

Edit All (Staff Portal) Staff Settings

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Edit All Staff Settings allows you to work with the individual Staff Portal settings (Staff record > Portal Settings tab) for multiple staff members at once. Go to the **Staff** menu > **Staff Portal** > **Edit All Staff Settings**.

Editing staff settings is also the fourth step of the Guided Staff Portal Setup which is covered in full detail in our Help article [Staff Portal Setup Step 4—Customize Staff Settings](#).
