

CEA ATOL LOGIN PROFILES

CEAs receive TWO logins for ATOL

Login 1: Manager Profile

Username: CEA's four digit extension and initials (example 3720AM)

Password: Provided by Team Leader, standard default password is Clipper123, can be changed by CEA in the account settings

Purpose: This profile provides access to every ad for every sales rep/customer in our system, regardless of if the rep/customer is assigned to you. This login is needed especially for providing coverage to other CEAs and while CEA is in training.

Login 2: Subteam Profile

Username: CL+Subteam assigned by Team Leader (example CL1A)

Password: Provided by Team Leader, standard default password is Clipper123, can be changed by CEA in the account settings

Purpose: This profile provides access ONLY to the sales reps/customers assigned to you. This profile makes it easier to see, organize and act on the work that belongs to you.