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

Home	Employee Issues		
Current Staff			
View All			
	Name		
View Ed	jit Aleesha Camar		

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.

Assigned Positions		
	Position	Wag
<u>Update</u> <u>Remove</u>	Manager	
Add	Manager - Select Position - Dishwasher / Busser Cook Server Host / Expo	
Update <u>(ancel</u>	Manager Chef Accounting / Office Bartender	pre Administration • <u>Change Sto</u> r

6. Click **Update** to save the record.

