HOW TO: ADD A NEW STAFF MEMBER

- 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. In Current Staff, click Add NEW Staff Member..

Current Staff					
Name	Hired Date	Active	Warnings	Train	
View Edit Albert Einstein	4/1/2012	A	<u>8 Warnings</u>	<u>1 Tra</u>	
<u>View</u> <u>Edit</u> Rob Labob		(d)	2 Warnings	<u>1 ra</u>	
Add NEW Staff Member	View Departments	View Po	sitions	View Training	
Home • Store Administration • Change Store					

- 5. Complete the form to add the new staff member. Note that only the following fields are required: TOP SECTION OF FORM
 - a. First Name
 - b. Last Name
 - c. User Name (only if this new staff member is also someone who has been assigned login rights to the COMMLOG Virtual Manager Log)

Home	Employee Issues	Repairs & Maintenance	COGS-F/B/S	Incidents	Search	Lost & Found	Reservations	Tas
New S	taff Member							
First Na	ame	Last Name		Use	er Name)
					- Not A	Assigned -	•	J

BOTTOM SECTION OF FORM

- d. Select Position
- e. Enter Wage and Type
 - i. If you don't feel comfortable entering this information, simply enter \$1.00 for **Wage** and choose **Hour** for Type
- f. Click Add

Assigned Posit	<mark>ions</mark>		
	Position	Wage	Туре
Add	General Manager • - Select Position - General Manager Manager	1.00	Hour •

6. Click Accept to save the record.

