

CRM Analytics Dashboard

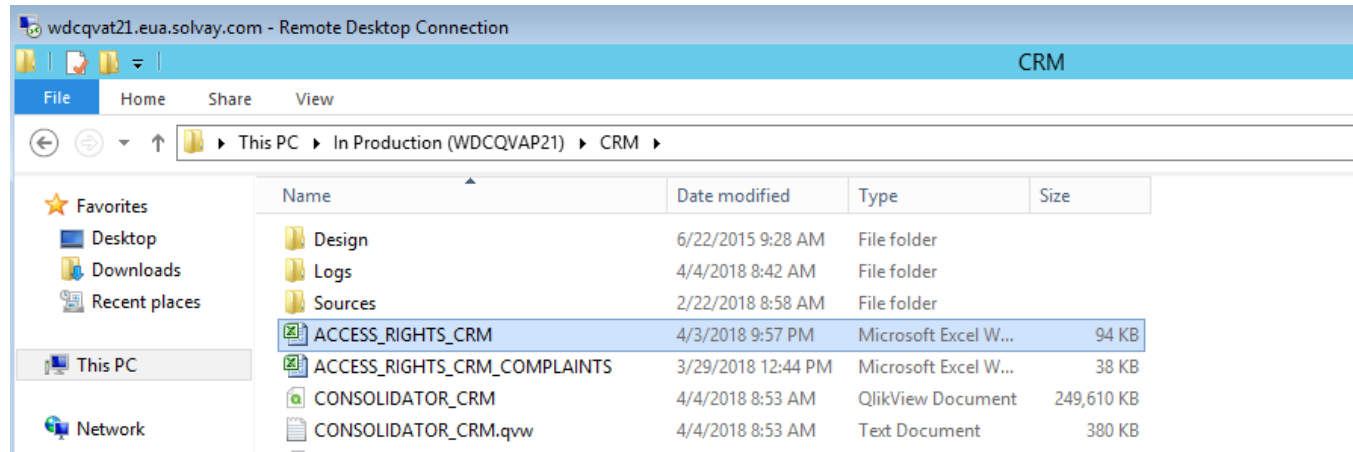
Providing Access

Check if the user is already existing / not from the QV usage

If it is a new request-> check if it is auto approved.

Although the user may request to have different access but we must all go with the comments provided by the validator.

Go to the location and open the access excel as shown below



	A	B	C	D	E	F	G	H	I	J	K	L
	ACCE	NTNAME	NAME	EMAIL	GBU	GROUP_OF_ACTIVITY	REGION	SALES_R	TSA	FUTURE	MARGI	Creati
526	USER	MX70043	Romero, Ximena	Ximena.Romero-contractor@solway.com	ANY	ANY	NAM;LAM	ANY	ALL	SOLVAY	No	20
527	USER	OVALBUEN	Valbuena, Oscar	Oscar.Valbuena@solway.com	ANY	ANY	ANY	ANY	ALL	SOLVAY	No	20
528	USER	BE011663	de la Garde de Saignes, Mar	Martin.DE-SAIGNES@solway.com	TS	ANY	ANY	ANY	ALL	SOLVAY	Yes	20
529	USER	HGALINDO	GALINDO, Hector	Hector.GALINDO@solway.com	PA;PM	B.U. Diphenol;B.U. Polyami	LAM;NAM	ANY	ALL	SOLVAY	Yes	20

Fill all the necessary fields as stated by the validator

ACCESS – USER/ADMIN

NTNAME – NT UserName (Check and Type from LDAP)

NAME and **EMAIL** - Copy from LDAP

GBU - As per validator's comments

GROUP_OF_ACTIVITY - As per validator's comments - If there is more than one "Group of activity" we can group it with " ; " semicolon

REGION - As per validator's comments - If there is more than one "Region" we can group it with " ; " semicolon

SALES_REP, TSA, Future TSA, Margin - As per validator's comments

Creation Date - Access creation/Modification Date

Comments - HelixTicket number