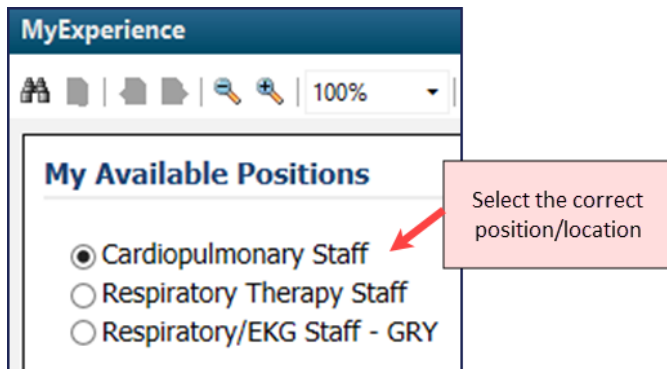

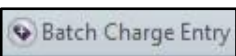


How to Change your Position in My Experience

1. Click on  in the PowerChart Toolbar.
2. Select appropriate location/position from My Available Positions:



3. Click Save in lower right corner. 
4. Click Log Out and sign back into PowerChart.
 - You must Log Out to make the change in position/location take effect.

Note: Clicking  on the toolbar will show billable items for all locations and departments. Ensure that you select the correct folder for each specific location and department so that your chargers are accurate.

