

HOW TO FIND YOUR RESTAURANT ID

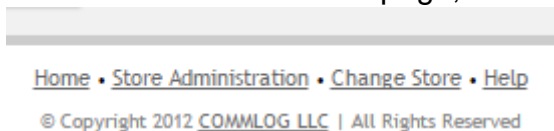
Your employees will need this number during the self-registration process

1. Log into the COMMLOG Manager Log at <http://vml.commlog.com>

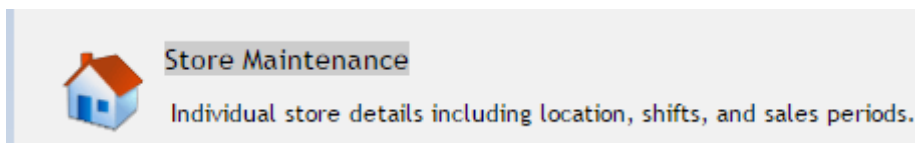


The screenshot shows a web browser window with the address bar displaying "vml.commlog.com". The page content includes a header "Welcome to COMMLOG Virtual Toolbox". Below this is a login form with the following fields: "User Name" (with a text input field containing "User Name"), "Password" (with a text input field containing seven dots), and "Choose Tool" (with a dropdown menu showing "Virtual Manager Log"). There is a "Log In" button and a link for "Forgot your password?". The COMMLOG logo is visible on the right side of the page.

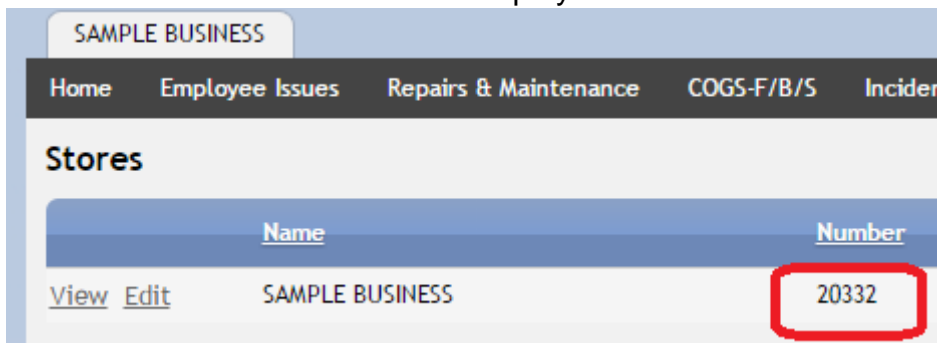
2. Scroll to the bottom of the page, click **Store Administration**



3. Click **Store Maintenance**



4. Your **Restaurant ID Number** is displayed here



The screenshot shows a table with the following structure:

SAMPLE BUSINESS	
Home Employee Issues Repairs & Maintenance COGS-F/B/S Inciden	
Stores	
Name	Number
View Edit SAMPLE BUSINESS	20332

The number "20332" is highlighted with a red box.

5. Download the printable instructions for your staff to self-register at <http://www.virtoolbox.com/wp-content/uploads/2016/02/Online-Scheduling-Employee-Self-Registration-Instructions.pdf>