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# Add a gatekeeper to saleslink

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Add Users in Sales Link	
SL	Click the Users <b>Hyperlink</b> on the <b>module tile</b> you want to provide access to
	Click the Add button
	Search using the first few letters of the surname
<b>Note</b>	If their name doesn't show they have not been added by uptake or accessed the system, send them the link and ask them to notify once they've accessed it
SL	Click the Add button
	Select the division they are in and make active
	Click Update
<b>Note</b>	if no add button appears, they are already in the list
To Add Admin Rights	
SL	As per the above but tick admin
Add a Gatekeeper	
SL Executive	COG - Manage Branch Admins
	Add - select the division make active and click ADD
SL Executive	COG - Manage Request Types vs Admin Mapping
SL Executive	Click on hyperlink for each team you wish to add someone to, and then in the bottom right panel click assign to add them to the requests.