Administration
Department Access

Within TargetCRM/Notify360 **Settings** an administrator can control what individual users can do, and how the system functions. In this article we will discuss **Department** access, and what it controls inside TargetCRM/Notify360.

To access the **Departments** screen, open **Settings** > **Departments**. This will display all the **Departments** for each of your *Locations*, along with the related *Phone Numbers* for each department. Here you can also see which *Users* have access at each **Department**.

To edit *User* access, select the name of the **Department** to open the Edit Department drawer. Here you can change the *Department Name*, but you can also see every *User* that has access to this department.

- To remove access, simply select the X next to the *User* that should be removed.
- To add access for a new *User*, select the drop-down arrow, and select their checkbox from the list.

What does **Department** Access control?

- Which text messages can be viewed in the **Messenger** screen.
- Which prewritten **Quick-Messages** they can use in **Messenger**.
    - This depends on configurations you have in your **Settings** > **Quick-Messages** screen.
- Which **Tasks** and *Task Outcomes* they can use in the **Tasks** screen.
    - This depends on configurations you have in your **Settings** > **Tasks** screen.
- Which **Deals** pipelines they can access from the **Deals** screen.
    - This depends on configurations you have in your **Settings** > **Deals** screen.
- Depending on your DMS it may also control which phone numbers they can use to send text message notifications from the DMS, which can be viewed in TargetCRM/Notify360.