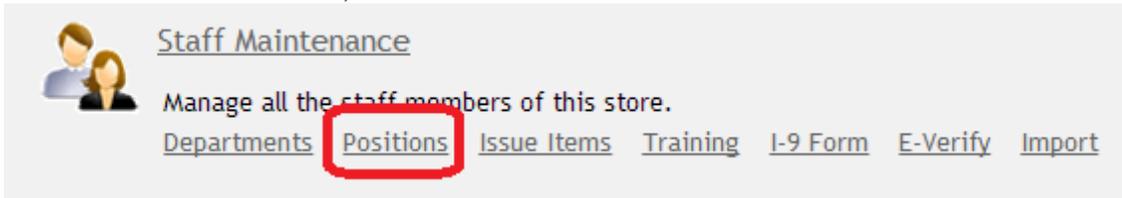
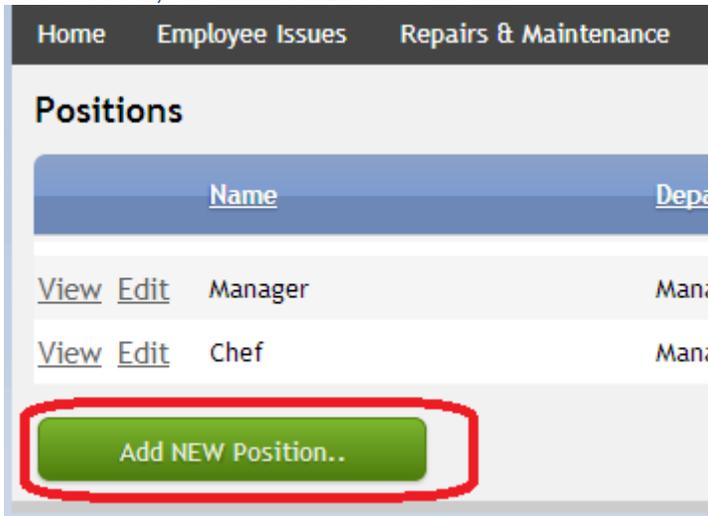


HOW TO: ADD A POSITION TO THE LIST OF POSITIONS IN STAFF MAINTENANCE

1. Log into the COMMLOG Virtual Manager Log at <http://vml.commllog.com>
2. Scroll to the bottom of the page, click **Store Administration**
3. Under **Staff Maintenance**, click **Positions**



4. In Positions, click **Add NEW Position..**



5. Complete the form to add the new position to your list of positions.
6. Click **Update** to save the record.

