# HOW TO: DELETE A LINE CHECK THAT IS NO LONGER NEEDED

Note that whenever the Import Line Check Template feature is used, the new Line Checks that are imported will exist along with any previously created line checks. You may want to delete a line check for various reasons, including you are ready to load a new line check and will no longer need the 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

3. Click on **Line Check Lists**
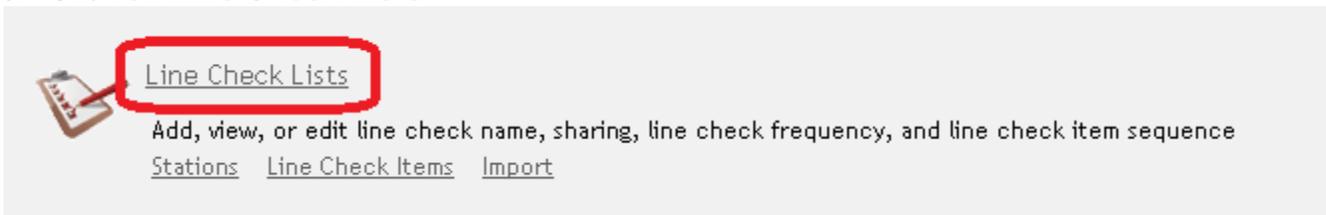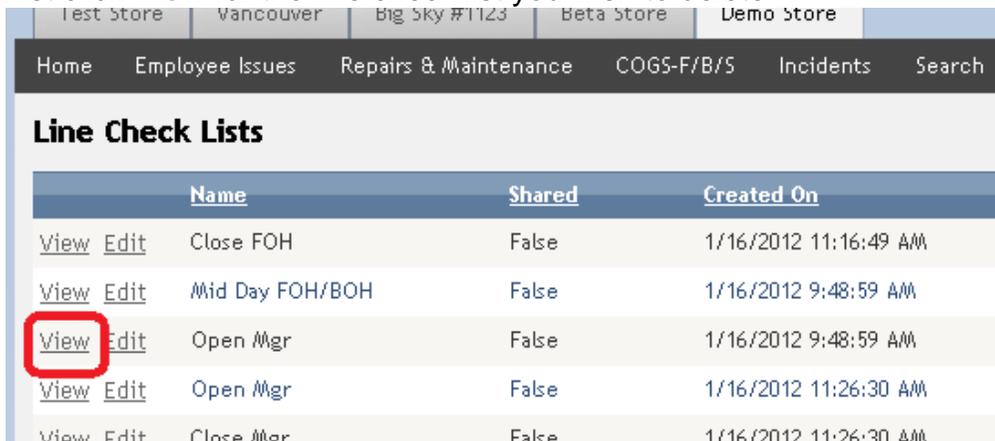
   Line Check Lists

   Add, view, or edit line check name, sharing, line check frequency, and line check item sequence
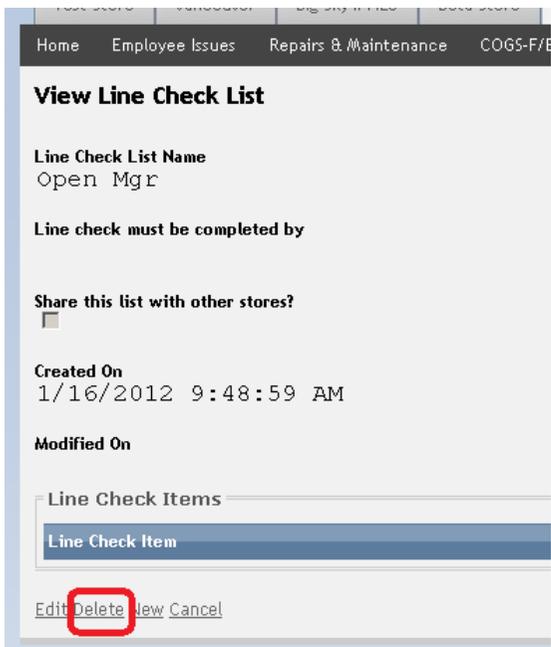   Stations   Line Check Items   Import

4. All of your line checks are displayed. In the example below, two Open Mgr line checks are displayed. The date and time these line checks were created is displayed in the column at right. In this example, we will delete the Open Mgr line check list created on 1/16 at 9:48am. To do this, first click **View** for the line check list you wish to delete.

Test Store	Vancouver	Big Sky #1123	Beta Store	Demo Store

Home	Employee Issues	Repairs & Maintenance	COGS-F/B/S	Incidents	Search

   Line Check Lists

	Name	Shared	Created On
View Edit	Close FOH	False	1/16/2012 11:16:49 AM
View Edit	Mid Day FOH/BOH	False	1/16/2012 9:48:59 AM
View Edit	Open Mgr	False	1/16/2012 9:48:59 AM
View Edit	Open Mgr	False	1/16/2012 11:26:30 AM
View Edit	Close Mgr	False	1/16/2012 11:26:30 AM

5. Click on **Delete** at the bottom of the form.
   NOTE: This action cannot be reversed. Be sure that you have chosen the correct line check list before completing this action.

Home   Employee Issues   Repairs & Maintenance   COGS-F/E

View Line Check List

Line Check List Name
Open Mgr

Line check must be completed by

Share this list with other stores?
☐

Created On
1/16/2012 9:48:59 AM

Modified On

┌ **Line Check Items** ─────────────
│ **Line Check Item**
└────────────────────────────────

Edit Delete New Cancel

6. A confirmation screen will appear. Choose **Yes**.

The page at vml.commlog.com says:

Are you sure you want to delete this item?

OK   Cancel

7. The Line Check List has now been deleted.