

Review (Optional)

The second lesson in this Learning Series, Front Desk Staff, is designed to get you familiar with updating existing families/accounts. You may wish to review the articles listed below before beginning.



The review articles in the bullet list below will open the Help article in a new tab. When you are finished reviewing the material, close the tab and return to this page to access the next article using the links below.

- [Active vs Inactive Families](#)
 - [The Family Record](#)
 - [Work With All Families - View, Search, and Mass Actions](#)
 - [Work with All Students - View, Search, and Mass Actions](#)
 - [Search for People in your Database](#)
 - [Contacts in the Family Record](#)
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