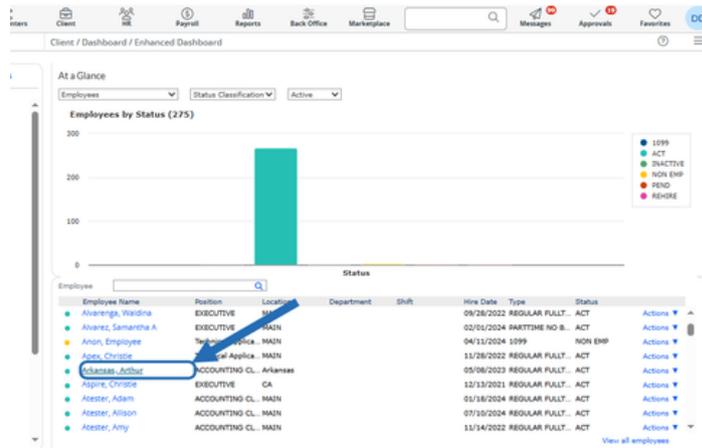


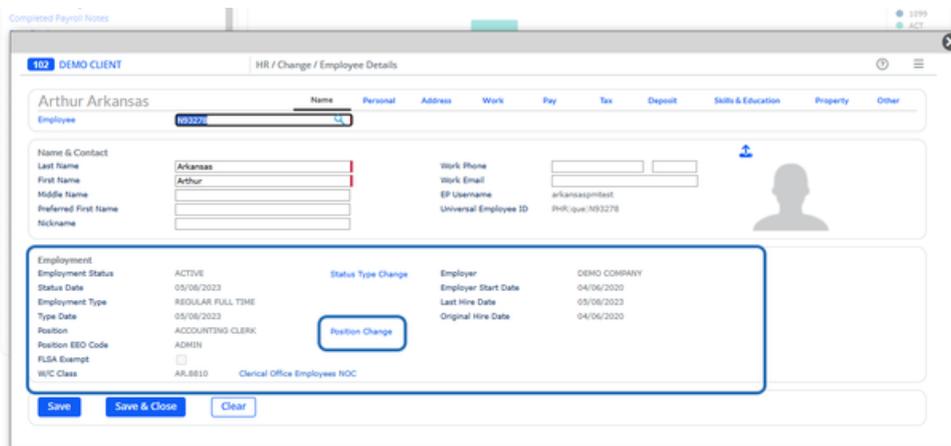
Updating Employee Positions on the Questco Client Portal

This guide will walk you through the process of updating employee positions on the Questco client portal.

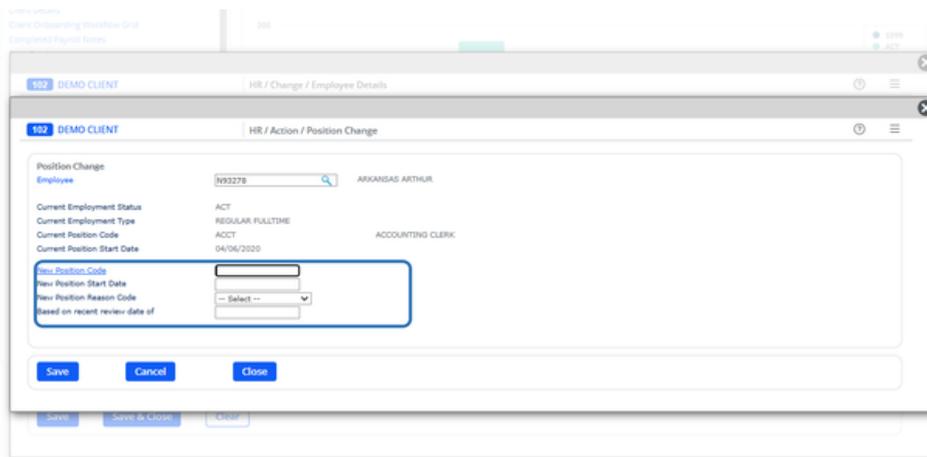
To begin, locate the employee on the dashboard and click on their name. Please note that you can only update positions for those employees who have successfully completed the onboarding process:



The position information for your employee can be found in the Employment section of their employee profile, located under the Name tab. To initiate the position change process, simply click on the Position Change button:



To update your employee's role, click on "New Position Code" to locate and select the new position. Next, input the start date for the position along with the reason for the change. Once everything is filled out, click "Save" to finalize the update.



Please note that future-dated position changes will not populate on your employee’s details until their start date.

You can also modify positions by accessing the [Position Change](#) screen in your client portal. Just click on the [Employee](#) hyperlink to choose your preferred employee and proceed to enter the position change from that point.

