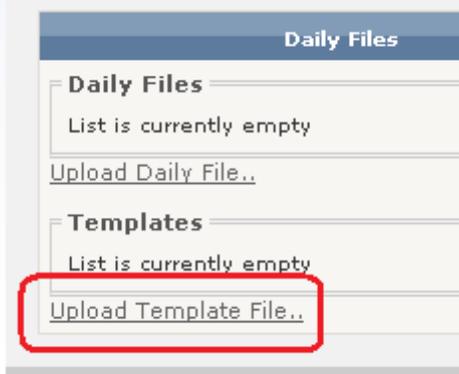
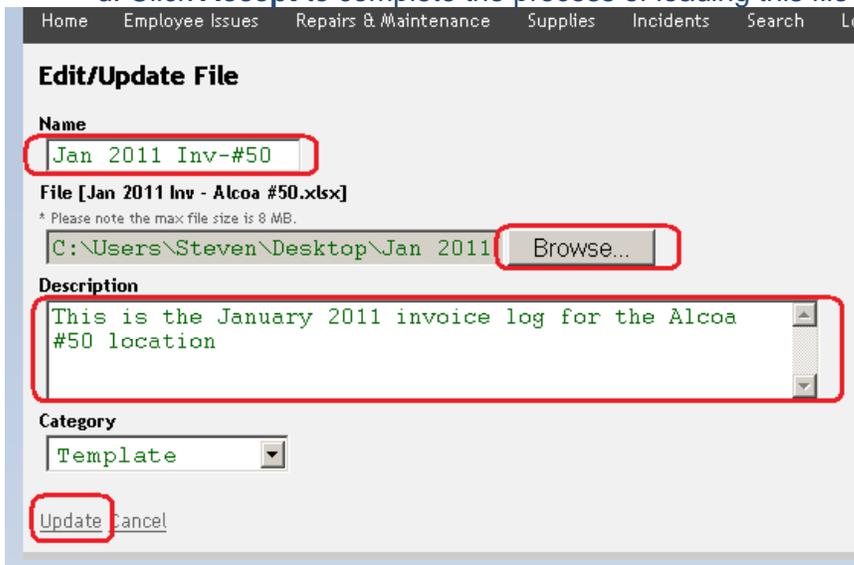


UPLOADING A FILE TO THE TEMPLATE FEATURE OF THE COMMLOG VIRTUAL MANAGER LOG

1. Ensure that the file you wish to upload in to the Daily Files feature has already been saved to your computer. Make sure that you remember where you have saved this file on your computer.
2. Log into the COMMLOG Virtual Manager Log at www.virtualmanagerlog.com
3. Scroll to the bottom of the page and click **Upload Template File** in the **Daily Files** section



4. a. Enter a descriptive **Name** to the file. In this example, we have named it with the month, the year, and the store location.
NOTE: Only the first **18** characters of the name will be displayed in the Daily Files section, so keeping the name brief will help by clearly displaying the information required to identify the appropriate file.
b. Click **Choose File**, and locate the file on your computer
c. Enter a detailed **Description** for this file. This will eliminate any confusion you may have when searching for a specific file.
d. Click **Accept** to complete the process of loading this file to the Template section.



Home Employee Issues Repairs & Maintenance Supplies Incidents Search Log

Edit/Update File

Name
Jan 2011 Inv-#50

File [Jan 2011 Inv - Alcoa #50.xlsx]
* Please note the max file size is 8 MB.
C:\Users\Steven\Desktop\Jan 2011 Browse...

Description
This is the January 2011 invoice log for the Alcoa #50 location

Category
Template

Update Cancel

5. The file is now displayed.

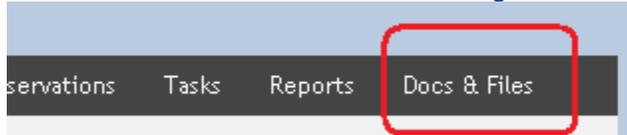


EDITING A FILE IN THE TEMPLATE FEATURE OF THE COMMLOG VIRTUAL MANAGER LOG

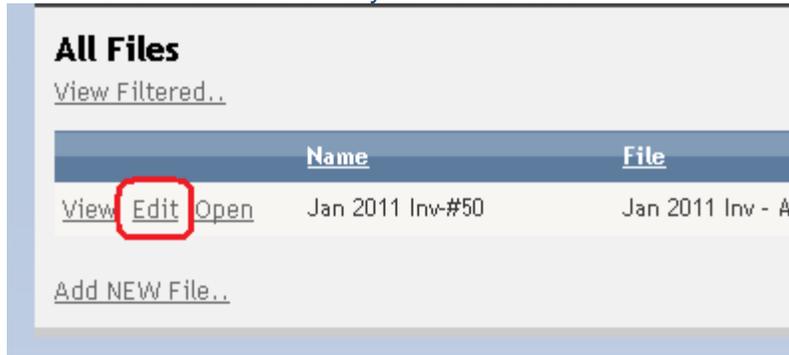
Once a Template file has been loaded into the COMMLOG Virtual Manager Log, you may wish to update that file occasionally.

Below are instructions on how to update the Template file with a revised file from your computer.

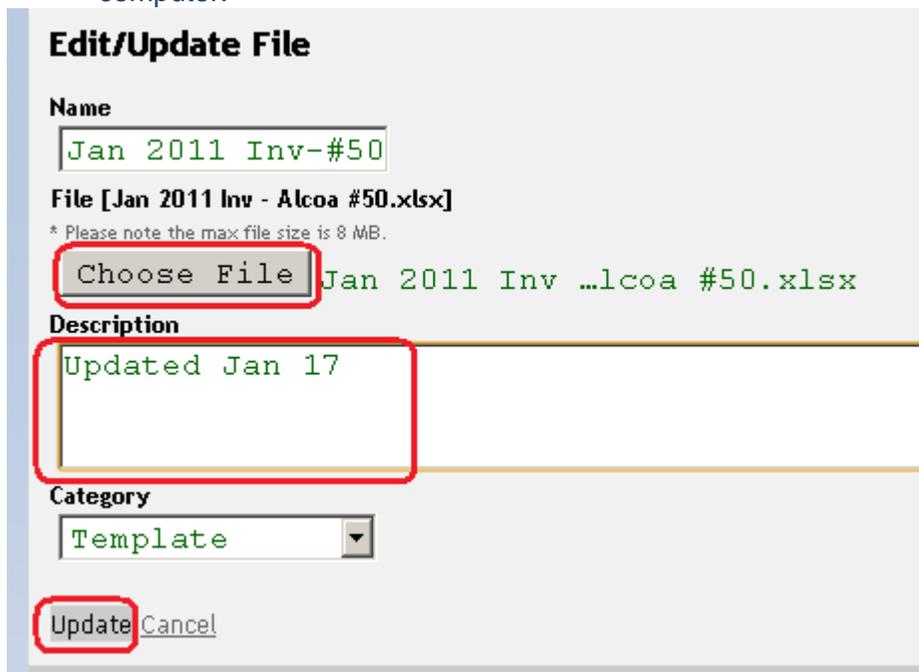
1. Open the file on your computer. Enter the changes in that file. When complete, save and close the file on your computer.
2. Log into the COMMLOG Virtual Manager Log at www.virtualmanagerlog.com
3. Click on **Docs & Files** at the right side



4. Click **Edit** for the file you wish to edit



5. Click **Choose File**, and locate the file that you have updated on your computer.
6. Enter a detailed **Description** for this file. This will eliminate any confusion you may have when searching for a specific file.
7. Click **Update**. The COMMLOG Virtual Manager Log has been updated with the most recent file from your computer.

A screenshot of the 'Edit/Update File' form. It contains several fields and buttons:

- Name**: A text input field containing 'Jan 2011 Inv-#50'.
- File [Jan 2011 Inv - Alcoa #50.xlsx]**: A section with a note '* Please note the max file size is 8 MB.' and a 'Choose File' button. The file name 'Jan 2011 Inv ...lcoa #50.xlsx' is displayed next to the button.
- Description**: A text input field containing 'Updated Jan 17'.
- Category**: A dropdown menu with 'Template' selected.
- At the bottom, there are 'Update' and 'Cancel' buttons. The 'Update' button is highlighted with a red rectangular box.