

HOW TO – INTRODUCTION TO THE COMMLOG VIRTUAL MANAGER LOG

The COMMLOG Virtual Manager Log is intuitive and easy-to-use. Following is some basic information on entering notes into the product.

1. Log into www.virtualmanagerlog.com



Welcome to COMMLOG Virt

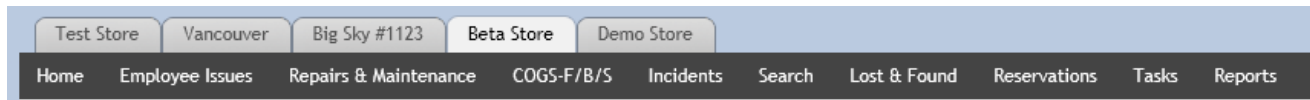
User Name
YourUserName

Password
.....

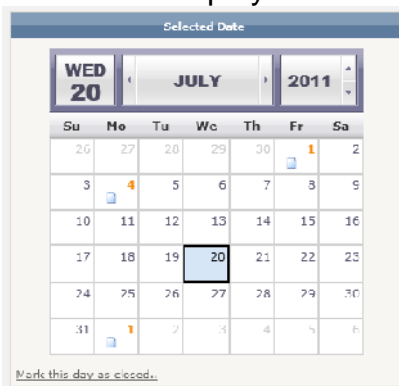
Log In

2. The Home screen has several parts:

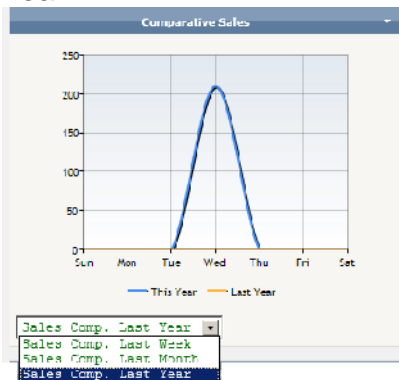
- a. **Navigation bar** – tabs for all locations you have access to are displayed at the top. Black bar links to additional features.



- b. **Selected Date** – this is your navigation to past and future days. The default is today's date, and is highlighted. To move to a previous day's notes, click on that date. The VML for that date will be displayed.



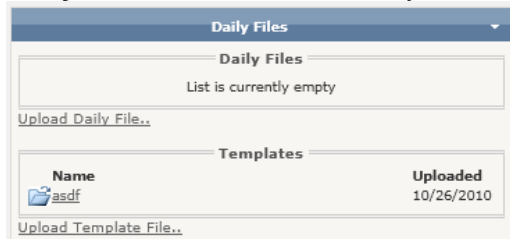
- c. **Comparative Sales** – graphically compares your sales vs Last Week, Last Month, and Last Year



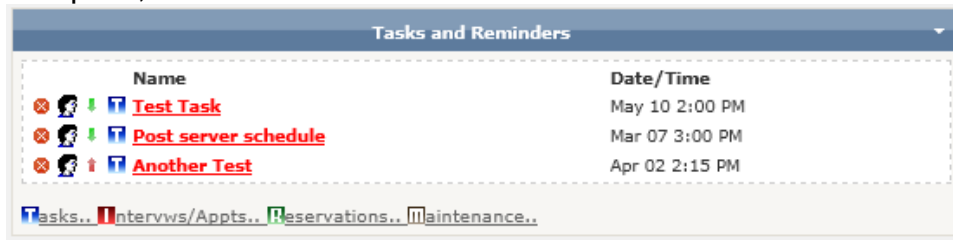
- d. **Local Weather** – automatically displays your current and future weather forecast based on your Postal Code (update at Store Administration>Store Maintenance>Edit)



- e. **Daily Files** – store commonly used files in one easy-to-access location



- f. **Tasks and Reminders** – schedule Tasks, Interviews and Appointments, Reservations and Banquets, Maintenance



- g. **Shift Notes** – All notes are displayed here. Add managers to the **Daily Sign-Off** section (First step: Store Administration>User Maintenance>Add New User Second Step: Store Administration>Staff Maintenance>Add New Staff)



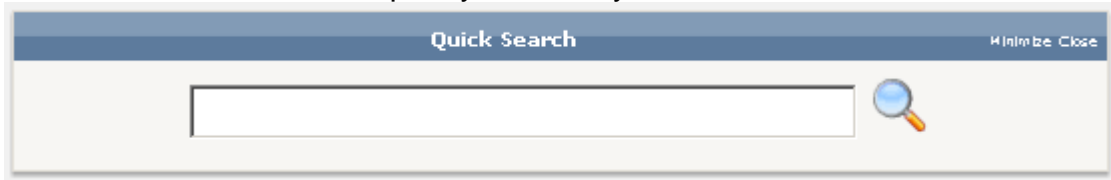
- h. **Sales and Labor Scorecard** – Customize this section (Store Administration>Sales/Labor Item Maintenance> Add New). Enter your sales and labor information, click Update to save.

The screenshot shows the 'Sales and Labor Scorecard' table with a blue header. The table has columns for 'Day Shift', 'Night Shift', and 'Total'. The data is as follows:

	Day Shift	Night Shift	Total
Food	10.00	5.00	\$20.00
Alcohol	40.00	45.00	\$205.00
Sales total	\$50.00	\$125.00	\$200.00
Labor			
BOH \$	2.00 6.7%	3.00 7.5%	\$5.00
FCH \$	4.00 2.2%	5.00 5.3%	\$5.00
Labor total	\$6.00	\$7.50	\$10.50
Guest Count	0	0	0
PPA	\$0.00	\$0.00	\$0.00
WTD Sales	\$50.00	\$115.00	\$210.00
MTD Sales	\$95.00	\$115.00	\$210.00
YTD Sales	\$2,254.00	\$1,076.00	\$3,330.00

At the bottom, there is an 'Update' button and a link 'Edit Sales / Labor Items..'

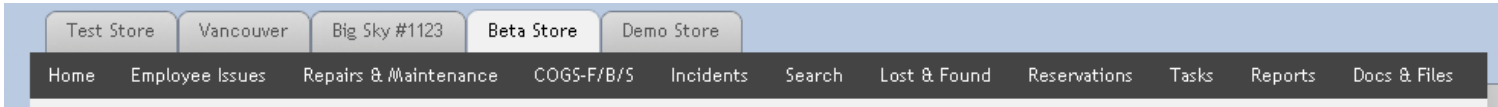
- i. **Quick Search** –find notes quickly and easily.



- j. **Store Administration** – at bottom of the screen, this link to the administration page is where you can manage users, staff, store information, and more

[Home](#) • [Store Administration](#) • [Change Store](#)

3. **Navigation Bar** – additional features. Click on any link in the black Navigation Bar to go to that feature.



When you need to leave specific, detailed information (more detailed than in the Shift Notes feature, consider leaving your note in one of the Navigation Bar features – Employee Issues, Repair & Maintenance, COGS-F/B/S, Incidents, Lost & Found, etc. All additional features function similarly.

For example, the New Employee Issue feature asks pertinent, relevant questions, allowing the user to gather complete information, and fully document the issue. Click Accept to save the note.

New Employee Issue

Choose Employee
[- Choose Employee -] [Add Employee...](#)

Date of Incident
[]

Issue
[- Choose Issue -] [Add Issue...](#)

Issue Description
[]

Action Taken
[- Choose Action Taken -]

Date of Action Taken
[]

Employee Feedback
[]

[Accept](#) [Cancel](#)