**Procedure for Updating Store Front Volunteer Initials in Client Intake**

* The change must occur at the desktop at the Store Front
* Go to Settings, Advanced, Display, Show Tabs (allows you to go to the shopping page)
* Take off Protection Status
* Go to Shopping Page (Shopping Tab at the bottom of page)
* At the right is a list of the initials
* Do not change the top or the bottom of the range; if you need to add space copy from the middle down including the bottom cell (xxx)
  + The range name is “volunteerinitials”
* Go back to settings and change back to previous, no display of tabs and protection on