



Company Admin How-to Document

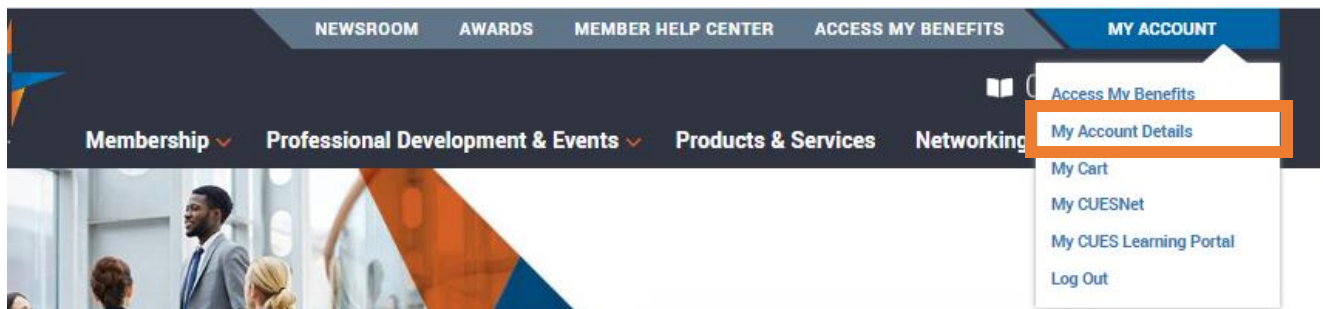
Updating an Account

Purpose: *When an individual's record needs updating. Updates that can be made here are: name, title, email, phone number, and address.*

Process:

To complete the steps below, you must have admin rights for cues.org.

1. Once you are logged in to cues.org, click 'My Account' then click 'My Account Details' from the drop-down.



2. Under the 'Employee/Board and Membership Management' section, click 'Employee Information Management'.

Employee/Board and Membership Management

This section is for Company Administrators Only!

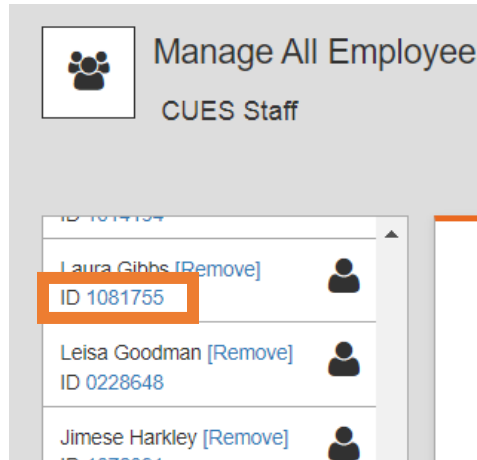
Company Profile Management

Employee Information Management

Add Employees/Board to Unlimited or Unlimited+ Memberships

Manage your staff/director access by adding and removing members to/from your Unlimited or Unlimited+ memberships. You may also grant access to magazine subscriptions on this page. Please contact 608.271.2664 if you are a company administrator that cannot access this function.

3. Locate the person whose account needs to be updated in the list on the left-hand side and click their 'Member ID'.




4. The account will appear on the page. Make any necessary changes and click Save at the bottom of the page.
*If you are changing a title, be sure to adjust 'Position Level' and 'Department' as needed.

The screenshot displays the employee profile for "Laura Gibbs" (ID 1081755). On the left, there is a list of other employees under the heading "EMPLOYEES" with an "Export" button. The main profile area on the right contains the following fields:

- Prefix: Please Select (dropdown)
- First Name*: Laura (text input)
- Middle Name: (empty text input)
- Last Name*: Gibbs (text input)
- Suffix: Please Select (dropdown)
- Nickname*: Laura (text input)
- Title*: Member Engagement Manager (text input)
- Position Level*: Manager (dropdown)

An orange rectangular box highlights the "First Name", "Middle Name", "Last Name", "Nickname", "Title", and "Position Level" fields.



5. Repeat steps 3 & 4 for other accounts that need updating.

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