

# Give Staff the Ability to Enter Commission Details and Access Reports (Commission Module Permissions)


## SUMMARY

Paperless Pipeline's commission module allows staff to be given permissions to enter commissions and access production reports.

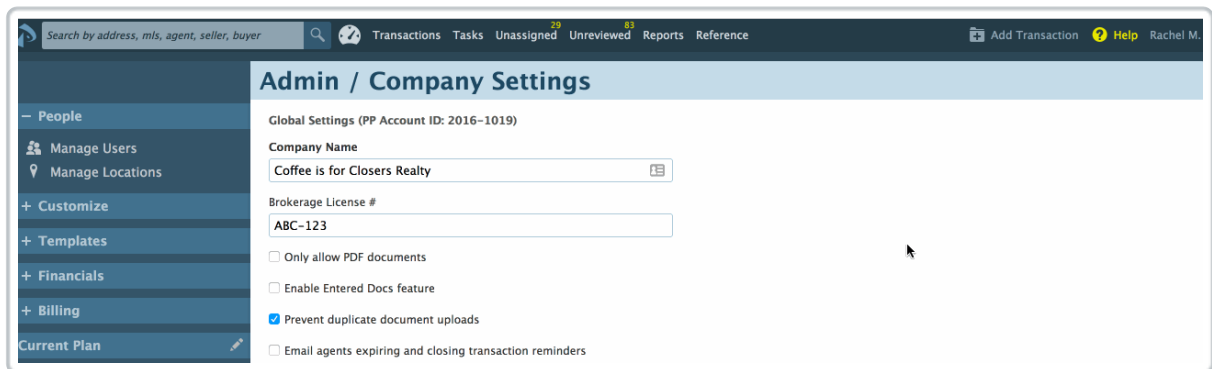
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Grant Commission Module User Permissions


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 This permission allows this person to manage commissions. We recommend you only give this permission to staff and not agents.

- 1 Click your name in the upper right corner then "Admin / Settings".
- 2 Click "Manage Users" then click the gear next to the desired name and select "Edit User".



- 3 Scroll down to the "User Permissions" section.
- 4 For each office location, give a user the ability to enter commissions by clicking the checkbox next to 'enter financial data (admin-level permission)'.

 Optionally, check the box next to the 'view financial reports (admin-level permission)' to give the user access to financial reports for that office location. These permissions can be granted to a user for more than one office location.