How to Add a Regulatory Vet to Your Track

Screen 1

After logging in, navigate over to "Track Management" from the sidebar.

Screen 2

Click "VIEW" next to the track you want to add staff to.

Screen 3

Scroll down to "Regulatory Vets" and click on the three dots.

Screen 4

Select "Add Regulatory Vet."

Screen 5

Start typing the person's name and select the correct one from the drop-down. Put in their start and end dates.

Click "Save."

Screen 6

You have successfully added an Regulatory Vet to your track.