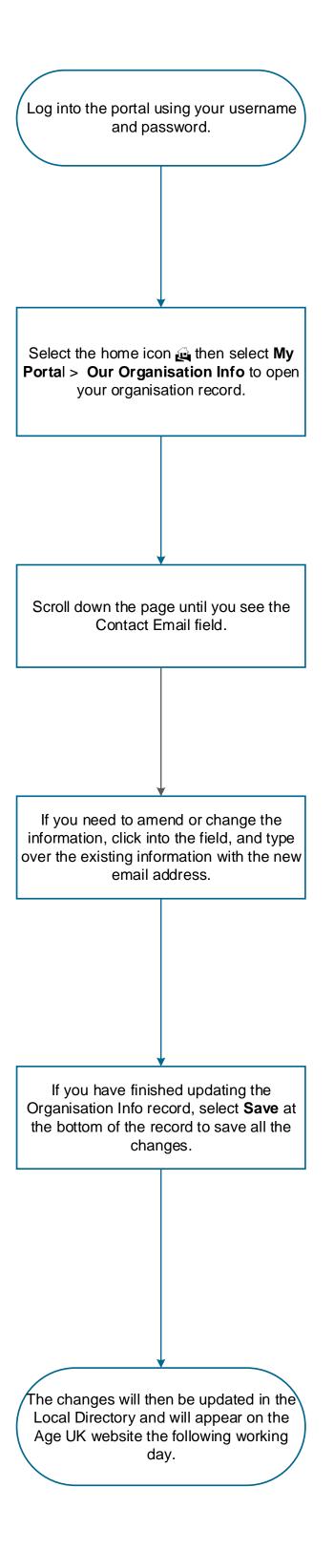
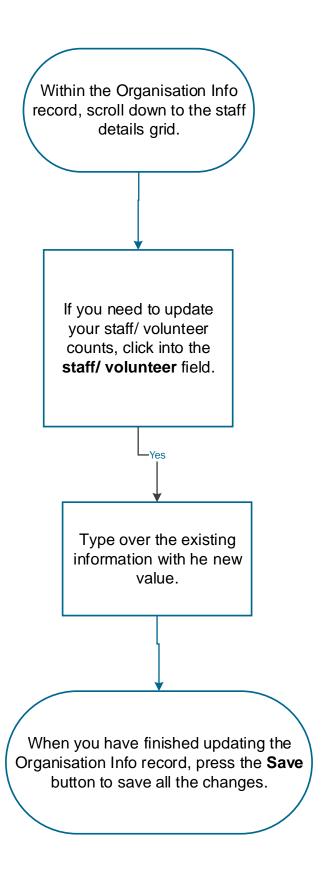
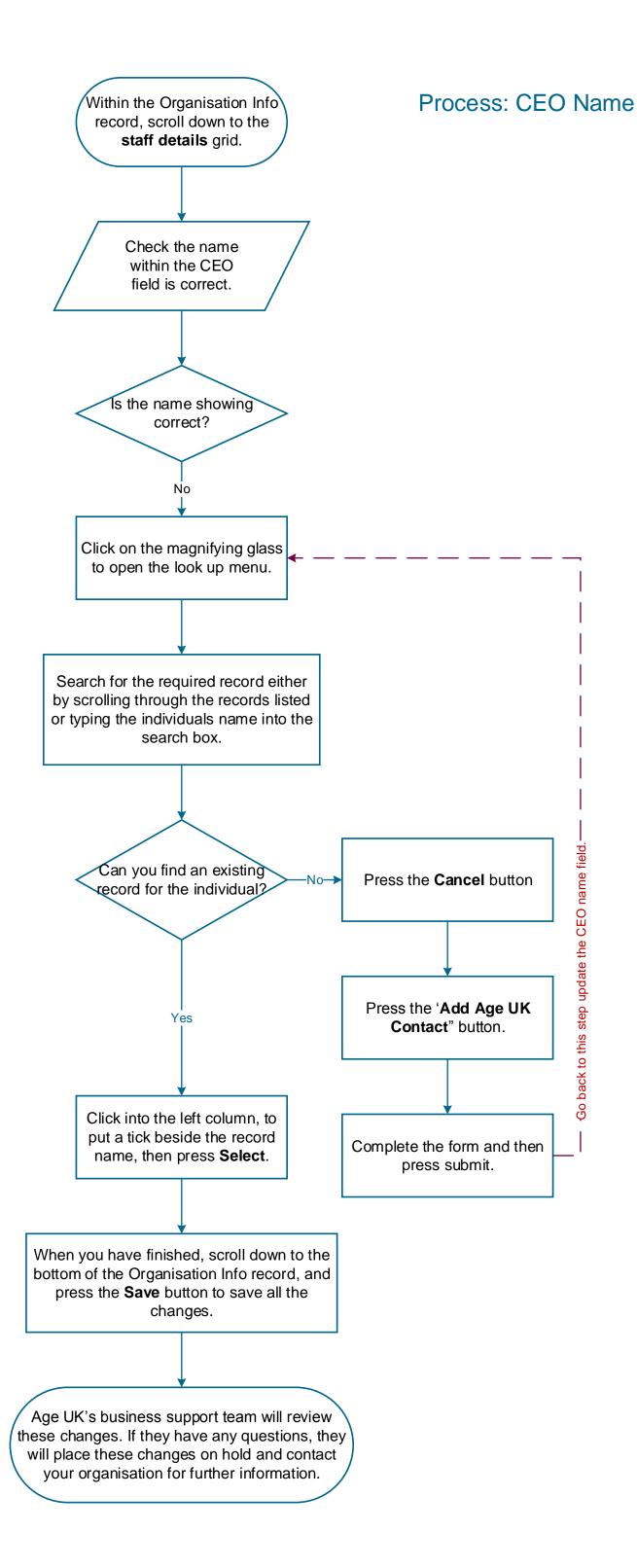


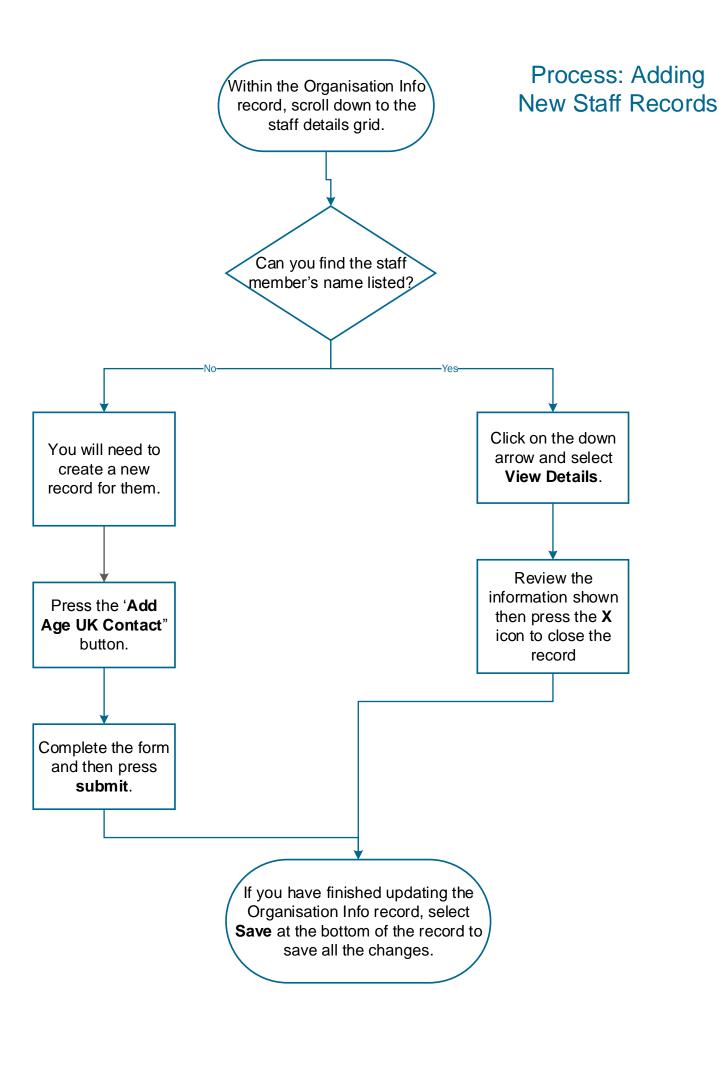
Process: Office Email Address



Process: Volunteer Counts







Process: Removing Staff Records

Within the Organisation Info record, scroll down to the staff details grid.

Find the staff member from the records listed (select the right and left arrows to move through the pages).

Click on the down arrow and select **Remove**.

In the confirmation box, select "Yes".

If you have finished updating the Organisation Info record, select **Save** at the bottom of the record to save all the changes.