

Wed **4** July

Independence Day

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

F	S
1	2
8	9
15	16
22	23
29	30

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
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	

TODAY IN HISTORY

1966 LBJ signs Freedom of Information Act

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 _____

HEADER TITLE 1 _____ HEADER TITLE 2 _____

TRACKING TITLE 1 _____

TRACKING TITLE 2 _____

TITLE #1
EXPLANATION #1

Initials

SECONDARY SALES AND LABOR TRACKING TITLES

Enter up to 2 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.

PRIMARY SALES AND LABOR TRACKING TITLES

Enter up to 12 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

- 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

Initials

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
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 #5
EXPLANATION #5

Initials

TITLE #6
EXPLANATION #6

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

YOU MAY FIND IT HELPFUL TO USE THIS WORKSHEET IN ASSEMBLING YOUR NEEDS PRIOR TO COMPLETING THE ONLINE FORM

When you are ready to complete the online form, navigate to

<http://www.commlog.com/CL/Custom/managerlogcustom.htm>

NOTE: The custom log feature does not include a spell. Your sample and your printed log will display exactly the information you enter. Be sure to enter your data correctly, using appropriate punctuation.

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 **12 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 enter the title into the appropriate box.

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	<input type="text"/>	Tracking 2	<input type="text"/>	Tracking 3	<input type="text"/>
Tracking 4	<input type="text"/>	Tracking 5	<input type="text"/>	Tracking 6	<input type="text"/>
Tracking 7	<input type="text"/>	Tracking 8	<input type="text"/>	Tracking 9	<input type="text"/>
Tracking 10	<input type="text"/>	Tracking 11	<input type="text"/>	Tracking 12	<input type="text"/>

SECONDARY SALES AND LABOR TRACKING TITLES

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

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

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: 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