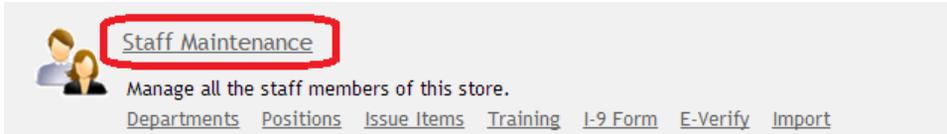
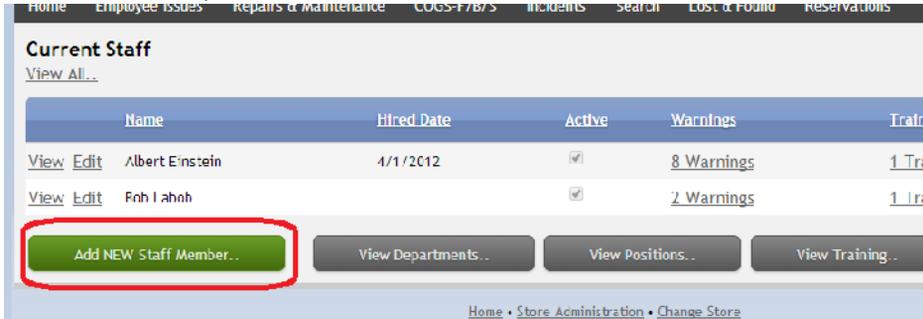


HOW TO: ADD A NEW STAFF MEMBER

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..**



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)

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**

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