

CSR

After a job is created, you can change which staff user is the Job CSR for the job.

1. Right-click the job row, and select **Job Properties**.
2. In the Edit Properties window, in the left pane, select **Job CSR**.
3. In the **Job CSR** area, perform one of the following actions:
 - To have all existing Customer CSRs be a Job CSR select the **All current and future Customer CSRs** option.
 - To choose a specific Customer CSR as the Job CSR select the **Specified Customer CSRs** option, and select the check box beside the staff user who should be the Job CSR.
4. Click **Update**.