

LINK A USER TO ADDITIONAL LOCATIONS

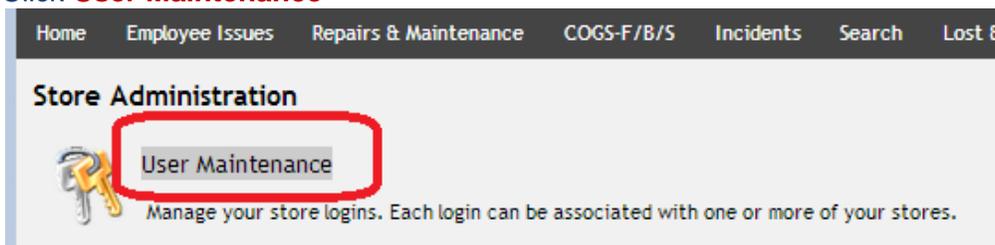
Following is information on how to link a user to additional locations. These instructions assume that the additional location has already been created.

To learn more on how to create an additional business location, please review the **Add Additional Business Locations** how-to at <http://www.commlog.com/additional-information/>

1. Log into the COMMLOG Virtual Manager Log at <http://vml.commlog.com>
2. Scroll to the bottom of the page, click **Store Administration**



3. Click **User Maintenance**



4. Click **Edit** for the user you want to have access to the additional location



5. Scroll to **Assigned Stores** at the bottom of the page
 - a. In the drop-down list, choose the additional location you wish to give the user access to.
 - b. Click the **Add** button
 - c. Click the **Update** button



6. Next time the user logs in, they will see separate tabs for each location they have been granted access to.

