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**Adding SOD roles**

Check what roles the user already has, remove them all if required (except system user)

Graphical user interface, text, application, email

Description automatically generated

Navigate to: \\ad.ggh.co.nz\resources$\NAXT\SOD\Role XPO's\Ready For Prod\Prod User Role Profiles

Open appropriate excel file relating to similar user

Find similar user and their roles

Copy roles

Create a new CSV file

Paste roles

Add a second column and put the user’s alias

Graphical user interface, application, table, Excel

Description automatically generated

Add a third column and add GGNZ next to each line

Copy all data

Paste data on last line underneath first lot of data

Change the third column for that second data to DAT

Should look something like this

Graphical user interface, application, table, Excel

Description automatically generated

Save CSV file somewhere

Open AOT table (CTRL D) in NAXT

Find SDI\_SetUserRoles\_V2(usr)

Right click > open

Locate that CSV file > OK

Graphical user interface, application, Word

Description automatically generated

Roles should now be loaded

Graphical user interface, application, Word

Description automatically generated

Check user to double check