

Updating Related Party Information Training Video Transcript

To update the Related Party Information such as the Site Supervisor, the Responsible Authority or the Landowner, Click Facility, Related Party.

Click OK.

Select the Program Area then OK.

Press Enter on your keyboard.

Choose the Role you wish to update and hit Page Down on your keyboard.

On this screen you can update the Related Party Information.

Once you select Commit Change, the Related Party Information has been updated.