


# COMMLOG VIRTUAL MANAGER LOG HOW-TO: SEND MESSAGES TO LOCATIONS

1. Log into the Virtual Manager Log at [www.virtualmanagerlog.com](http://www.virtualmanagerlog.com)

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



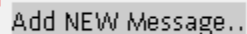
Home **Store Administration** Change Store

3. Click **Messages**



**Messages**  
Send store wide alerts or messages

4. Click **Add NEW Message**



Add NEW Message..

5. Type your message in the **Message** box, enter an expiration date (or leave blank if you wish to have this message display until closed by a user) in the **Expiration Date** box, and choose the **Stores** you wish to post this message for. Clicking the **All Stores** box will automatically enter a check in all of the stores boxes. Alternately, you can choose to leave the message for individual locations by checking only the box next to the location(s) you wish to leave the message for.

## New Message

### Message

This is a message for all locations

### Expiration Date

01/22/2011

### Stores

- All Stores -

- All Stores -

Beta Store

Big Sky #1123

Test Store

Home • Store Administration • Cha

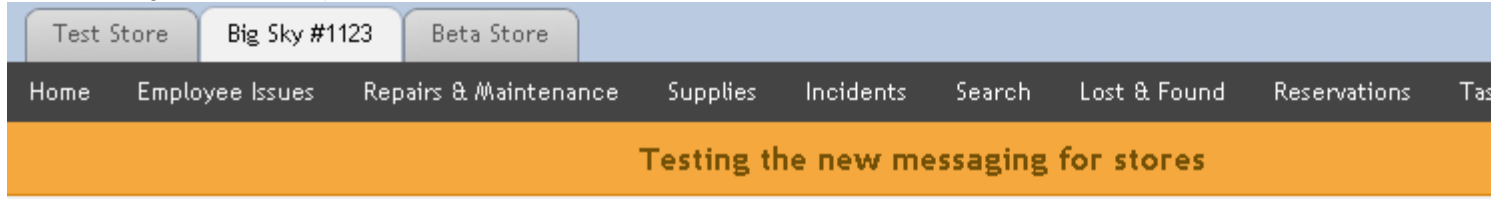
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6. When complete, click **Accept**.



Accept Cancel

7. Your message will now be posted for all locations.



8. Remember that this will be displayed for each unique login ID. Once dismissed by the login ID user (by clicking the X to right of message), the message will no longer be displayed.