

Add Agent Start Dates

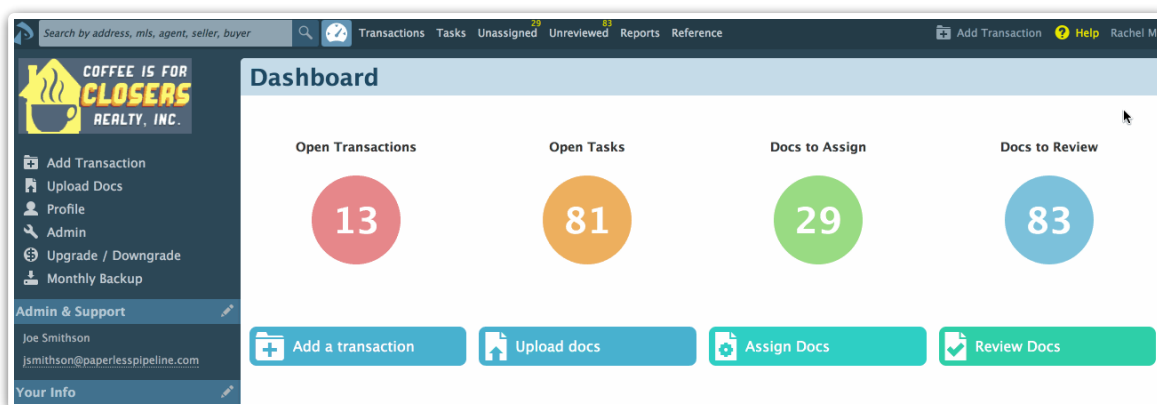
SUMMARY

Learn how to create a start date for any agent who is part of your Paperless Pipeline account.

Create a Start Date for an Agent

To create a start date for an Agent:

- 1 Go to **Admin / Settings** by clicking your name in the upper right corner, then [Admin / Settings].
- 2 Click [Manage Users] from the left menu.
- 3 Click the [Gear] next to the user and select "Edit User".



- 4 Scroll down to the "Agent Start Date" field and enter an appropriate date.

Agent's Start Date

- 5 Click [Update User].

You can repeat the steps for any agent that's part of your Paperless Pipeline account.

