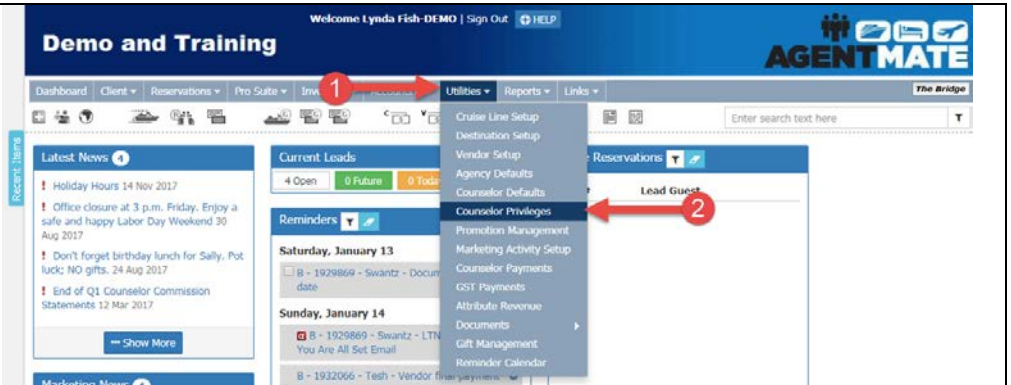


Adding Counselor Privileges for AirPRO

Step 1: To get started **Click** on Utilities and **Select** Counselor Privileges from the menu.



Step 2: By default, you'll automatically be taken to the Privileges Tab.

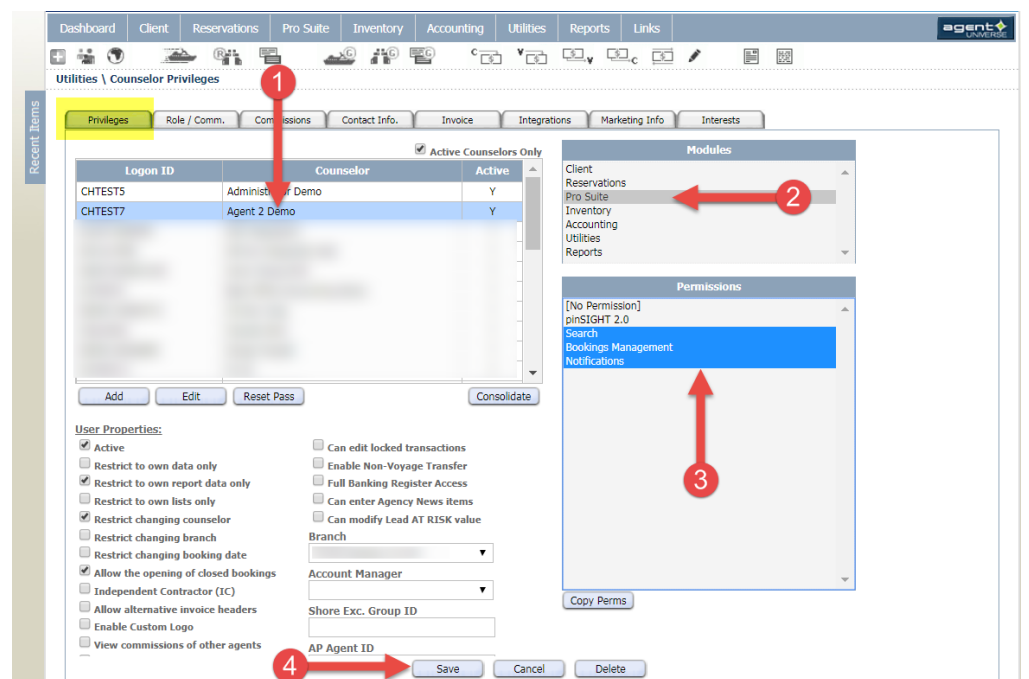
Click on the Counselor you wish to assign permissions.

Next in the Modules Box **Click** Pro Suite.

This will then open the available permissions in the Permissions Box.

To add the permissions, **hold down** the Ctrl key on your keyboard and using your mouse **Click** on each permission.

Once each permission is highlighted in blue **Click** Save to complete.



Step 3: Your Counselor now has permissions and can view them within the Dashboard by **Clicking** on the Pro Suite Tab and **Selecting** AirPRO from the menu. You will then see the AirPRO options list.

