

# How do I add FTE's to my drop-down list if I need more?

Go to iStaff Biographical, iStaff Procedures and click on iStaff Configuration. You can add FTE percentages on this screen. Click on submit to save. Note: they should be added into the chronological order in the row to appear in the correct numerical order on the drop-down menu.

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<http://www.imgsoftware.com/kb/entry/170/>