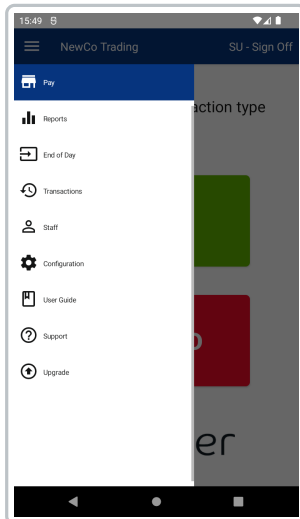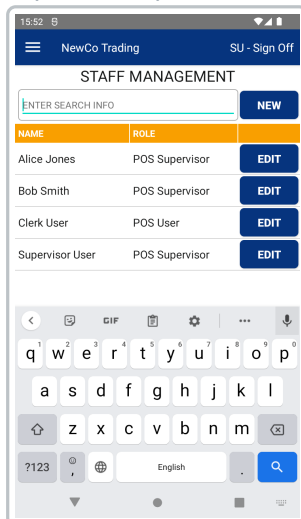# ✏️❓ How to change a Staff Member's details

Last Modified on 04/07/2025 3:00 pm BST

Need to update a staff member's name, code, or role? You can do it right from the device—here's how:
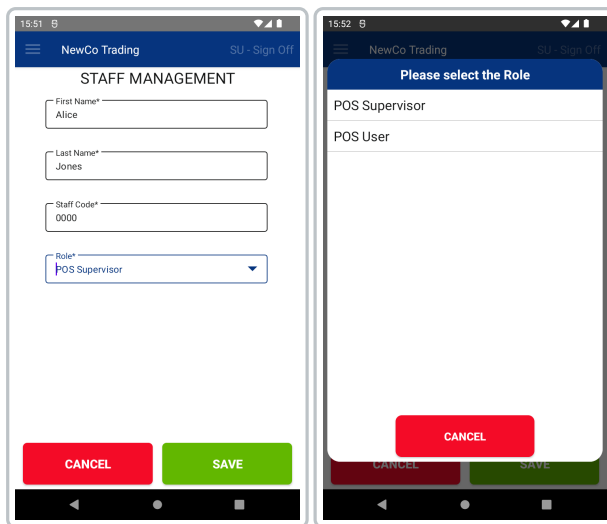
1. Log in to the device.

2. Tap the **Menu** (☰) in the top left corner.

3. Tap **Staff** to open the Staff Management screen.

4. Find the staff member you want to update and tap the **EDIT** button.

5. Update their details (like name, code, or role), then tap **SAVE**.

☑ That's it! The changes will be saved.

☑ To sync updates across all devices and the Web Portal, tap **Update Data** on the login screen.

☑ Learn more:

- ☑ See this article for how to create and manage staff in the Web Portal.