HOW TO – SALES AND LABOR SCORECARD

1. Log into www.virtualmanagerlog.com

2. Scroll to the bottom of the page and click Store Administration

   Home ▪ Store Administration ▪ Change Store

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3. Click Sales / Labor Item Maintenance
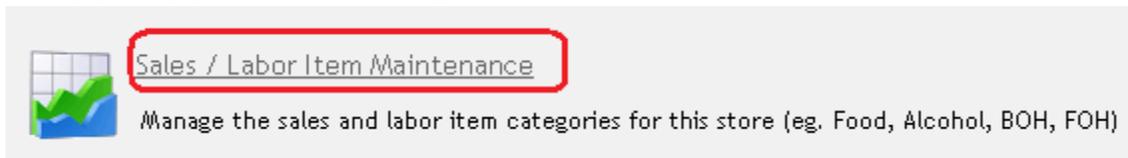
   Sales / Labor Item Maintenance

   Manage the sales and labor item categories for this store (eg. Food, Alcohol, BOH, FOH)

4. To add a new Sales item, click Add NEW Sales Item..
   NOTE: Complete all sales items prior to entering labor items.

   Sales / Labor Items

	Type	Name
View Edit	Labor	BOH
View Edit	Labor	FOH
View Edit	Labor	Misc
View Edit	Sales	Comps
View Edit	Sales	Alcohol
View Edit	Sales	Beer
View Edit	Sales	Promotional

   Add NEW Sales Item..   Add NEW Labor Item..

5. For New Sales Item, enter the Name of that Sales item. Enter the Sequence (the order that it will appear on the Sales section). Choose Operation to identify whether this item is automatically added or subtracted to total sales. Click Accept when finished.

New Sales Item

Name

Food Sales

Sequence

1

Operation

Add

Accept Cancel

6. To add a new Labor item, click Add NEW Labor Item..
   Enter the Name of that Labor item. Enter the Sequence (the order that it will appear on the Labor section).
   Choose Operation to identify whether this item is automatically added or subtracted to total labor. Choose
   which Sales item(s) this labor item is divided into. Click Accept when finished.

New Labor Item

Name

BOH LABOR

Sequence

2

Operation

Add

Sales Items Included in %

☐ Promotional

☑ Beer

☑ Alcohol

☐ Food

☐ Non-Food

☐ Comps

Accept Cancel

7. To edit a current Sales or Labor item, click Edit
   Make your changes, click Accept when finished