

# Adding a Position to Staff Analysis

6 Steps [View most recent version](#) 

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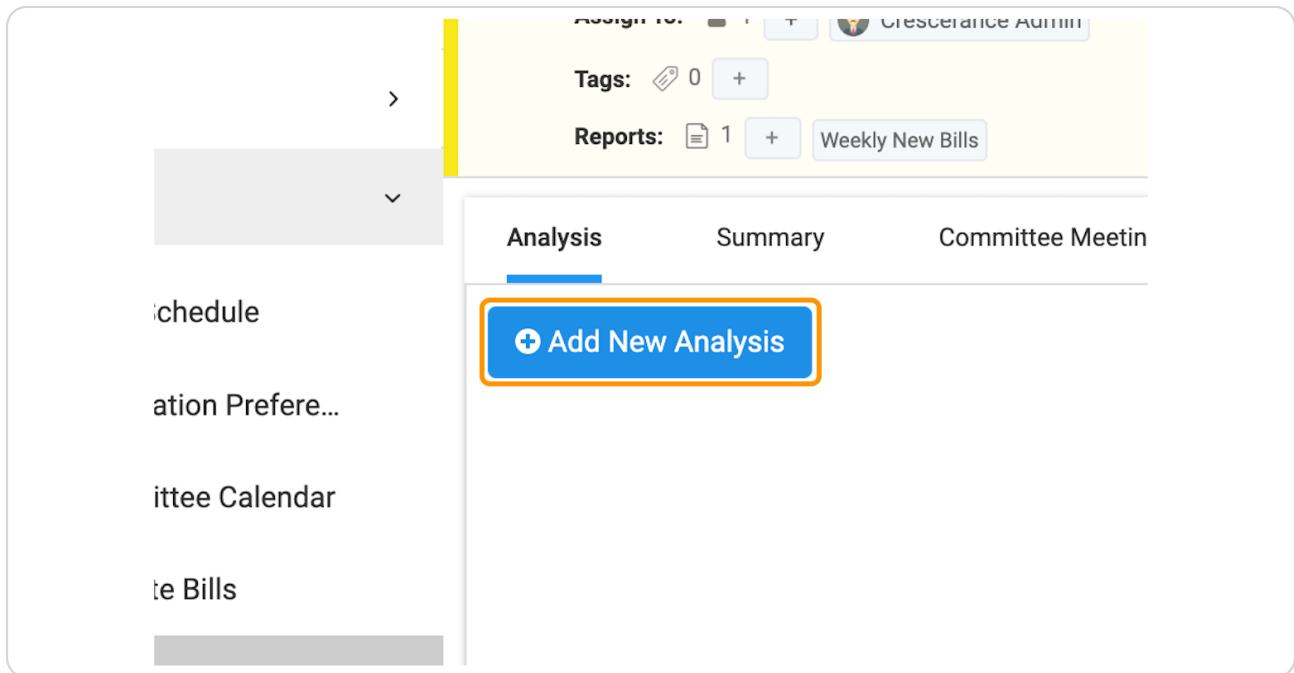
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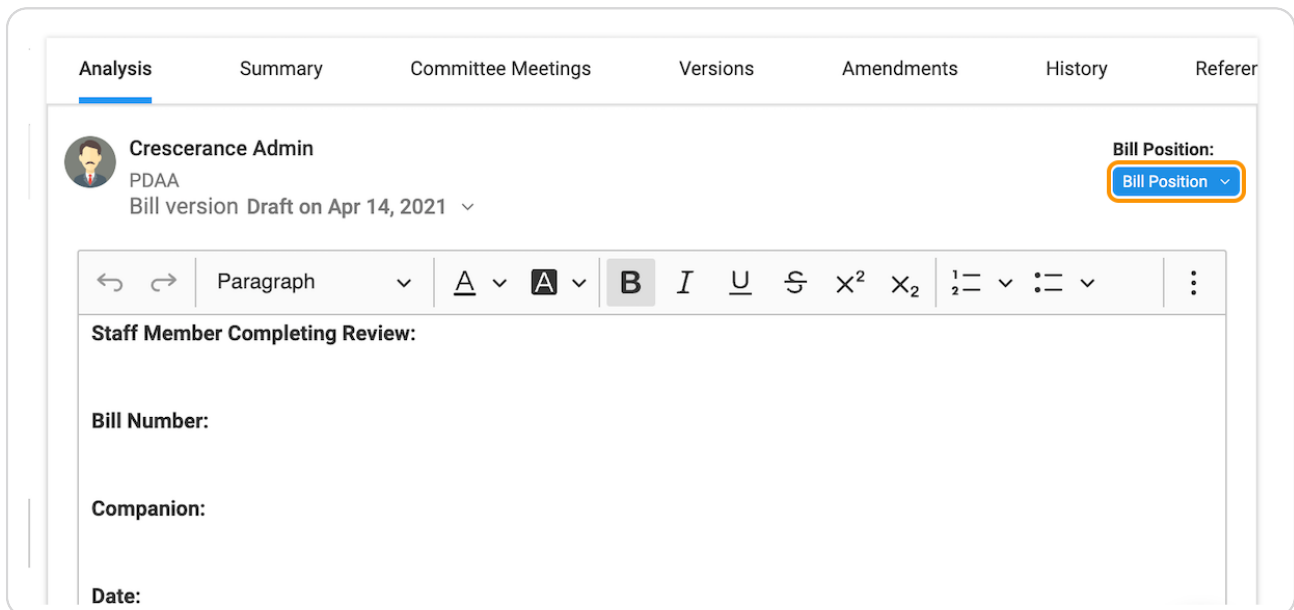
## STEP 1

### Click on 'Add New Analysis'



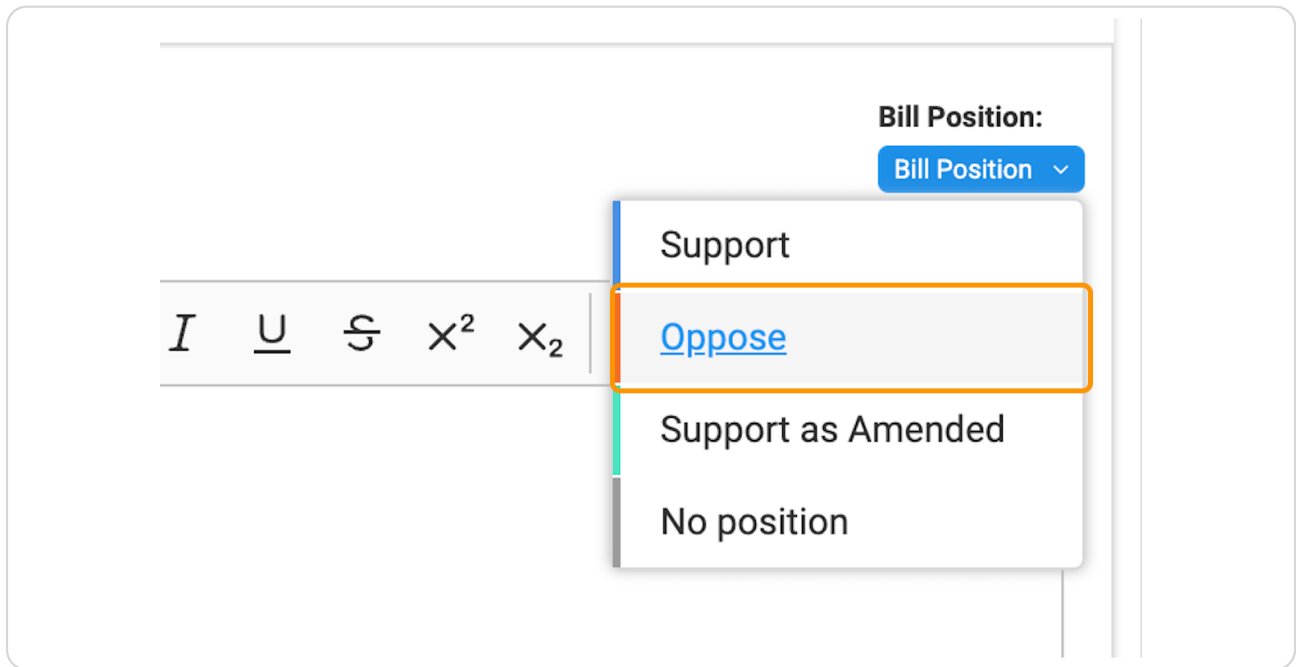
## STEP 2

After inputting your staff analysis commentary, select 'Bill Position' in the top right corner of the entry window.



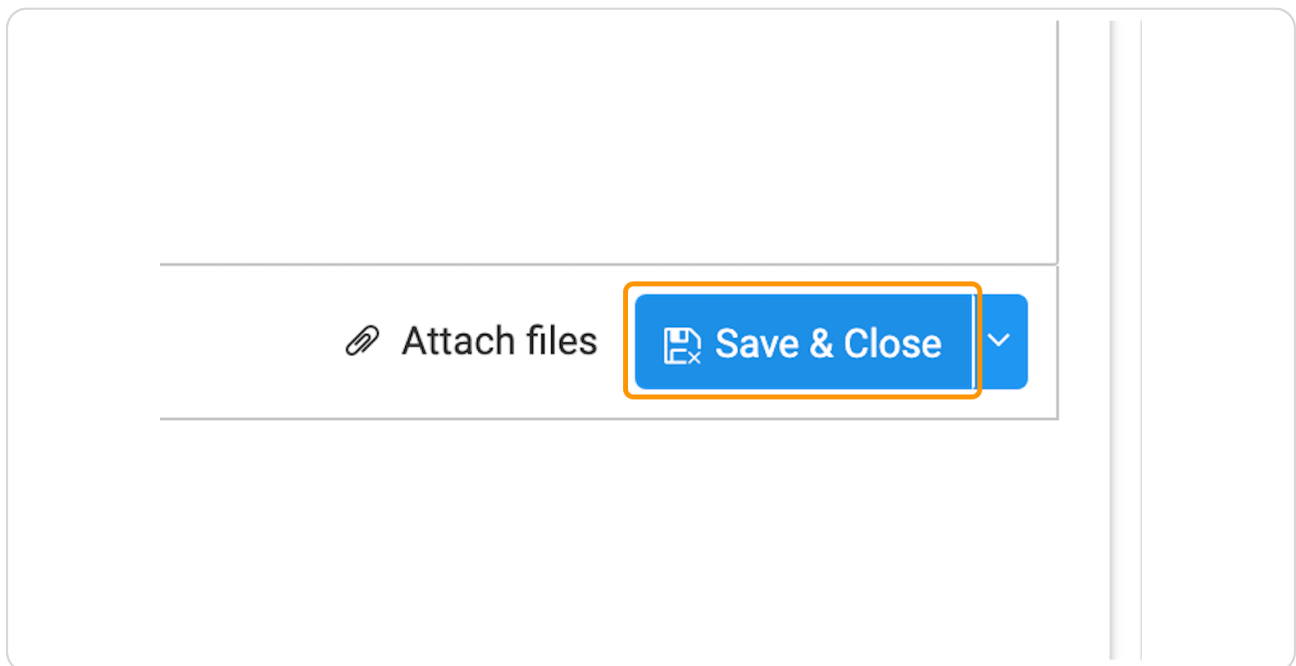
STEP 3

Select a bill position from the drop-down menu that appears



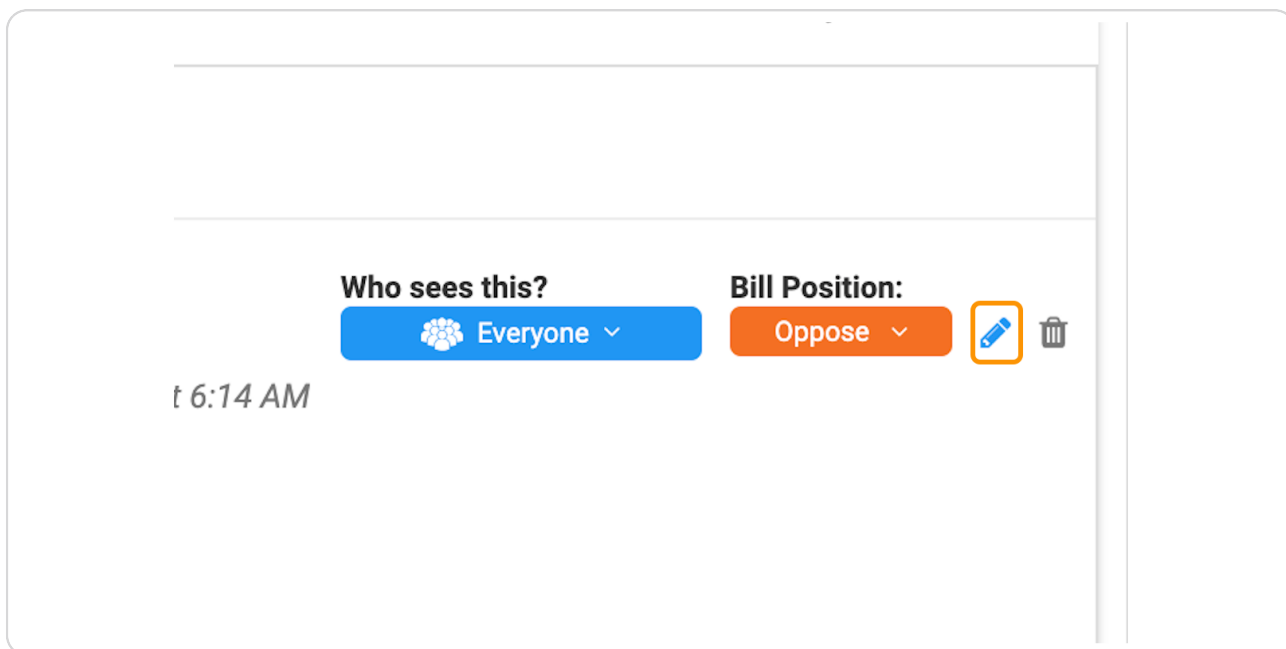
STEP 4

Click on 'Save & Close' to save your analysis and position entry.



STEP 5

To modify your entry, click on the pencil icon next to Position



STEP 6

Click on the Position drop-down menu to select a new position for your analysis entry. Be sure to hit 'Save & Close' again after making changes!

