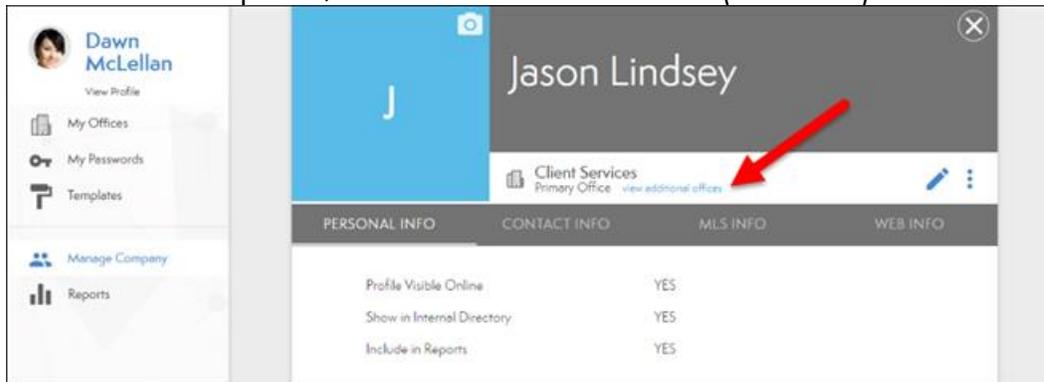


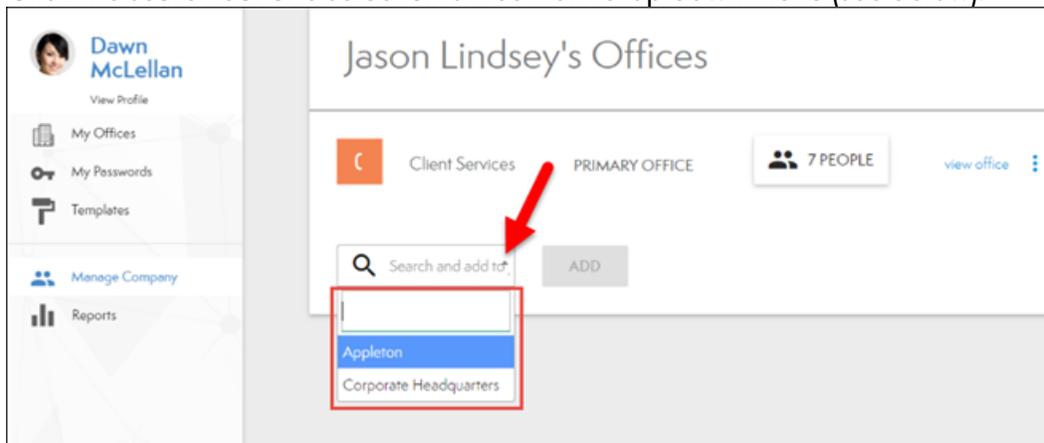
Roster Admin: Associate a Person with Multiple Offices

If an agent, or staff, belongs to multiple offices, you can reflect that association in roster. Follow the steps below to associate a person with multiple offices.

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



2. Click the search bar and select an office from drop down menu (see below).



3. Click the Add button.