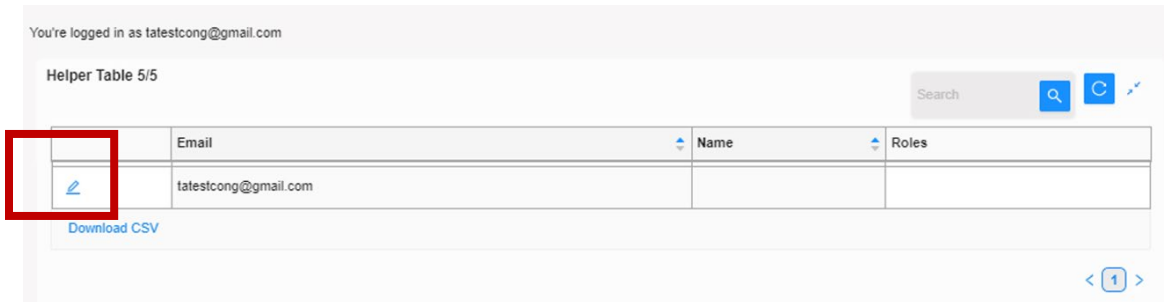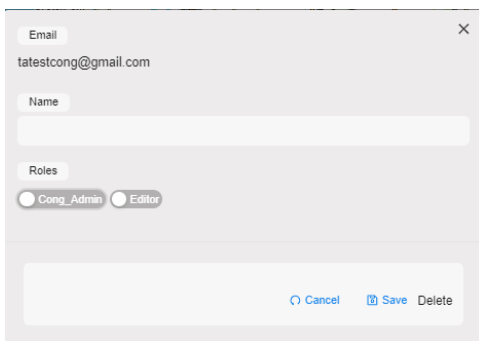*PLEASE NOTE:* **All helpers added after 1/24/2024 will automatically be given the "Basic" (view only) role and will need their role edited before they will be able to perform functions within Territory Assistant.**

You must have the Congregation Admin role to add/edit the Helpers table.
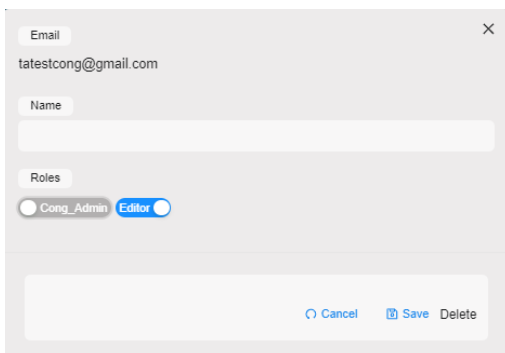
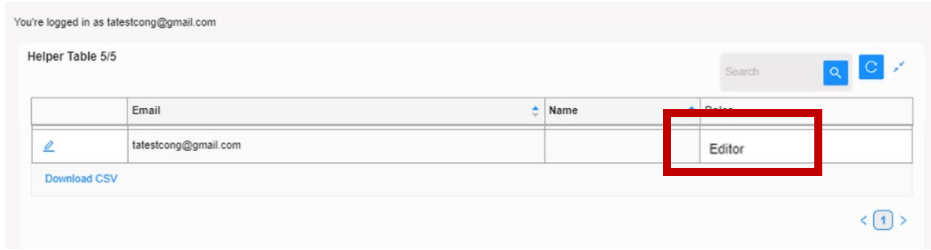- Click the EDIT icon next to the helper to modify the Role

- The **ROLES** window opens

- Click **Cong_Admin** toggle to blue to assign security as Congregation Admin (more than one Cong_Admin is allowed)
- Click **Editor** toggle to blue assign security as Editor

- The Editor role is assigned in the example below.

Below is a table depicting the functions assigned to the various roles:

ROLES

	Basic (None/Blank)	Editor	Cong. Admin
CONTACTS			
Add		✔	✔
Edit		✔	✔
View	✔	✔	✔
TERRITORIES			
Add		✔	✔
Edit		✔	✔
Print		✔	✔
View	✔	✔	✔
CONGREGATION			
Edit Name			✔
Edit Boundary			✔
Print Wall Map			✔
View	✔	✔	✔
HELPERS			
Add			✔
Edit			✔
View	✔	✔	✔

[End of document]