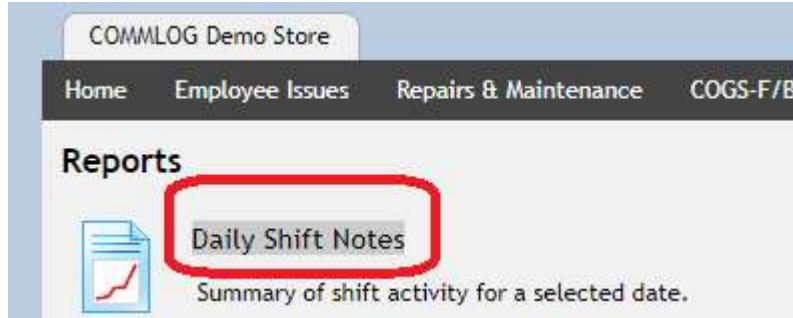


HOW TO – RETRIEVE PREVIOUS DAYS OVERNIGHT REPORTS

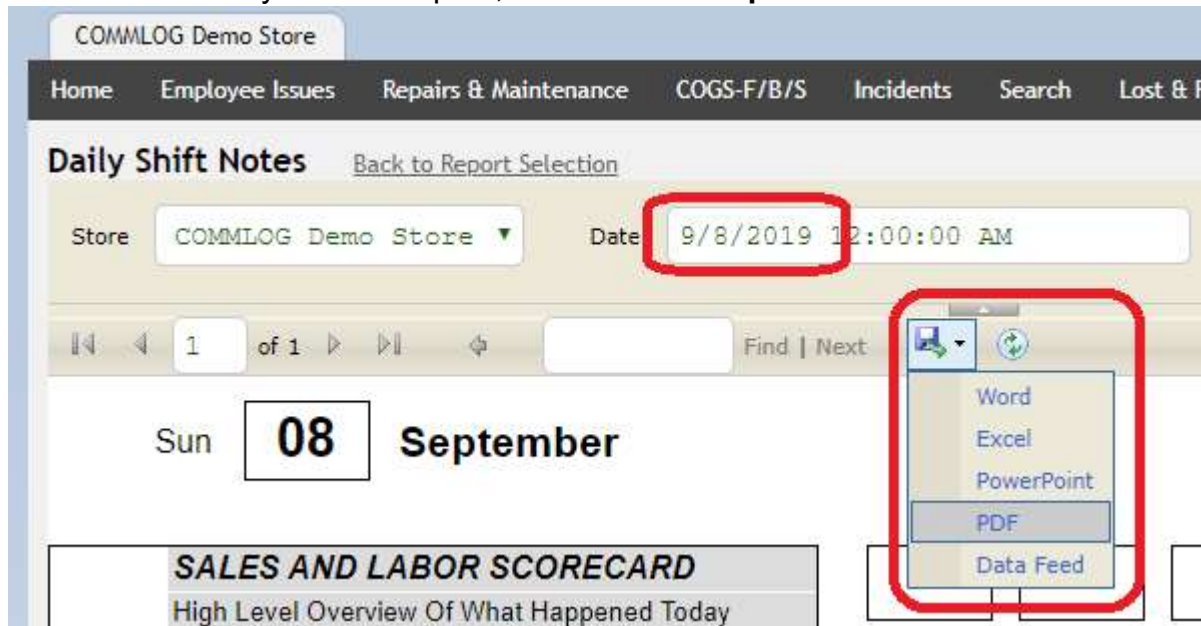
1. Log into the COMMLOG Virtual Manager Log at <https://vml.schedule101.com>
2. Click **Reports**



3. Click **Daily Shift Notes**



4. Enter the **Date** you want to print, then click the **Export** button. Choose **PDF**.



6. Your browser will display the download. Click on the download to open or save the file.
7. Repeat the process for every day you want to retrieve.