

## HOW TO – ADD A NEW USER TO THE COMMLOG VIRTUAL MANAGER LOG

Any user who has access to the COMMLOG Virtual Manager Log may add a new user to their account using the following steps.

1. Log into [www.virtualmanagerlog.com](http://www.virtualmanagerlog.com)



Welcome to COMMLOG Virt

User Name

Password

Log In

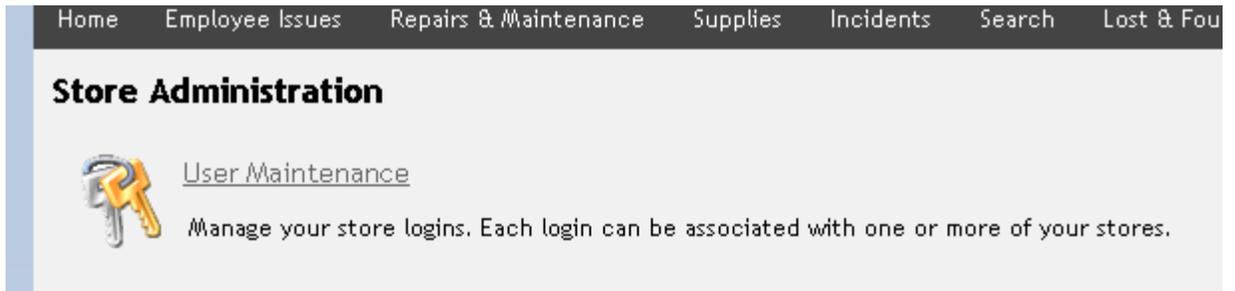
2. Scroll to the bottom of the page and click **Store Administration**



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

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3. Click **User Maintenance**



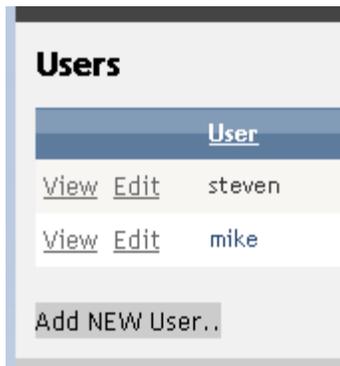
Home Employee Issues Repairs & Maintenance Supplies Incidents Search Lost & Fou

### Store Administration

 [User Maintenance](#)

Manage your store logins. Each login can be associated with one or more of your stores.

4. Click **Add NEW User**

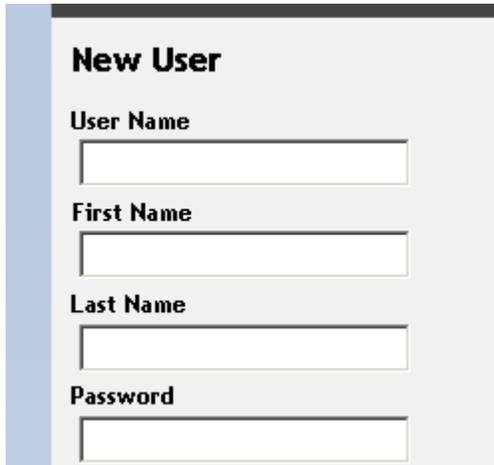


### Users

User
<a href="#">View</a> <a href="#">Edit</a> steven
<a href="#">View</a> <a href="#">Edit</a> mike

[Add NEW User..](#)

5. Enter the information for the new user and click **Accept**.



The image shows a screenshot of a web form titled "New User". The form is set against a light gray background with a blue vertical bar on the left. It contains four input fields, each with a label above it: "User Name", "First Name", "Last Name", and "Password". All fields are currently empty.

The new user will now be able to access the COMMLLOG Virtual Manager Log