**SOP** **Number** Voy06

**SOP** **Title** Populate the Agent Name in the Dropdown

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| --- | --- | --- | --- | --- |
|  | **NAME** | **TITLE** | **SIGNATURE** | **DATE** |
| **Author** | Amol Risbud | Team Lead, HelpDesk |  |  |
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| **Effective** **Date:** |  |
| **Review** **Date:** |  |

# PURPOSE

# To populate the leasing agent name in the drop-down list on Prospect/Guest card screen.

# SCOPE

# When we added a new agent or existing agent’s name is not populating in the agent dop down list.

# DEFINITIONS

# Update the Agent drop-down list.

# RESPONSIBILITIES

# AGA team will assess the request and accordingly replicate the issue in Test environment and assist end users.

# SPECIFIC PROCEDURE

I have entered a sample record in the test environment. Please see below screenshot.

Graphical user interface, application

Description automatically generated

Go the Guest Card and click on Add New Button as shown below-

Graphical user interface, application, table

Description automatically generated

Complete the filters on below screen & save the screen

Graphical user interface, application

Description automatically generated

Agent Name will populate in the Agent Dropdown.

Graphical user interface, application

Description automatically generated

# FORMS/TEMPLATES TO BE USED

# N/A

# INTERNAL AND EXTERNAL REFERENCES

# N/A

* 1. **Internal** **References**

# N/A

* 1. **External** **References**

# N/A

# CHANGE HISTORY

# N/A

|  |  |  |  |
| --- | --- | --- | --- |
| **SOP** **no.** | **Effective** **Date** | **Significant** **Changes** | **Previous** **SOP** **no.** |
| V1 | 07/23/2024 | New SOP | N/A |
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