How to Manage Staff
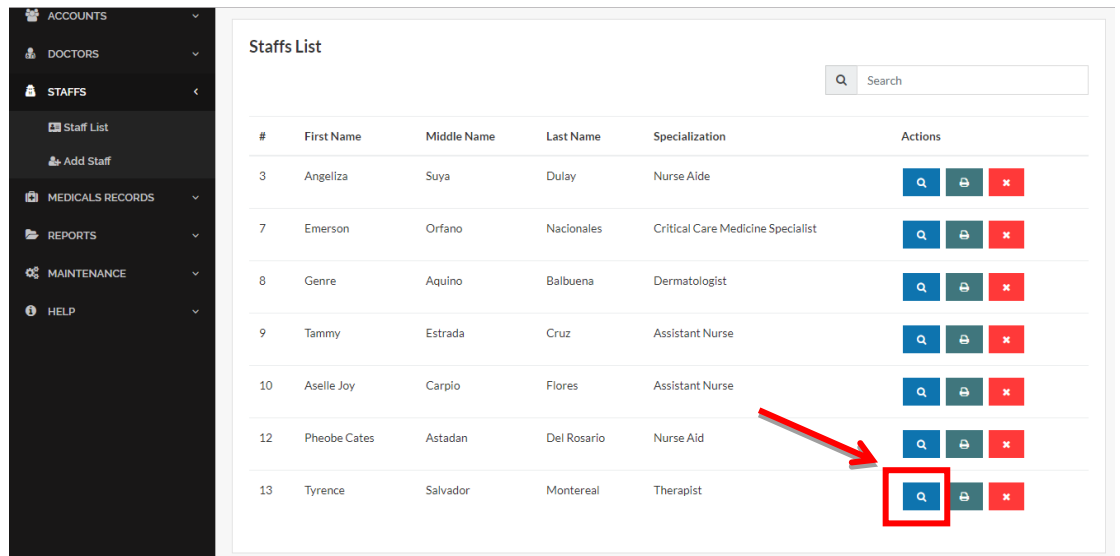
1. Once the list of staffs appeared, click this button to manage the staff information.

2. When the staff's information is already displayed, click first the **Edit** button to proceed in updating/editing information.

3. After that, choose a detail/field that needed to be update/edit, then click **Save** button when ready.
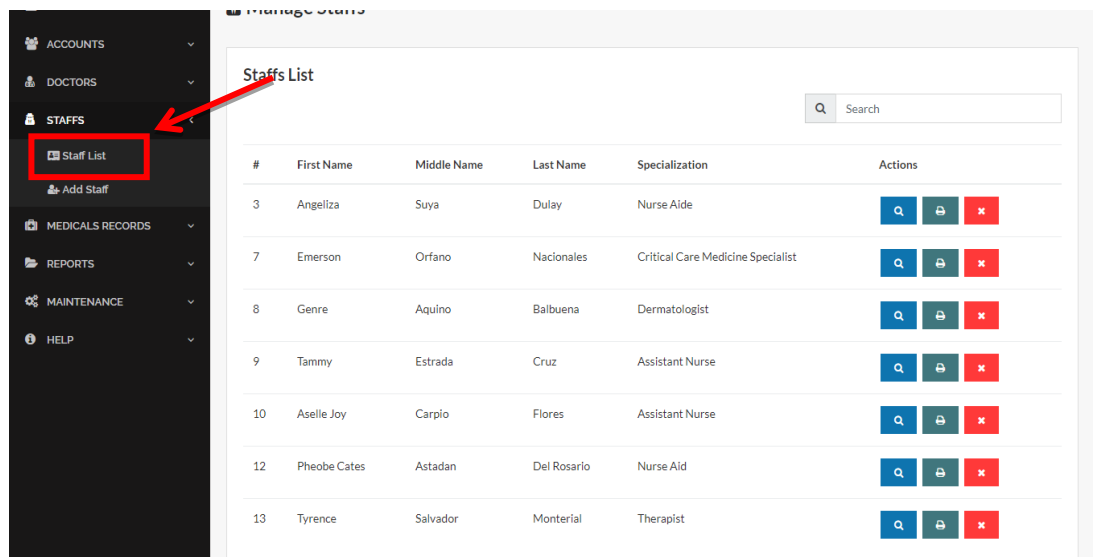
4. After an successful updating. Click the navigation **Staff List** to view the updated information of staff.

5. Staff information updated.