
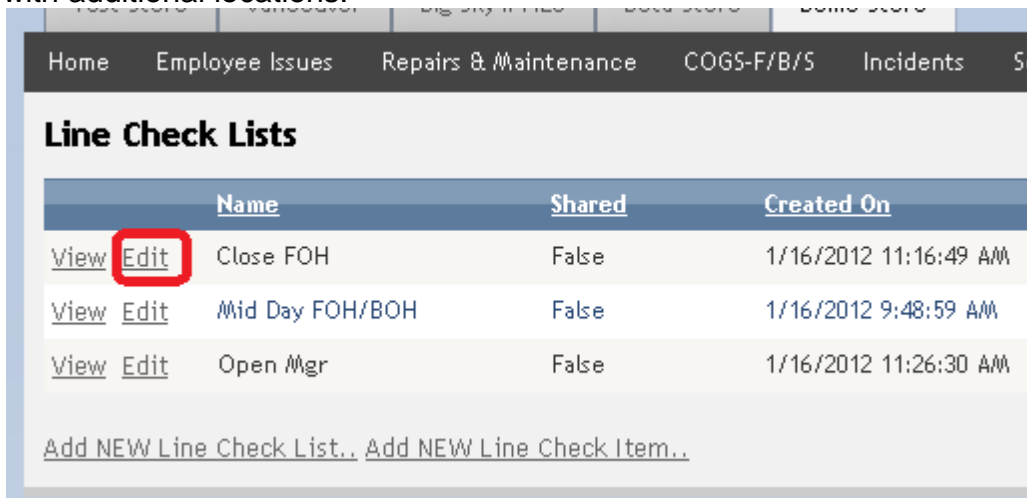


## HOW TO: SHARE A LINE CHECK WITH ADDITIONAL LOCATIONS

When a restaurant has multiple locations with the same menu, it may be helpful to only create and upload one line check list, then share this list with the other locations.

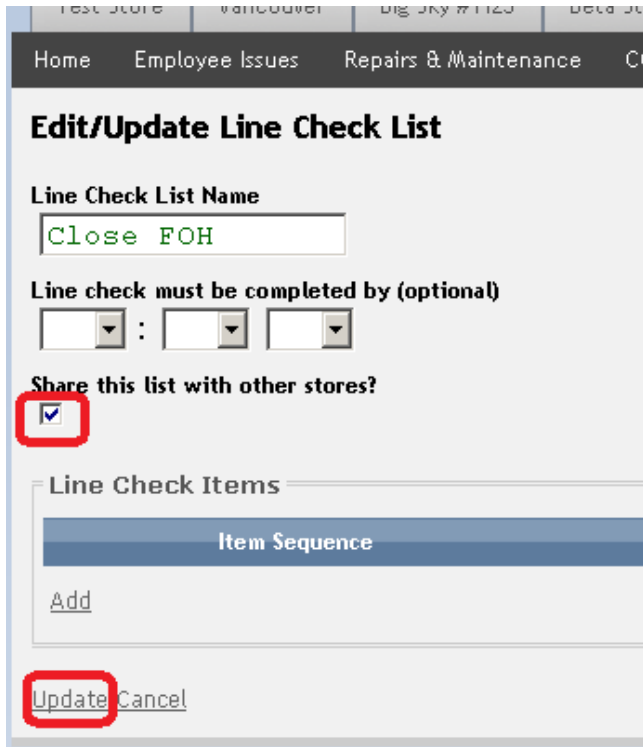
1. Log onto Virtual Manager Log at [www.virtualmanagerlog.com](http://www.virtualmanagerlog.com)
2. Scroll to bottom of page, click on **Store Administration**  

3. Upload the line check list using the import feature (see How To – Upload Your Line Check List Via The Import Feature)
4. Note that **False** is displayed in the **Shared** column. Click Edit for the line check list you wish to share with additional locations.



	Name	Shared	Created On
<a href="#">View</a> <a href="#">Edit</a>	Close FOH	False	1/16/2012 11:16:49 AM
<a href="#">View</a> <a href="#">Edit</a>	Mid Day FOH/BOH	False	1/16/2012 9:48:59 AM
<a href="#">View</a> <a href="#">Edit</a>	Open Mgr	False	1/16/2012 11:26:30 AM

[Add NEW Line Check List..](#) [Add NEW Line Check Item..](#)

5. Click on the checkbox for **Share this list with other stores?**, then click **Update**



Home Employee Issues Repairs & Maintenance CO

### Edit/Update Line Check List

Line Check List Name  
Close FOH

Line check must be completed by (optional)  
: :

Share this list with other stores?

Line Check Items

Item Sequence
Add

[Update](#) [Cancel](#)

6. Note that **True** is now displayed in the **Shared** column.

		Test Store	Vancouver	Big Sky #1123	Beta Store	Demo Store
<a href="#">Home</a> <a href="#">Employee Issues</a> <a href="#">Repairs &amp; Maintenance</a> <a href="#">COGS-F/B/S</a> <a href="#">Incidents</a> <a href="#">Search</a>						
<b>Line Check Lists</b>						
		Name	Shared	Created On		
<a href="#">View</a>	<a href="#">Edit</a>	Close FOH	True	1/16/2012 11:16:49 AM		
<a href="#">View</a>	<a href="#">Edit</a>	Mid Day FOH/BOH	False	1/16/2012 9:48:59 AM		
<a href="#">View</a>	<a href="#">Edit</a>	Open Mgr	False	1/16/2012 11:26:30 AM		
<a href="#">Add NEW Line Check List..</a> <a href="#">Add NEW Line Check Item..</a>						

7. In addition, other locations now have access to this line check. Note however, that they will NOT have the option to Edit this line check – this is to ensure consistency across all locations.

		Test Store	Vancouver	Big Sky #1123	Beta Store	Demo Store
<a href="#">Home</a> <a href="#">Employee Issues</a> <a href="#">Repairs &amp; Maintenance</a> <a href="#">COGS-F/B/S</a> <a href="#">Incidents</a> <a href="#">Search</a>						
<b>Line Check Lists</b>						
		Name	Shared	Created On		
<a href="#">View</a>		Close FOH	True	1/16/2012 11:16:49 AM		
<a href="#">Add NEW Line Check List..</a> <a href="#">Add NEW Line Check Item..</a>						