

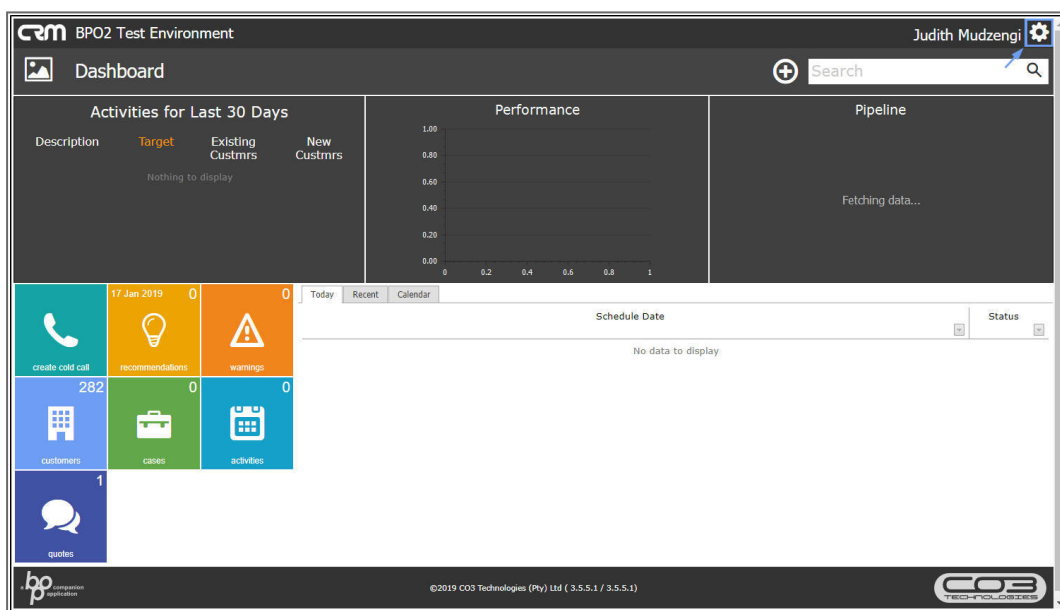
CRM SETTINGS

ADMINISTRATORS

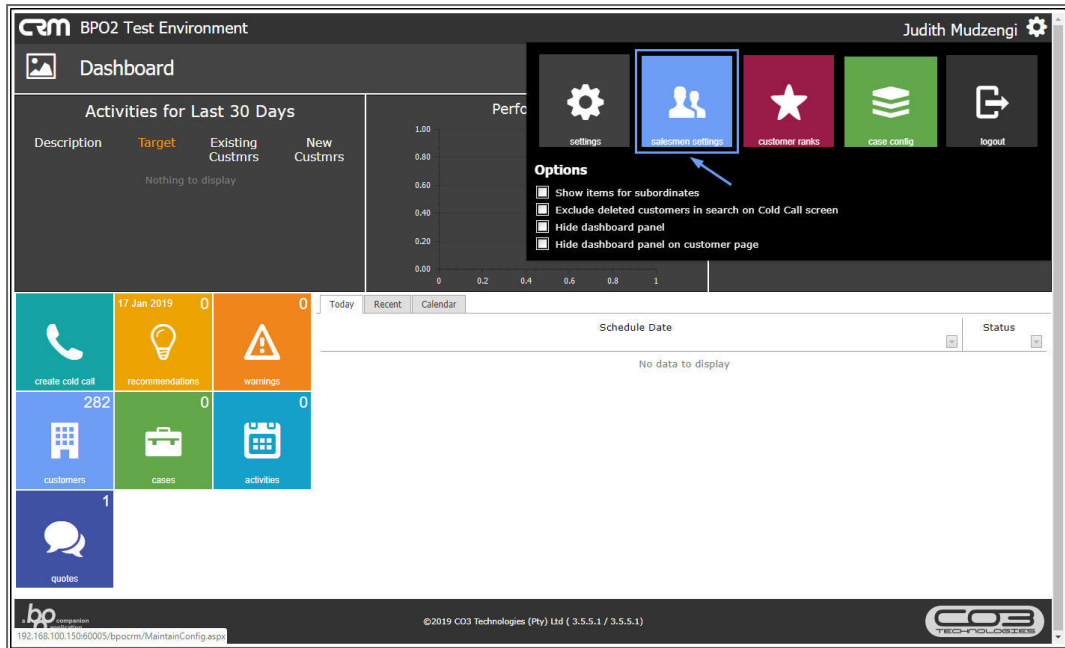
- The Administrator option is for clients where an employee will be creating Cases and Activities on behalf of the Salesman.
- You can select employees who have full access to all customers (be careful allocating this access).

Ribbon Access: Webpage > [http://\[servername\]:\[port-no\]/BPOCRM/User.aspx](http://[servername]:[port-no]/BPOCRM/User.aspx)

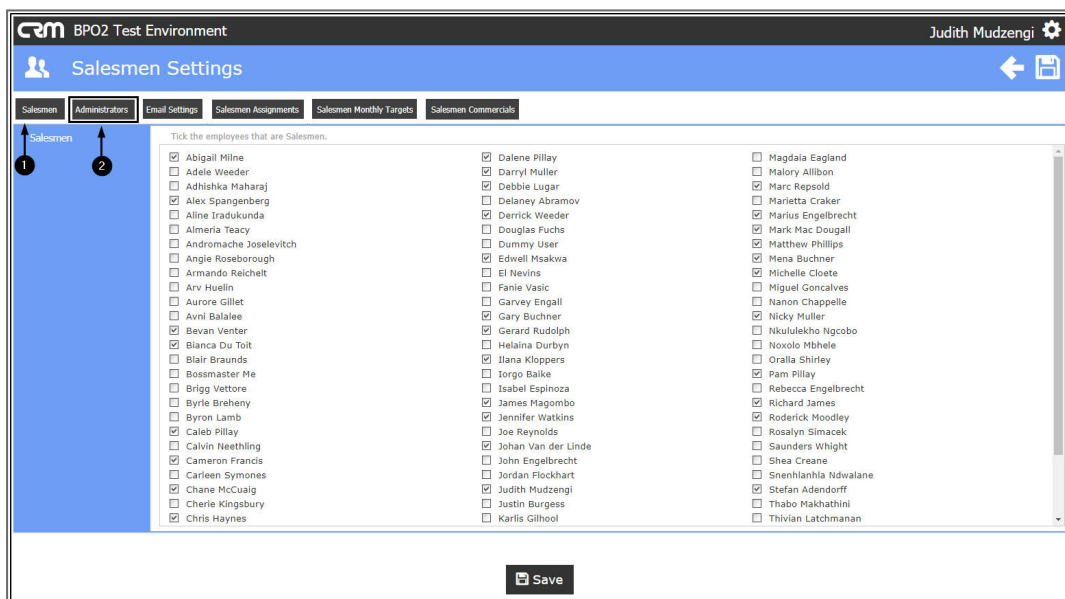
- Click on the **Settings** button to the right of your **UserName**.



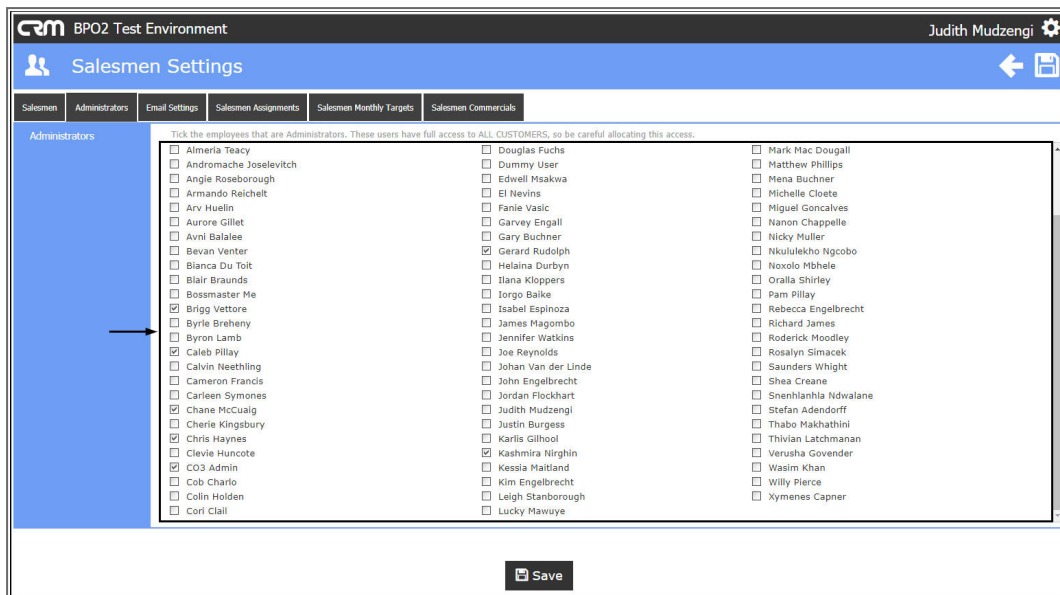
- The session **Options** page will pop up.
- Click on the **Salesmen Settings** tile.



1. The **Salesmen** tab is selected by default.
2. Click on the **Administrators** tab.



- A list of all employees will be displayed in the **Administrators** section.



CRM BPO2 Test Environment Judith Mudzengi

Salesmen Settings

Salesmen Administrators Email Settings Salesmen Assignments Salesmen Monthly Targets Salesmen Commercials

Administrators

Tick the employees that are Administrators. These users have full access to ALL CUSTOMERS, so be careful allocating this access.

<input type="checkbox"/> Almeria Teacy	<input type="checkbox"/> Douglas Fuchs	<input type="checkbox"/> Mark Mac Dougall
<input type="checkbox"/> Andromache Joselevitch	<input type="checkbox"/> Dummy User	<input type="checkbox"/> Matthew Phillips
<input type="checkbox"/> Angie Roseborough	<input type="checkbox"/> Edwell Msakwa	<input type="checkbox"/> Mena Buchner
<input type="checkbox"/> Armando Reichelt	<input type="checkbox"/> El Nevins	<input type="checkbox"/> Michelle Cloete
<input type="checkbox"/> Arv Huelin	<input type="checkbox"/> Fanle Vasic	<input type="checkbox"/> Miguel Goncalves
<input type="checkbox"/> Aurore Gillet	<input type="checkbox"/> Garvey Engall	<input type="checkbox"/> Nanan Chappelle
<input type="checkbox"/> Avni Salale	<input type="checkbox"/> Gary Buchner	<input type="checkbox"/> Nicky Muller
<input type="checkbox"/> Bevan Venter	<input type="checkbox"/> Gerard Rudolph	<input type="checkbox"/> Nkululekho Ngcobo
<input type="checkbox"/> Bianca Du Toit	<input type="checkbox"/> Helaina Durbyn	<input type="checkbox"/> Noxolo Mbhele
<input type="checkbox"/> Blair Braunds	<input type="checkbox"/> Ilana Kloppers	<input type="checkbox"/> Oralla Shirley
<input type="checkbox"/> Bosmaster Me	<input type="checkbox"/> Jorgo Balke	<input type="checkbox"/> Pam Pillay
<input checked="" type="checkbox"/> Brigg Vettore	<input type="checkbox"/> Isabel Espinoza	<input type="checkbox"/> Rebecca Engelbrecht
<input type="checkbox"/> Byrle Breheny	<input type="checkbox"/> James Magombo	<input type="checkbox"/> Richard James
<input type="checkbox"/> Byron Lamb	<input type="checkbox"/> Jennifer Watkins	<input type="checkbox"/> Roderick Moodley
<input type="checkbox"/> Caleb Pillay	<input type="checkbox"/> Joe Reynolds	<input type="checkbox"/> Rosalyn Simacek
<input type="checkbox"/> Calvin Neethling	<input type="checkbox"/> Johan Van der Linde	<input type="checkbox"/> Saunders Whight
<input type="checkbox"/> Cameron Francis	<input type="checkbox"/> John Engelbrecht	<input type="checkbox"/> Shea Creane
<input type="checkbox"/> Carleen Symones	<input type="checkbox"/> Jordan Flockhart	<input type="checkbox"/> Snehlanhla Ndwane
<input type="checkbox"/> Chane McCualg	<input type="checkbox"/> Judith Mudzengi	<input type="checkbox"/> Stefan Adendorff
<input type="checkbox"/> Cherle Kingsbury	<input type="checkbox"/> Justin Burgess	<input type="checkbox"/> Thabo Makhathini
<input type="checkbox"/> Chris Haynes	<input type="checkbox"/> Karlis Gilhool	<input type="checkbox"/> Thivian Latchmanan
<input type="checkbox"/> Cleve Huncote	<input checked="" type="checkbox"/> Kashmira Nirghin	<input type="checkbox"/> Verusha Govender
<input type="checkbox"/> CO3 Admin	<input type="checkbox"/> Kessia Maitland	<input type="checkbox"/> Wasim Khan
<input type="checkbox"/> Cob Charlo	<input type="checkbox"/> Kim Engelbrecht	<input type="checkbox"/> Willy Pierce
<input type="checkbox"/> Colin Holden	<input type="checkbox"/> Leigh Stanborough	<input type="checkbox"/> Xymenes Capner
<input type="checkbox"/> Cori Clall	<input type="checkbox"/> Lucky Mawuye	

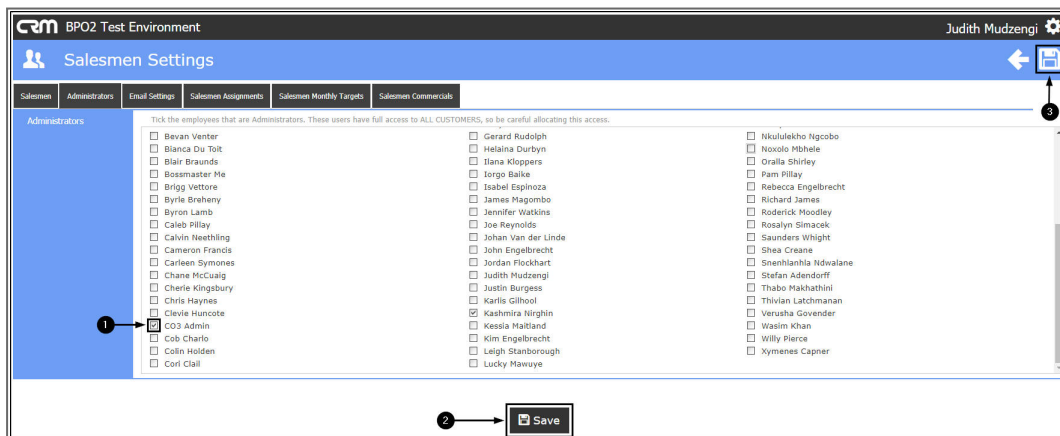
Save

1. Click on the **checkbox(es)** to mark the relevant employee(s) as administrators.

- **Note:** Some employees may be marked as administrators by default, if they are not administrators, unmark them by clicking on the marked checkbox.

2. Click on the **Save** button or

3. click on the **Save** icon.



CRM BPO2 Test Environment Judith Mudzengi

Salesmen Settings

Salesmen Administrators Email Settings Salesmen Assignments Salesmen Monthly Targets Salesmen Commercials

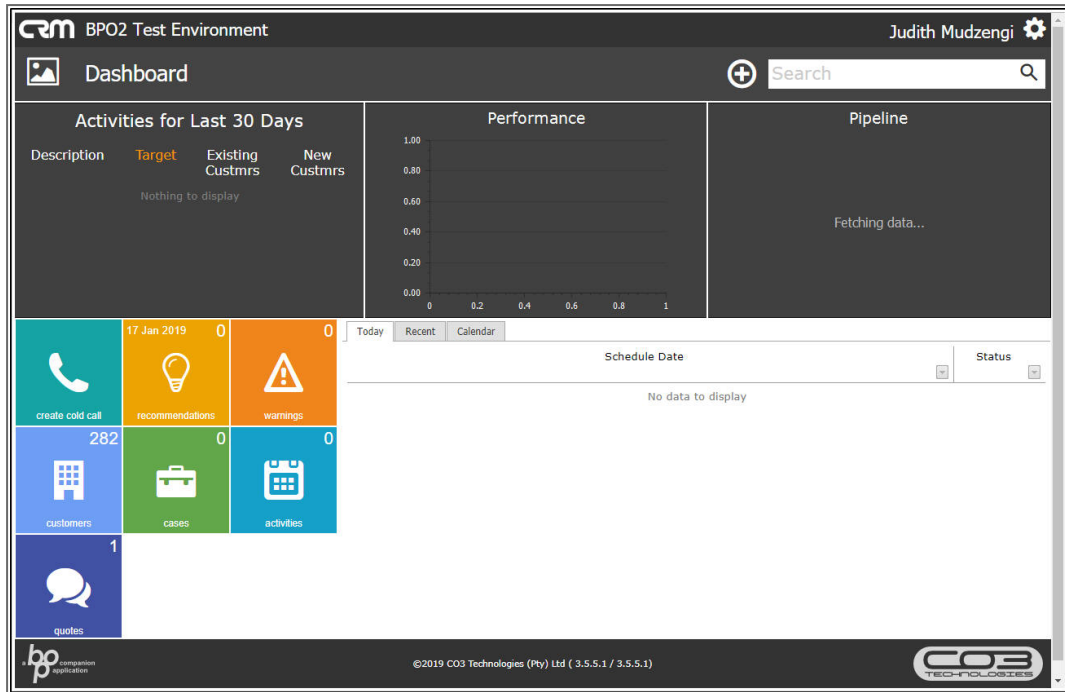
Administrators

Tick the employees that are Administrators. These users have full access to ALL CUSTOMERS, so be careful allocating this access.

<input type="checkbox"/> Bevan Venter	<input type="checkbox"/> Gerard Rudolph	<input type="checkbox"/> Nkululekho Ngcobo
<input type="checkbox"/> Bianca Du Toit	<input type="checkbox"/> Helaina Durbyn	<input type="checkbox"/> Noxolo Mbhele
<input type="checkbox"/> Blair Braunds	<input type="checkbox"/> Ilana Kloppers	<input type="checkbox"/> Oralla Shirley
<input type="checkbox"/> Bosmaster Me	<input type="checkbox"/> Jorgo Balke	<input type="checkbox"/> Pam Pillay
<input type="checkbox"/> Brigg Vettore	<input type="checkbox"/> Isabel Espinoza	<input type="checkbox"/> Rebecca Engelbrecht
<input type="checkbox"/> Byrle Breheny	<input type="checkbox"/> James Magombo	<input type="checkbox"/> Richard James
<input type="checkbox"/> Byron Lamb	<input type="checkbox"/> Jennifer Watkins	<input type="checkbox"/> Roderick Moodley
<input type="checkbox"/> Caleb Pillay	<input type="checkbox"/> Joe Reynolds	<input type="checkbox"/> Rosalyn Simacek
<input type="checkbox"/> Calvin Neethling	<input type="checkbox"/> Johan Van der Linde	<input type="checkbox"/> Saunders Whight
<input type="checkbox"/> Cameron Francis	<input type="checkbox"/> John Engelbrecht	<input type="checkbox"/> Shea Creane
<input type="checkbox"/> Carleen Symones	<input type="checkbox"/> Jordan Flockhart	<input type="checkbox"/> Snehlanhla Ndwane
<input type="checkbox"/> Chane McCualg	<input type="checkbox"/> Judith Mudzengi	<input type="checkbox"/> Stefan Adendorff
<input type="checkbox"/> Cherle Kingsbury	<input type="checkbox"/> Justin Burgess	<input type="checkbox"/> Thabo Makhathini
<input type="checkbox"/> Chris Haynes	<input type="checkbox"/> Karlis Gilhool	<input type="checkbox"/> Thivian Latchmanan
<input type="checkbox"/> Cleve Huncote	<input checked="" type="checkbox"/> Kashmira Nirghin	<input type="checkbox"/> Verusha Govender
<input checked="" type="checkbox"/> CO3 Admin	<input type="checkbox"/> Kessia Maitland	<input type="checkbox"/> Wasim Khan
<input type="checkbox"/> Cob Charlo	<input type="checkbox"/> Kim Engelbrecht	<input type="checkbox"/> Willy Pierce
<input type="checkbox"/> Colin Holden	<input type="checkbox"/> Leigh Stanborough	<input type="checkbox"/> Xymenes Capner
<input type="checkbox"/> Cori Clall	<input type="checkbox"/> Lucky Mawuye	

Save

- You will return to the **Dashboard**.



CRM.003.005