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

- 1. Log onto Virtual Manager Log at www.virtualmanagerlog.com
- 2. Scroll to the bottom of the page, click Store Administration

Home Store Administration Change Store

3. Click on Store Maintenance



<u>Store Maintenance</u>

Individual store details including location, shifts, and sales periods.

4. Click Add NEW Store to add a new location



5. Complete all information.

Home	Employee Issues	Repairs & Maintenance	Supplie
New S	Store		
Name		Store Nur	nber
Dem	o Store	1234	

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.

Test Store	Big Sky #1123	Beta Store	Demo Store
Home Emp	oloyee Issues R	epairs & Maintena	ance Supplies