

HOW TO: MANUALLY ADD, UPDATE, OR DELETE A LINE CHECK ITEM

In addition to the option to import your line check (See How To – Upload Your Line Check List Via The Import Feature), you can manually add items to your line checks.

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 Items** in the Line Check List section



[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. Click **Add NEW Line Check Item..**

The screenshot shows the 'Line Check Items' page in the Virtual Manager Log system. At the top, there are navigation links: Home, Employee Issues, Repairs & Maintenance, and COGS-F/B. Below this is the 'Line Check Items' title. A table lists items with columns for 'Item Name' and 'Station'. One item is visible: 'Flap Steak 4oz' with station 'BRO'. At the bottom of the page, there are two buttons: 'Add NEW Line Check Item..' and 'Add NEW Station..'. The 'Add NEW Line Check Item..' button is highlighted with a red box.

5. Enter all information. You can assign this line check item to one or multiple line checks. Note that the only required field is Item Name – all other fields are optional. If the station you need to assign this item to has not yet been created, you may click the Add Station link to the right of the Station section. This will take you to the Add Station feature, but all data entered will not be saved. The Add Line Checklist link will work the same way. Click **Accept** when finished.

Test store | Vancouver | Big Sky #1123 | Beta store | Dem

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

New Line Check Item

Item Name

Station
 Add Station..
 - Not Selected -
 BROIL
 FRY

Quality Identifiers

Storage Procedures

Shelf Life

Check Temperature?

Assign Item to Line Check List(s)
 Close FOH
 Mid Day FOH/BOH
 Open Mgr
 Add Line Check List..

6. Your new line check item is now displayed.

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

Line Check Items

	Item Name	Station	Shelf Life	Tem
View Edit	Flap Steak 4oz	BROIL	24 Hours	38 F
View Edit	Burger Buns	FRY	36 Hours	N/A

Add NEW Line Check Item.. Add NEW Station..

7. To make changes, click the **Edit** link for the item you wish to change.

8. To delete a line check item, click **View**, click **Delete**.