HOW TO: UPLOAD YOUR LINE CHECK ITEMS VIA THE IMPORT FEATURE
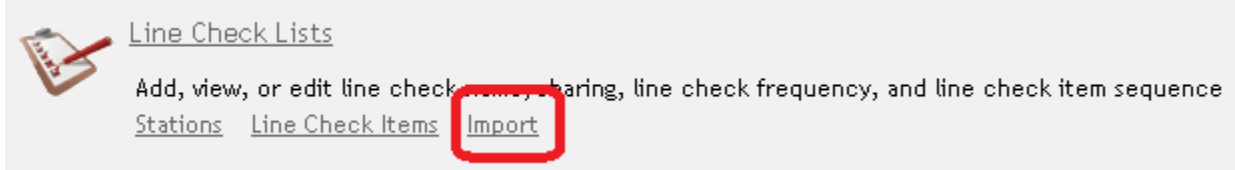*Note: Users will need Excel loaded on their computer to take advantage of this feature*

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

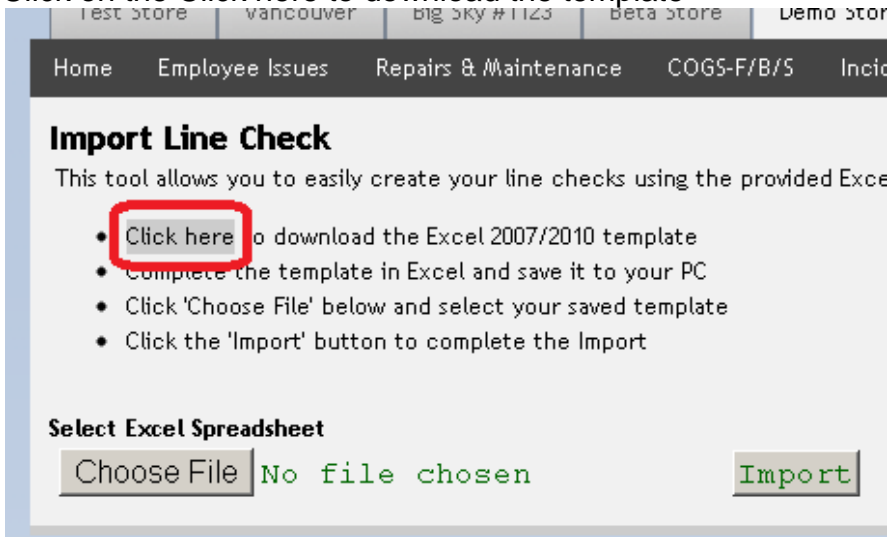2. Scroll to bottom of page, click on **Store Administration**

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

4. Click on the Click here to download the template

5. Make note of where you save the template on your computer. Open the template. The first tab has instructions. Follow instructions to:
   a. Give your line checks specific names
   b. Add the station names
   c. 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.
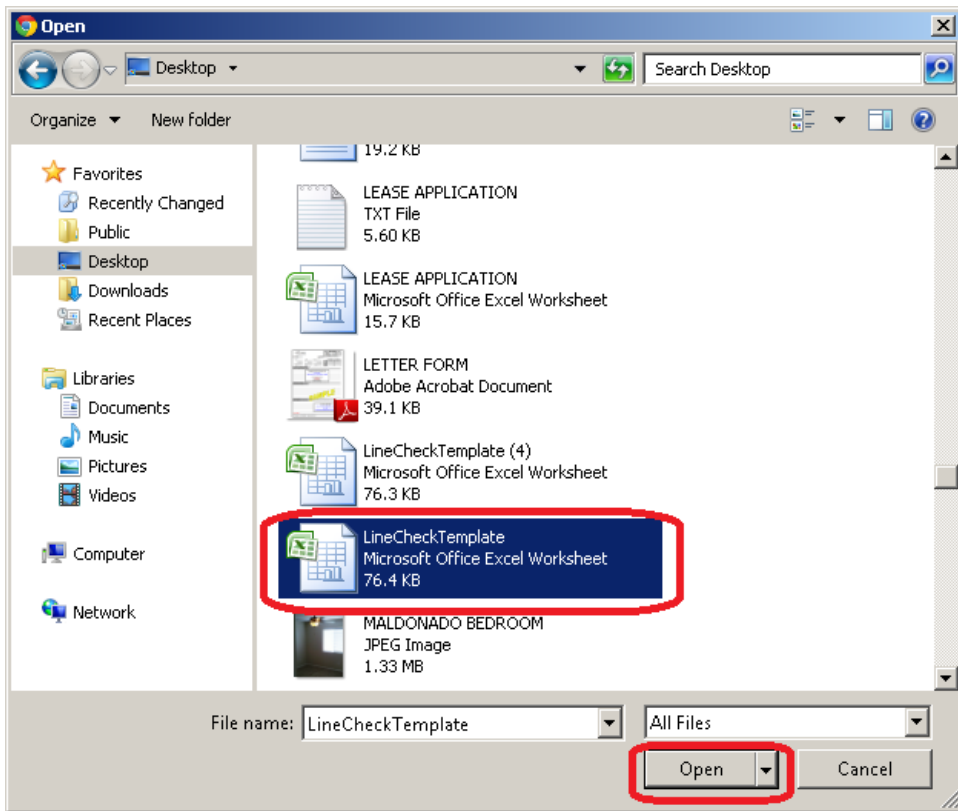
7. In the Virtual Manager Log, click **Import**. When the import is complete, your items, stations, and line checks will appear in the Virtual Manager Log.
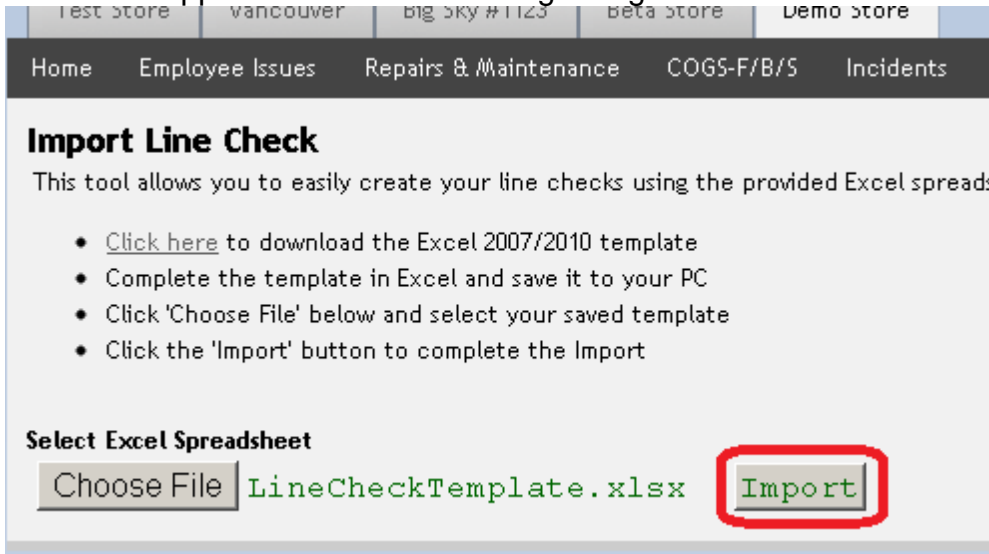
Note that every import creates a new set of line checks. If uploading an updated line check, first delete the old line check to avoid duplication and confusion.

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