## COMMLOG VIRTUAL MANAGER LOG HOW-TO: **REMOVE USER EMAILS** FROM THE END OF DAY EMAILS AND/OR THE MOBILE CHECKLIST EMAILS

- 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 Edit for the appropriate store.

Stores		
	<u>Name</u>	
View Edit	Beta Store	

5. To completely remove an email address from the Report Email Recipients feature, click the Delete link to the left of the email address.

<u>Delete</u> m	ike tinner@hotmail.com		
	incontractory for the second	<b>v</b>	
Delete st	teven@commlog.com	<b>V</b>	
Delete bi	ill.johnson@greatfood.com	<b>V</b>	
Add		V	

6. To remove an email from just the Day Close Report or just the Line Check Report, uncheck the box to the right of the email address.

	Email	Day Close Report	Line Check Report
<u>Delete</u>	mike.tinnes@hotmail.com		
Delete	steven@commlog.com	V	
Delete	bill.johnson@greatfood.com		<b>v</b>
Add			

Day Close Report Email		
	Email	
Delete	mike_tinnes@hotmail.com	
Delete	steven@commlog.com	
Delete	billjohnson@greatfood.com	
<u>Adc</u>		
Update Cancel		

7. Click Update to finalize this process.