Roster Admin: Setting a Primary Office
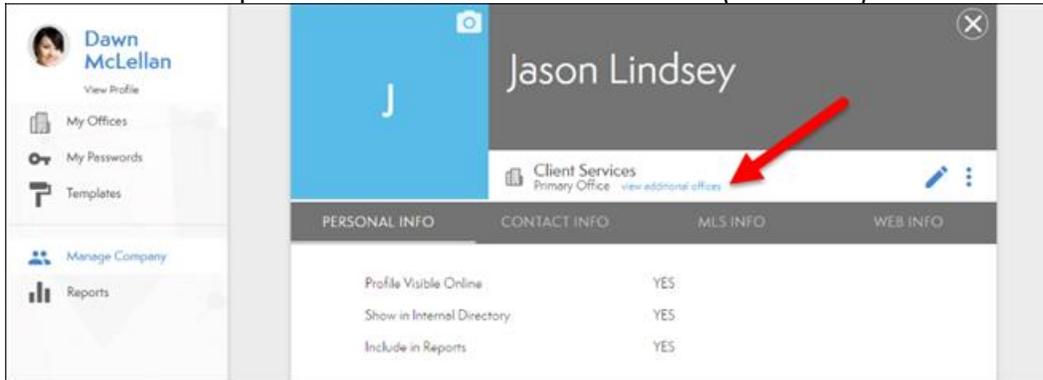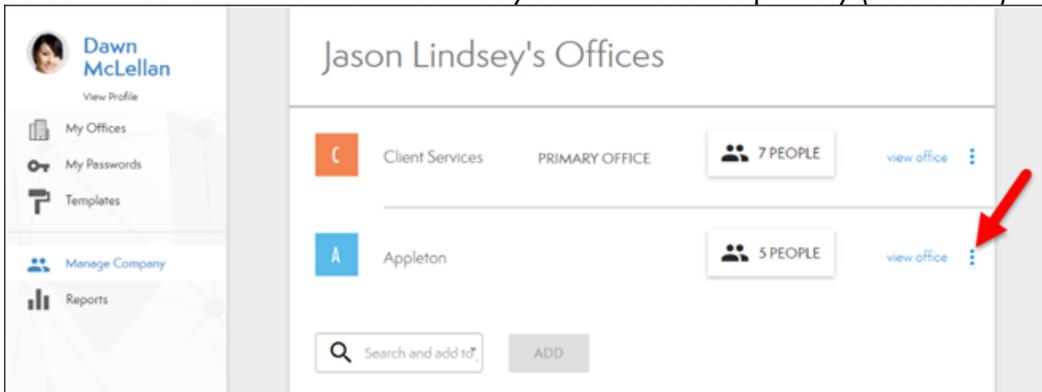
If an agent, or staff, belongs to multiple offices, you can a primary office in roster. Follow the steps below to set one of the multiple offices as the primary associated office.

1. From the Person's profile, click View Additional Offices (see below).

2. Select the actions button for the office you want to set as primary (see below).

3. Click Set As Primary Office (see below).