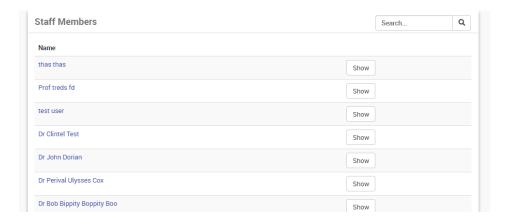
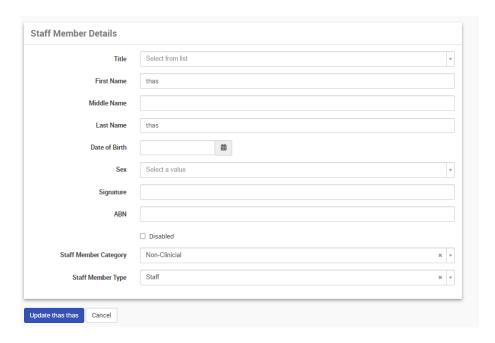
Edit a staff member

Last Modified on 08/07/2021 8:44 am ACST

- 1. Go to Administration
- 2. Select **Users and Groups**
- 3. Click Staff Members
- 4.Pick a staff member and click show



- 5. Then click **Edit** on the top left section
- 6. You can see the following screen and edit all the information you want



7. Please make sure you click **Update** when finished editing.