Wed **4** July

Independe

JULY
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY EVENTS
Choose 2 different daily events. Daily events are rotating notations appearing at the top of the page. Choose two of the following:
QUOTE   TODAY IN HISTORY
GUEST SERVICE TIP   FOOD SAFETY TIP

TODAY IN HISTORY
1966 LBJ signs Freedom of Information Act

QUOTE
A person reveals his character by nothing so clearly as the joke he resents.
G.C. Lichtenberg

TRACKING 1 _____   TRACKING 2 _____   TRACKING 3 _____
TRACKING 4 _____   TRACKING 5 _____   TRACKING 6 _____
TRACKING 7 _____   TRACKING 8 _____   TRACKING 9 _____
TRACKING 10 _____   TRACKING 11 _____   TRACKING 12 _____
TRACKING 13 _____   TRACKING 14 _____   TRACKING 15 _____

	HEADER TITLE 1	HEADER TITLE 2
TRACKING TITLE 1		
TRACKING TITLE 2		
TRACKING TITLE 3		

TITLE #1
EXPLANATION #1

Initials [ ] [ ] [ ] [ ]

PRIMARY SALES AND LABOR TRACKING TITLES
Enter up to 15 different tracking titles. Use this to track sales, labor, guest counts, shift manager names, and more. Simply type the title into the appropriate box. Simply enter the titles in the boxes

TRACKING TITLE SUGGESTIONS
AM SALES
PM MANAGER
DEPOSIT
GUEST COUNT

SECONDARY SALES AND LABOR TRACKING TITLES
Enter up to **3** different **Tracking Titles** and up to **2 Header Titles**. Secondary tracking has extra space for writing short notes or additional information. Use this to track sales, labor, guest counts, shift manager names, and more. Simply enter the titles in the grey shaded boxes.

TRACKING TITLE SUGGESTIONS
COOK TIMES
MANAGER
SHIFT SYNOPSIS
TOTAL GUESTS
TOTAL SALES
WEATHER
NONE

HEADER TITLE SUGGESTIONS
AM
BREAKFAST
DINNER
LATE NIGHT
LUNCH
PM
SHIFT #1
SHIFT #2

TITLE #2
EXPLANATION #2

Initials [ ] [ ] [ ] [ ] [ ]

CATEGORY TITLES AND DESCRIPTIONS
Enter up to 24 characters for the Title, and up to 40 characters for the Explanation. The more detailed the information you enter in the Explanation field, the better your managers will be at leaving appropriate notes.

TITLE SUGGESTIONS
EMPLOYEE ISSUES
REPAIR & MAINTENANCE
SHIFT NOTES
ORDERING

EXPLANATION SUGGESTIONS
Positive or Negative Performance Issues, etc.
Repairs, Scheduled Maintenance, Parts Ordered, etc
Shift Highlights, Shift Overview, etc
To Be Placed, To Be Delivered, etc

TITLE #3
EXPLANATION #3

Initials [ ] [ ] [ ] [ ] [ ]

LEFT PAGE

TITLE #4
EXPLANATION #4

CATEGORY TITLES AND EXPLANATIONS
Enter up to 24 characters for each **Title**, and up to 40 characters for each **Explanation**. The more detailed the information you enter in the Explanation field, the better your managers will be at leaving appropriate notes.

TITLE SUGGESTIONS
EMPLOYEE ISSUES
REPAIR & MAINTENANCE
SHIFT NOTES

EXPLANATION SUGGESTIONS
Positive or Negative Performance Issues, etc.
Repairs, Scheduled Maintenance, Parts Ordered, etc
Shift Highlights, Shift Overview, etc

Initials

TITLE #5
EXPLANATION #5

Initials

TITLE #6
EXPLANATION #6

Initials

TITLE #7
EXPLANATION #7

When you are ready to complete the online form, navigate to
http://www.commlog.com/CL/Custom/managerlogcustom.htm

RIGHT PAGE

DAILY EVENTS

Choose up to 2 different Daily Events. Daily events are rotating notations appearing at the top of the page.

NOTE: Choosing "None" will result in that daily event NOT appearing on the page

Choose up to two of the following:

TODAY IN HISTORY   FOOD SAFETY TIP   NONE

QUOTE   GUEST SERVICE TIP

PRIMARY SALES AND LABOR TRACKING TITLES

Enter up to 15 Primary Tracking titles into the red outlined boxes. Use this to track sales, labor, guest counts,

shift manager names, and more. Each title is limited to no more than 11 characters. Simply type the title into the appropriate box.

NOTE: There is no spell check for this feature. Your sample and your printed log will display exactly the information

you enter. Be sure to enter your data correctly, using appropriate punctuation.

NOTE: Leaving the title unchanged (for example, not altering the "TRACKING 1" text in the first box), OR deleting the

text completely from the data entry box in this section will result in that specific title and corresponding line to

the right of the title not appearing on your sample or on the printed log.

NOTE: All text entered will automatically be converted to capital letters

NOTE: Each title is limited to 11 characters or less, including spaces and punctuation

Tracking 1 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜   Tracking 2 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜   Tracking 3 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜

Tracking 4 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜   Tracking 5 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜   Tracking 6 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜

Tracking 7 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜   Tracking 8 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜   Tracking 9 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜

Tracking 10 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜   Tracking 11 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜   Tracking 12 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜

Tracking 13 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜   Tracking 14 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜   Tracking 15 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜

SECONDARY SALES AND LABOR TRACKING TITLES

Enter up to 2 Header Titles and up to 3 Tracking Titles

NOTE: There is no spell check for this feature. Your sample and your printed log will display exactly the information

you enter. Be sure to enter your data correctly, using appropriate punctuation.

NOTE: All text entered will automatically be converted to capital letters

NOTE: Header Titles are limited to 12 characters or less, including spaces and punctuation

Header Title 1 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜   Header Title 2 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜

NOTE: Tracking Titles are limited to 16 characters or less, including spaces and punctuation. Tracking titles can be more than

one word, however, words more than 8 characters long will wrap to the next line.

Tracking 1 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜

Tracking 2 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜

Tracking 3 ⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜⬜

CATEGORY TITLES AND EXPLANATIONS

The more detailed the information you enter in the Explanation field, the better your managers will be at leaving appropriate notes.

NOTE: *There is no spell check for this feature. Your sample and your printed log will display exactly the information you enter. Be sure to enter your data correctly, using appropriate punctuation.*

NOTE: *You must enter information in each of the Title and each of the Explanation fields. None can be left empty.*

NOTE: *Titles are limited to 24 characters or less, including spaces and punctuation.*

For Titles, all text entered will automatically be converted to capital letters.

NOTE: *Explanations are limited to 40 characters or less, including spaces and punctuation.*

For Explanations, the first letter of each word will automatically be captilazied.

Title #1

Explanation #1

Title #2

Explanation #2

Title #3

Explanation #3

Title #4

Explanation #4

Title #5

Explanation #5

Title #6

Explanation #6

Title #7

Explanation #7