

# COMMLOG VIRTUAL MANAGER LOG HOW-TO: RECEIVE YOUR END OF DAY NOTES and MOBILE CHECKLIST RESULTS AUTOMATICALLY VIA EMAIL

This is a two-part process. Both parts must be completed in order for you to receive the end of day notes in your inbox every day.

Part 1 will set the store to automatically "close" the day. Part 2 will designate the email addresses you wish to have the end of day notes emailed to.

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**



**Store Maintenance**

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

4. Click **Edit** for the appropriate store.

## Stores

Name	
<a href="#">View</a> <a href="#">Edit</a>	Beta Store

5. Click to add a checkmark in the Auto-Close box.



**Auto-Close (Closes out the previous day at 4AM each morning)**

6. In the text box to the right of **Add** under **Day Close Report Email**, enter the email address you want the end of day report to be sent. Check to ensure that you have entered the email address correctly.

## Day Close Report Email

Email	
<a href="#">Delete</a>	mike_tinnes@hotmail.com
<a href="#">Delete</a>	steven@commlog.com
<a href="#">Add</a>	<input type="text" value="billjohnson@greatfood.co"/>

7. Be sure that you click **Add** to add the email address.

## Day Close Report Email

Email	
<a href="#">Delete</a>	mike_tinnes@hotmail.com
<a href="#">Delete</a>	steven@commlog.com
<a href="#">Add</a>	<input type="text" value="billjohnson@greatfood.co"/>

8. The new email address is now displayed. The Day Close Report will automatically default to being checked. If you also subscribe to the COMMLOG Mobile Checklist, you can check the **Line Check Report** box to have the mobile checklist reports emailed.

**Report Email Recipients**

	Email	Day Close Report	Line Check Report
Delete	mike.tinnes@hotmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete	steven@commlog.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete	bill.johnson@greatfood.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add	<input type="text" value="user@email.com"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Update Cancel

9. Click **Update** to finalize this process. You will begin receiving your end of day report the next day.

**Day Close Report Email**

	Email
Delete	mike_tinnes@hotmail.com
Delete	steven@commlog.com
Delete	billjohnson@greatfood.com
Add	<input type="text"/>

Update Cancel

10. Not receiving your end of day email? First, check to ensure that you have entered the email address correctly. Second, check to ensure that your end of day report is not being stopped by your spam filter.