Adding the Contract Corrections Permission in the Admin Portal

🖻 Details	Add New User	Download List Of Users Download C	SV Template 6	rowse CSV File	e U	beak		ßearch	Q,
Addresses	Name	Email	Notification	Teams	Reporting	Admin	Status 🕶	Invite	
Configuration	Pending Invite Test	broker.magda@wspt.co.uk	No	1	NO	YES	Draft	e Pending Response	8
Completation	Cayce Hubbard	broker.tim@wspt.co.uk	Yes	7	YES	YES	Live	Active	×
👯 Teams	Melanie Dedopulos	broker.dedopulos@wspt.co.uk	Yes	3	NO	YES	Live	Active	×
L Users	False Email Test	tumbleweeds@gmail.com	No	0	NO	NO	Suspended	E Incorrect Domain	×
	Magda Downing	broker.downing@wspt.co.uk	No	3	NO	NO	ReadOnly	Not Invited	8
Approved (Re)Insurers	Elizabeth Burberry	broker.elizabeth@wspt.co.uk	No	1	NO	NO	Draft	C Not Invited	N
Broking Partners	Simone Power	broker.simone@wspt.co.uk	No	2	NO	NO	Live	🖀 Pending Response	8
	Denise Duchesne	broker.denise@wspt.co.uk	No	2	NO	NO	ReadOnly	e Pending Response	×
C History	Sally Howells	broker.sally@wspt.co.uk	No	1	NO	NO	Suspended	Not Invited	ĸ
	Draft User	draft.user@wspt.co.uk	No	3	YES	YES	Draft	Not Invited	×

The new Contract Corrections permission allows brokers to issue correction documents for otherwise non-editable contracts at the Firm Order and Signed stages.

This permission is issued to users on a team-by-team basis.

Select the 'Users' tab in the Admin Portal and click on the entry for the user to grant the permission to.

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Name*			Status*		
Cayce Hubbard			Live	•	
Email*					
broker.tim@wspt.co.	uk				
Notification Email					
broker.tim@wspt.co.	uk				
Administrator O No @ Yes		Allow Reporting O No @ Yes			
Teams					
Add Team		Configurations per Team			
All Risks	•	Template Manager × Reviewer ×		-	_
Broparty	-	Self Approver			
Property	-	Contract Corrections			
Cyber	•	Template Manager X			
Marine2	-	Template Manager × Reviewer ×		• =	
Aviation2	-	Template Manager ×		• •	
Marine	•	Template Manager ×		• 🗆	
Aviation	-	Template Manager ×		• =	

In the 'Edit User' pane, click the drop-down box showing the user's permissions for the team to add the permission to, and select 'Contract Corrections' from the drop-down list.

The Contract Corrections permission is then shown in a light box against that team, alongside any other team permission the user has.

Repeat until all necessary team permissions have been configured, and click 'Confirm' to set the changes as pending.

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	Name	Email	Notification	Teams	Reporting	Admin	Status 🕶	Invite	
	Pending Invite Test	broker.magda@wspt.co.uk	No	1	NO	YES	Draft	Pending Response	
	Cayce Hubbard	broker.tim@wspt.co.uk	Yes	7	YES	YES	Live	Active	${\mathbb N}$
	Melanie Dedopulos	broker.dedopulos@wspt.co.uk	Yes	3	NO	.0 YES	Live	Active	\mathbb{Z}
	False Email Test tumbleweeds@gmail.com Magda Downing broker.downing@wspt.co.uk		No	0	NO	NO	Suspended	Incorrect Domain	${\mathbb Z}$
			No	3	NO	NO	ReadOnly	Not Invited	\mathbb{Z}
	Elizabeth Burberry	broker.elizabeth@wspt.co.uk	No	1	NO	NO	Draft	Not Invited	\mathbb{Z}
	Simone Power	broker.simone@wspt.co.uk	No	2	NO	NO	Live	🔤 Pending Response	\mathbb{Z}
	Denise Duchesne	broker.denise@wspt.co.uk	No	2	NO	NO	ReadOnly	🔁 Pending Response	\mathbb{Z}
	Sally Howells	broker.sally@wspt.co.uk	No	1	NO	NO	Suspended	Not Invited	\mathbb{R}
	Draft User	draft.user@wspt.co.uk	No	3	YES	YES	Draft	Not Invited	\mathbf{Z}
									Save

Once all necessary users have been given the appropriate permissions, click 'Save'.

Please note that no pending changes in the Admin Portal are actually applied until the 'Save' button has been pressed.

