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

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

20	Staff Maintenance							
	Manage all the staff members of this store.							
	<u>Departments</u>	Positions	Issue Items	<u>Training</u>	<u>I-9 Form</u>	E-Verify	<u>Import</u>	
	Departments	Positions	Issue Items	Training	<u>1-9 Form</u>	<u>E-verity</u>	Import	

4. In Positions, click Add NEW Position..

Home Em	nployee Issues	Repairs & Maintenance					
Positions							
	<u>Name</u>	<u>Depa</u>					
<u>View</u> <u>Edit</u>	Manager	Mana					
<u>View</u> <u>Edit</u>	Chef	Mana					
Add NEW Position							

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

