dashboard Shortcuts" panel with various buttons for different dashboards like BD Deals Full Overview, BD Deals Summary, Pipeline & Portfolio, US & CA Pipeline, and Regional Pipeline. A sidebar on the right lists "Manage your Region's Country Users here:" with APMA and LATAM selected. A "Recent Records" section is also present.

1. Please go to your regional portfolio home page and select the proper region.

This screenshot shows the Country APMA page in SANITY. The top navigation bar is identical to the previous screenshot. The main content area has two main sections: "Region Pipeline" and "Country Access Mgmt". In the "Region Pipeline" section, there's a chart titled "CDL pending forecast updates" showing the record count for various countries. In the "Country Access Mgmt" section, there's a "Regional Country User Management" form. Step 2 highlights the "Country User" field where "Alfonso Carrillo" is selected. Step 3 highlights the "Available Countries" list where "New Zealand" is chosen. Step 4 highlights the "Next" button at the bottom right of the form. A "Country Access" chart is also visible at the bottom.

2. Please select the user(s) in country user field (Only the user with SANITY access will appear here).
3. Please select the country/ countries the user(s) should be responsible for.
4. Please click on 'Next'

Now the added users will be able to access the chosen countries.