

CSR

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

1. On the home page, click **Jobs**.
2. In the **Jobs** area, right-click the job row.
3. From the menu that appears, select **Job Properties**.
4. In the Edit Properties window, in the left pane, select **Job CSR**.
5. In the **Send email notifications about activity on this job to** list, select one of the following options:
 - 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.
6. Click **Update**.