

HOW TO: UPLOAD YOUR LINE CHECK ITEMS VIA THE IMPORT FEATURE

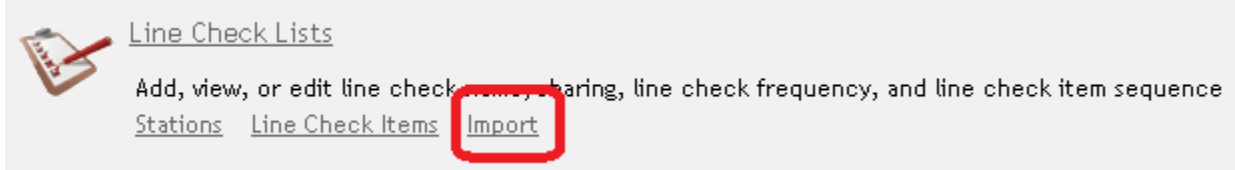
Note: Users will need Excel loaded on their computer to take advantage of this feature

1. Log onto Virtual Manager Log at www.virtualmanagerlog.com

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

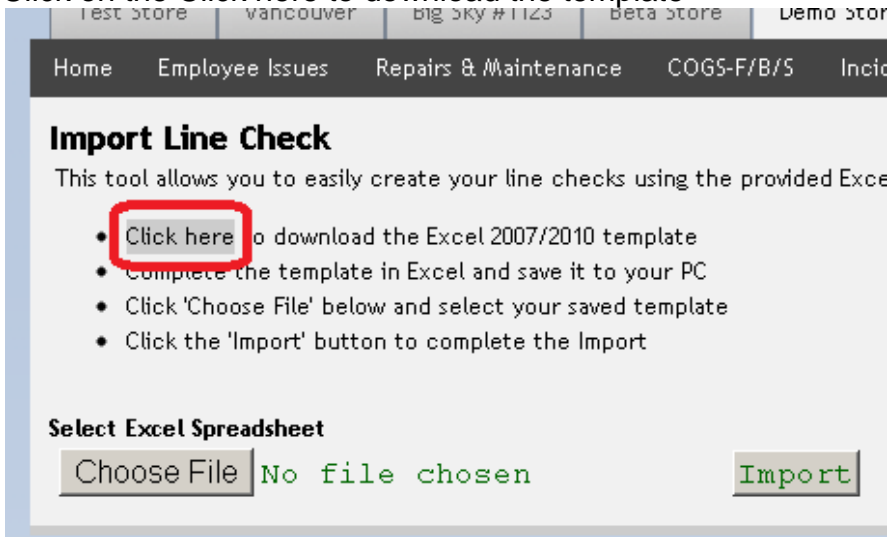
[Home](#) [Store Administration](#) [Change Store](#)

3. Under **Line Check Lists**, choose **Import**



The screenshot shows a navigation menu for 'Line Check Lists'. It includes a clipboard icon, the title 'Line Check Lists', and a description: 'Add, view, or edit line check items, sharing, line check frequency, and line check item sequence'. Below the description are three links: 'Stations', 'Line Check Items', and 'Import'. The 'Import' link is circled in red.

4. Click on the [Click here to download the template](#)



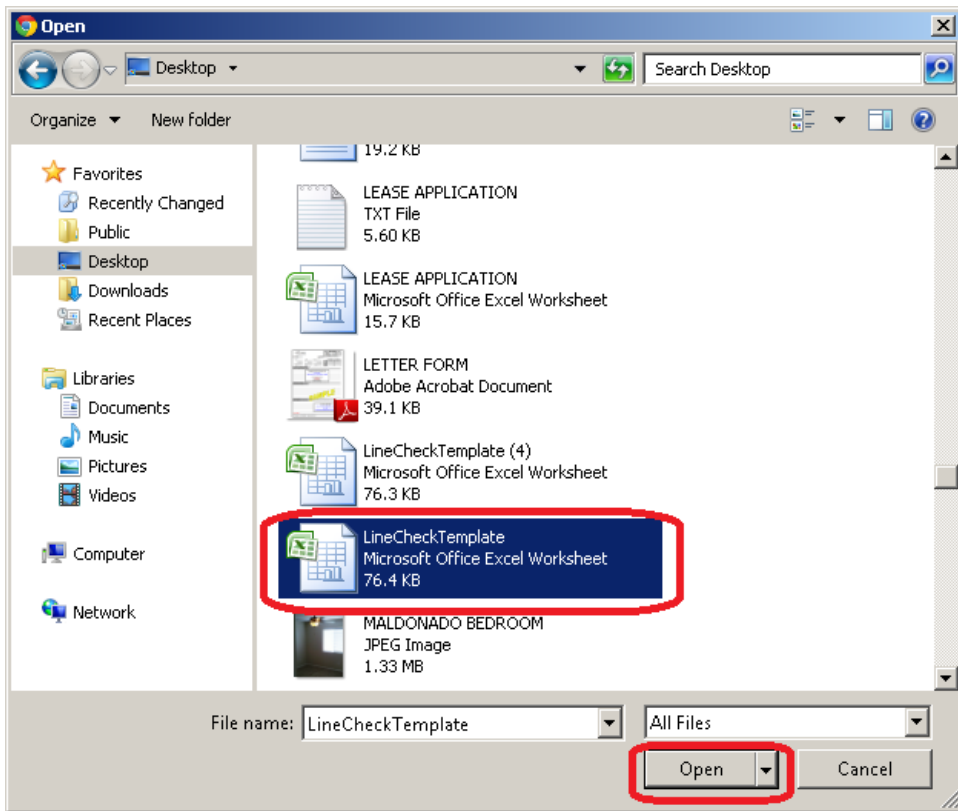
The screenshot shows the 'Import Line Check' page. It has a navigation bar with links: Home, Employee Issues, Repairs & Maintenance, COGS-F/B/S, and Incidents. The main heading is 'Import Line Check'. Below it is a description: 'This tool allows you to easily create your line checks using the provided Excel spreadsheet template.' A bulleted list of instructions is shown, with the first item 'Click here to download the Excel 2007/2010 template' circled in red. Below the list is a section titled 'Select Excel Spreadsheet' with a 'Choose File' button, the text 'No file chosen', and an 'Import' button.

5. Make note of where you save the template on your computer. Open the template. The first tab has instructions. Follow instructions to:

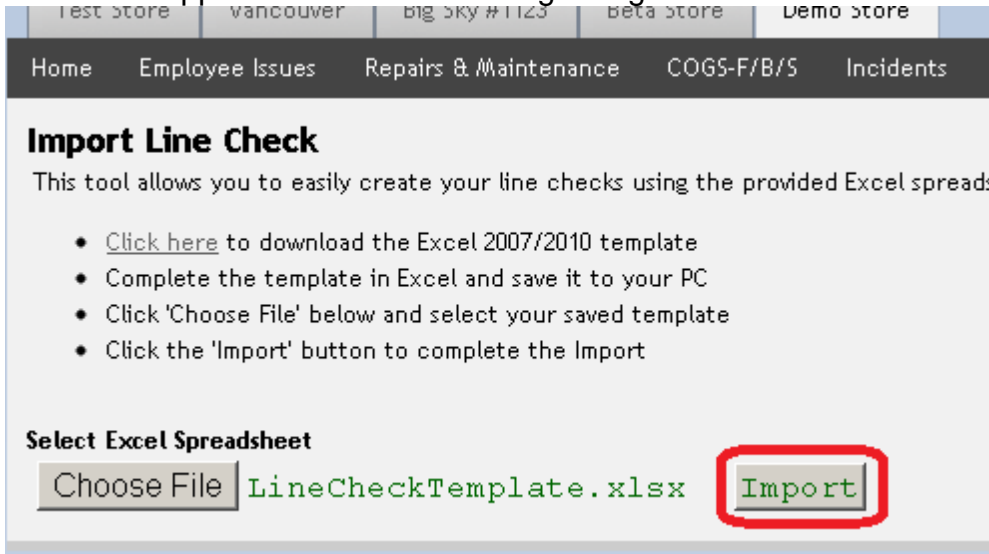
- Give your line checks specific names
- Add the station names
- Add the individual line check items.

DO NOT DELETE ANY CELLS, ROWS, OR COLUMNS. Doing so will corrupt the file and it will not load.

6. When completed, save your worksheet. Return to the Virtual Manager Log and navigate back to the Import feature. Click **Choose File**, choose the template on your computer and click Open. click Import.



7. In the Virtual Manager Log, click **Import**. When the import is complete, your items, stations, and line checks will appear in the Virtual Manager Log.



Note that every import creates a new set of line checks. If uploading an updated line check, first delete the old line check to avoid duplication and confusion.

HOW TO: DELETE AN OLD LINE CHECK

1. Log onto Virtual Manager Log at www.virtualmanagerlog.com
2. Scroll to bottom of page, click on **Store Administration**

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



[Line Check Lists](#)

Add, view, or edit line check name, sharing, line check frequency, and line check item sequence

[Stations](#) | [Line Check Items](#) | [Import](#)