

HOW TO – DEACTIVATE A FORMER EMPLOYEE FROM THE COMMLOG VIRTUAL MANAGER LOG

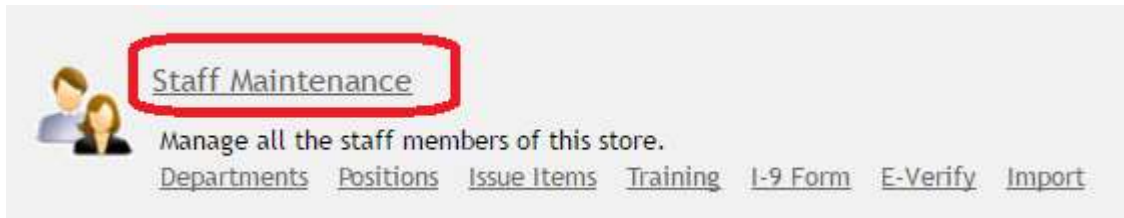
This process allows the removal of an employee from your list of active employees in the Employee Issue feature of the COMMLOG Virtual Manager Log, but keeps all notes recorded regarding that employee

1. Log into the COMMLOG Virtual Manager Log at <https://vml.commlog.com>

2. Scroll to the bottom of the page. Select **Store Administration**



3. Select Staff Maintenance



4. Click the **Edit** link to the left of the employee you wish to deactivate

Current Staff				
View All..				
	Name	Hired Date	Active	Warnings
View Edit	Bob Labob		<input checked="" type="checkbox"/>	3 Warnings
View Edit	Chris Kanuka		<input checked="" type="checkbox"/>	3 Warnings
View Edit	Joe Monachello		<input checked="" type="checkbox"/>	1 Warnings

5. Scroll down to the **Is Active** checkbox. Uncheck this box

number

Is Active

6. Click the Update button to save your changes

Update [Cancel](#)

7. The employee will now no longer appear in your list of employees in the Employee Issue feature.