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 <u>http://www.commlog.com/additional-information/</u>

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





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

Home	Employee Issues	Repairs & Maintenance	COGS
Users			
	<u>User</u>		<u>First</u>
<u>View</u> Edi	t 1320bloomfield	I	caro

- 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

Assig	ned Stores	
Remove	First Street Pub	
Add	Finnigan's	
Undeter	Delete	
Upuate	Delete	

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

P	ortland #2285	Boise #1123	Vancouver #3711	Seattle #8807	Tacoma #6024
Hor	ne Employee	Issues Repair	s & Maintenance C	DGS-F/B/S Inci	dents Search L