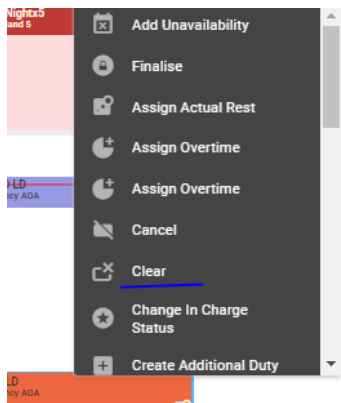**Assigning Agency AOA**

Locate Agency worker on the **Agency AOA** roster:

Right click shift and select 'clear'

Locate Agency shift on your roster > right click > Find Person, Assign confirmed