

HOW TO – REMOVE A USER FROM THE COMMLOG VIRTUAL MANAGER LOG

To remove a user's access to the COMMLOG Virtual Manager Log, follow these steps:

1. Log into www.virtualmanagerlog.com



Welcome to COMMLOG Virt

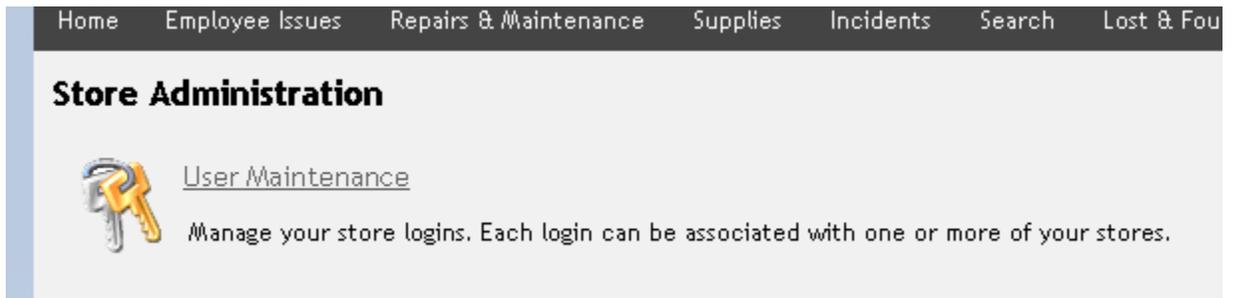
User Name

Password

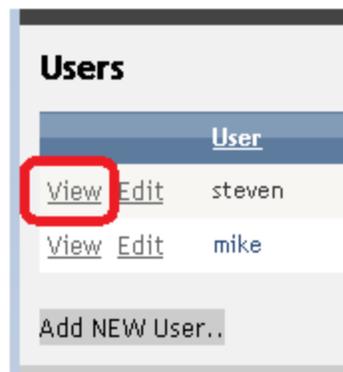
2. Scroll to the bottom of the page and click Store Administration



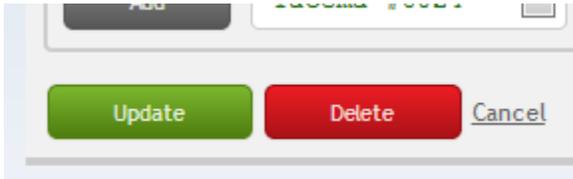
3. Click User Maintenance



4. Click View to the left of the User name for the user you wish to remove



5. Click the Delete button at the bottom of the form.



6. Click OK



The user will no longer have access the COMMLOG Virtual Manager Log