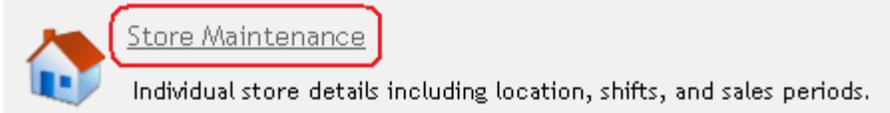


# COMMLOG VIRTUAL MANAGER LOG HOW-TO: ADD ADDITIONAL LOCATIONS TO THE VIRTUAL MANAGER LOG

1. Log onto Virtual Manager Log at [www.virtualmanagerlog.com](http://www.virtualmanagerlog.com)
2. Scroll to the bottom of the page, click **Store Administration**

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

3. Click on **Store Maintenance**



4. Click **Add NEW Store** to add a new location



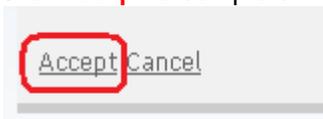
5. Complete all information.

Home Employee Issues Repairs & Maintenance Supplies

### New Store

Name:  Store Number:

6. Click **Accept** to complete the addition of this location.



7. The new location is now available via the tab at the top of the Virtual Manager Log. Clicking on that tab will provide access to the Virtual Manager Log for that location.

