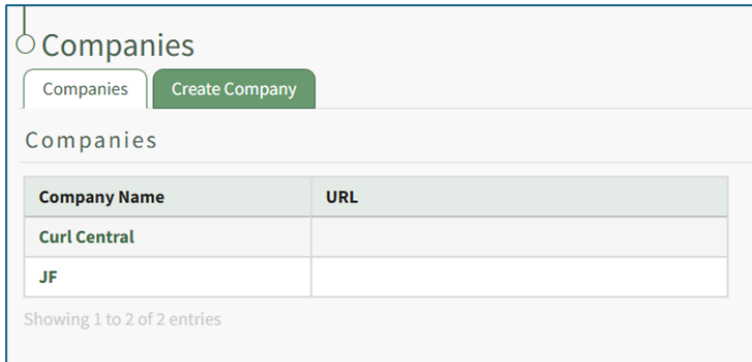


Edit Company Information

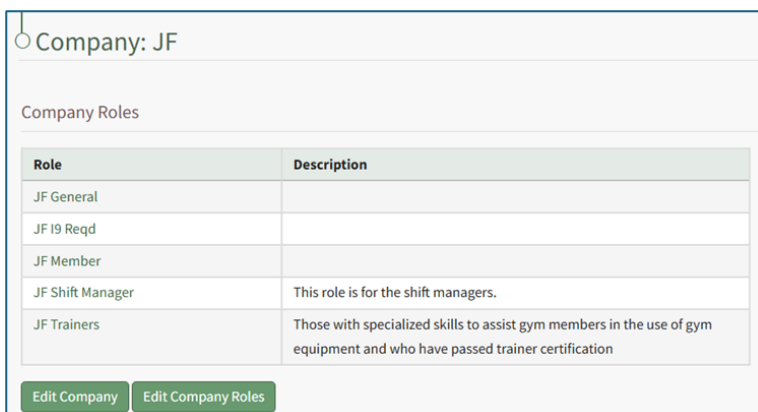
To edit company information (its name, URL link, Information, or tags), open the Companies Tab on the Companies Page in the People Module from the Main Menu.



The screenshot shows the 'Companies' page. At the top, there is a breadcrumb 'Companies' and two buttons: 'Companies' (selected) and 'Create Company'. Below this is a section titled 'Companies' containing a table with two columns: 'Company Name' and 'URL'. The table lists two companies: 'Curl Central' and 'JF'. Below the table, it says 'Showing 1 to 2 of 2 entries'.

Company Name	URL
Curl Central	
JF	

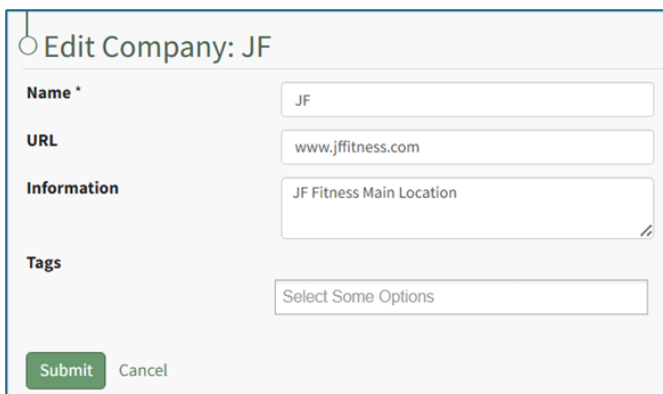
Clicking on the name of a Company will open the company's Detail Page that displays the Company Roles with their description.



The screenshot shows the 'Company: JF' detail page. It has a breadcrumb 'Company: JF' and a section titled 'Company Roles'. Below this is a table with two columns: 'Role' and 'Description'. The table lists five roles: 'JF General', 'JF I9 Req'd', 'JF Member', 'JF Shift Manager', and 'JF Trainers'. The 'JF Shift Manager' role has a description: 'This role is for the shift managers.' The 'JF Trainers' role has a description: 'Those with specialized skills to assist gym members in the use of gym equipment and who have passed trainer certification'. At the bottom, there are two buttons: 'Edit Company' and 'Edit Company Roles'.

Role	Description
JF General	
JF I9 Req'd	
JF Member	
JF Shift Manager	This role is for the shift managers.
JF Trainers	Those with specialized skills to assist gym members in the use of gym equipment and who have passed trainer certification

Select the “Edit Company” button to open the Edit Company: (Company Name) Page.



The screenshot shows the 'Edit Company: JF' page. It has a breadcrumb 'Edit Company: JF'. Below this are four sections: 'Name *' with a text input field containing 'JF'; 'URL' with a text input field containing 'www.jffitness.com'; 'Information' with a text input field containing 'JF Fitness Main Location'; and 'Tags' with a dropdown menu showing 'Select Some Options'. At the bottom, there are two buttons: 'Submit' and 'Cancel'.

You can now make any desired changes to the Company Name, URL, Descriptive Information, or Tags.

Select “Submit” to save the changes and return to the company's Detail Page with the altered inputs now showing.

Company: JF

http://www.jffitness.com

This is the main JF Fitness location.

Company Roles

Role	Description
JF General	
JF I9 Reqd	
JF Member	
JF Shift Manager	This role is for the shift managers.
JF Trainers	Those with specialized skills to assist gym members in the use of gym equipment and who have passed trainer certification

Edit Company

Edit Company Roles

Click “Cancel” to return to the company's Detail Page without saving any changes.