



## Updating Placement Details

Client Guide  
Vol. 10



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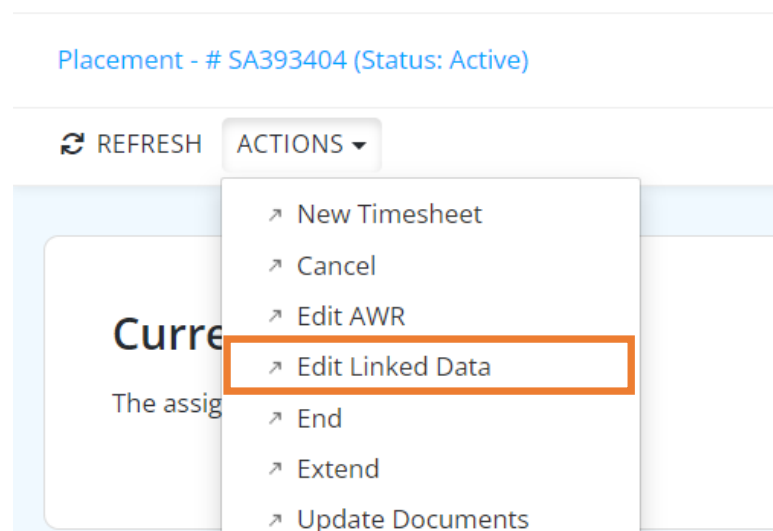


## Updating Linked Company Details

You can amend the details of an active Placement (except for the job title) at any time.

Linked Data refers to the Client Manager and Owner, the Level Name, and Location of the Placement.

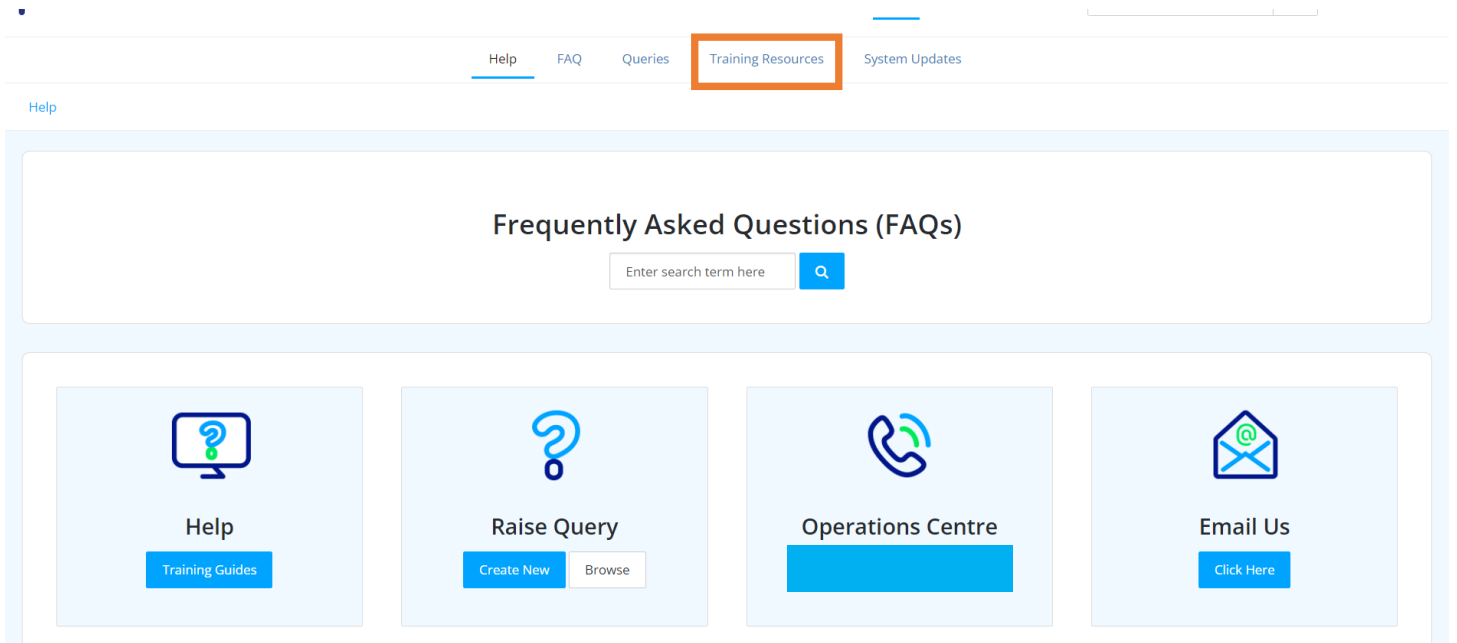
1. To update the Linked Data, navigate to the Placement summary page and click **ACTIONS** ▾, and select 'Edit Linked Data'.
2. Use the  icon to update the relevant fields, selecting the correct data via  icon and click  to update the Placement.



3. You can edit any with the red asterisk.

## Need more support?

You can contact your Matrix Customer Success Executive or another member of the Customer Success Team for assistance with Matrix-CR.net through the following options:



The screenshot shows a navigation menu with the following items: Help, FAQ, Queries, Training Resources (highlighted with an orange box), and System Updates. Below the menu is a 'Help' section titled 'Frequently Asked Questions (FAQs)' with a search bar containing the text 'Enter search term here' and a magnifying glass icon. Below the search bar are four main support options, each with an icon and a button:

- Help**: Icon of a question mark in a speech bubble, with a 'Training Guides' button.
- Raise Query**: Icon of a question mark, with 'Create New' and 'Browse' buttons.
- Operations Centre**: Icon of a telephone handset, with a large blue button.
- Email Us**: Icon of an envelope with an '@' symbol, with a 'Click Here' button.

Underneath your help tab you also have access to help guides and videos under 'Training Resources' as highlighted above.

The number for the Customer Success Team will be displayed on the live site.