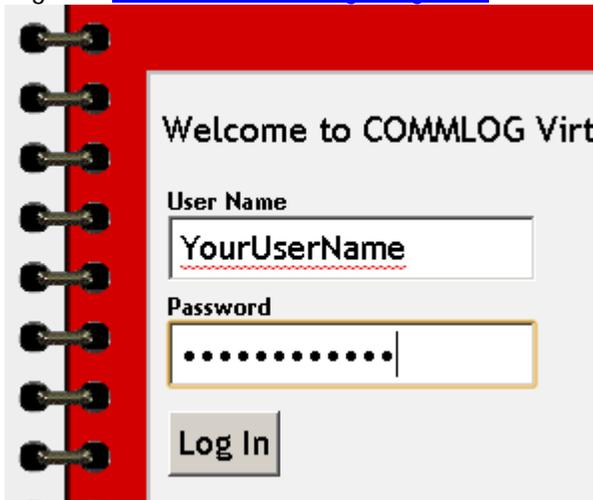


HOW TO – ASSIGN USER ID's TO ALLOW USERS TO LEAVE NOTES AND APPEAR ON DAILY SIGN-OFF

1. Log into www.virtualmanagerlog.com



Welcome to COMMLOG Virt

User Name

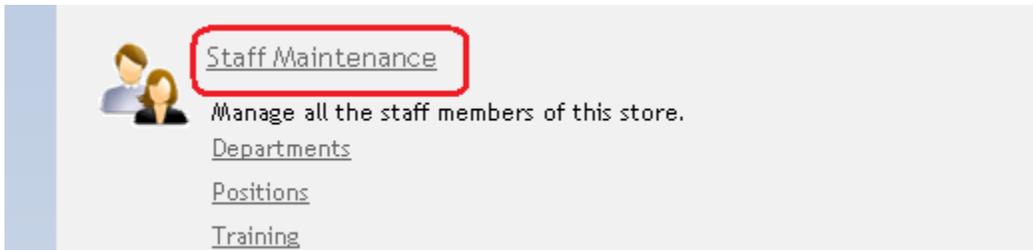
Password

2. Scroll to the bottom of the page and click Store Administration

[Home](#) • [Store Administration](#) • [Change Store](#)

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3. Click Staff Maintenance



[Staff Maintenance](#)

Manage all the staff members of this store.

[Departments](#)

[Positions](#)

[Training](#)

4. If the user appears in the list, click Edit. If the user is not yet set up, click Add NEW Staff Member



Current Staff

[View All..](#)

Name	Hired Date	Act
View Edit Steven Streif		<input checked="" type="checkbox"/>

[Add NEW Staff Member..](#) [View Departments..](#) [View Positions..](#) [View Training..](#)

5. Complete the information. Be sure to choose User Name, choose Position, enter Wage, click Add, click Update.

Edit/Update Staff Member

First Name: Last Name: User Name:

Home Phone: Cell Phone: Pager:

Address:

City: State/Province: Zip/Postal Code:

Hired Date: Terminated Date:

Birth Date: SSN/SIN:

Email:

Employee Number: Is Active:

Emergency Contact: Emergency Phone:

Photo: No file chosen

Assigned Positions

	Position	Wage	Type
Update Remove	Manager	<input type="text" value="N/A"/>	/ Year
<input type="button" value="Add"/>	<input type="text" value="- Select Position -"/>	<input type="text" value="0.00"/>	<input type="text" value="Hour"/>

[Add NEW Staff Position...](#)

[Cancel](#)

6. The user name will now appear in the drop-down list when leaving notes.

Add Total Note

[Accept](#) [Cancel](#)

7. The user name will also appear in the Daily Sign Off section

Daily Sign-Off



Steven Streif