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**Add a gatekeeper to saleslink**

|  |  |
| --- | --- |
| **Add Users in Sales Link** | |
| SL | Click the Users **Hyperlink** on the **module tile** you want to provide access to |
|  | Click the Add button |
|  | Search using the first few letters of the surname |
| Note | 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 notifiy once they’ve accessed it |
| SL | Click the Add button |
|  | Select the division they are in and make active |
|  | Click Update |
| Note | 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. |