Edit Company

08/16/2024 3:37 pm CDT

After you've selected a company, you can enter and update company data from the Company Data checklist. By default, the list will display all relevant sections of the checklist; fields which are not applicable based on other answers will not be displayed, and in their place you will see a

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sign to expand the section --e.g. 10b: Union Representative will not be displayed unless 'Union' is selected for 10a.

For more info on each entry, you can hover you cursor over the

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icon next to the Company Checklist to see a brief summary, or click on the

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to read a longer description.