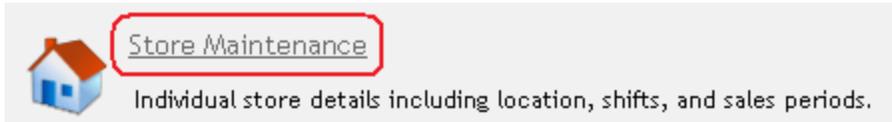


# COMMLOG VIRTUAL MANAGER LOG HOW-TO: REMOVE USER EMAILS FROM THE END OF DAY EMAILS AND/OR THE MOBILE CHECKLIST EMAILS

1. Log onto Virtual Manager Log at [www.virtualmanagerlog.com](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**



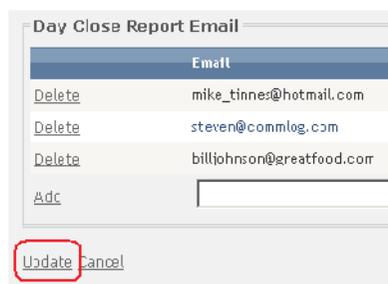
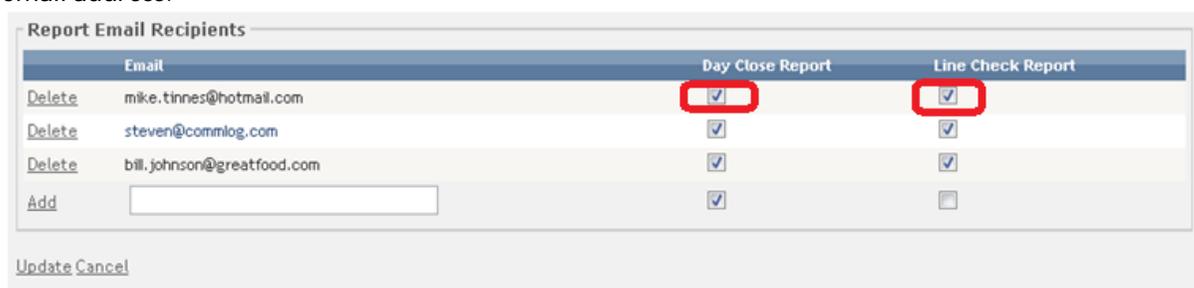
4. Click **Edit** for the appropriate store.



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



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.



7. Click **Update** to finalize this process.