HOW TO: ADD OR REVISE A STAFF MEMBER'S POSITION 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. Click **Staff Maintenance**
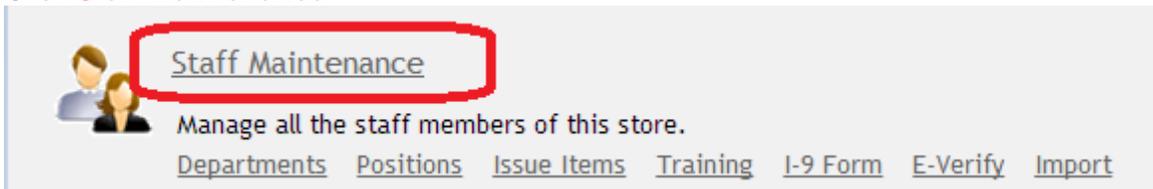
4. Click **Edit** for the staff member whose position you wish to update
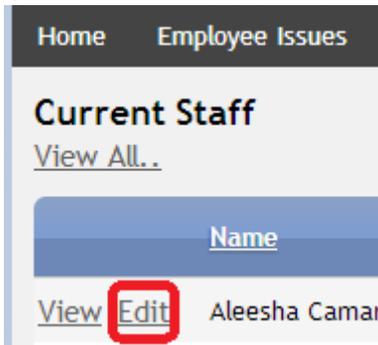
5. In the **Assigned Positions** section:
   a. Click the **Select Position** drop-down list. Choose the appropriate position. Click the **Add** button to the left of the drop-down list.
   b. To remove an incorrect position, click the **Remove** link to the left of that position.
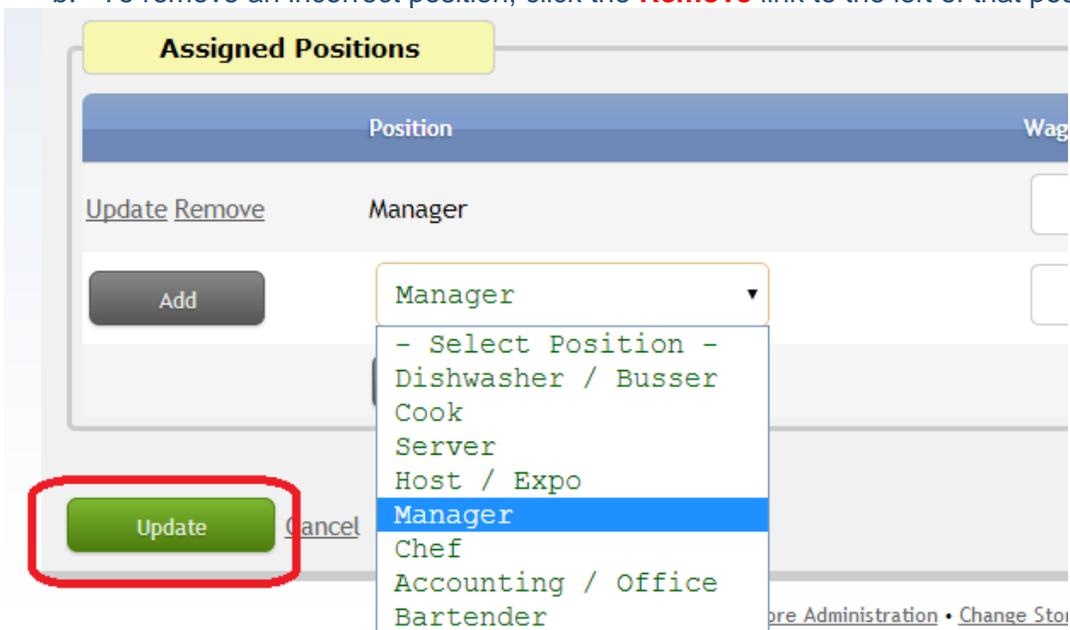
6. Click **Update** to save the record.