

1. Log onto Virtual Manager Log at [www.virtualmanagerlog.com](http://www.virtualmanagerlog.com)

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

[Home](#) **Store Administration** [Change Store](#)

3. Click on **Store Maintenance**



**Store Maintenance**

Individual store details including location, shifts, and sales periods.

4. Click on **Edit**

### Stores

	Name
<a href="#">View</a> <b>Edit</b>	Beta Store
<a href="#">View</a> <a href="#">Edit</a>	Big Sky #1123
<a href="#">View</a> <a href="#">Edit</a>	Test Store

[Add NEW Store..](#)

5. In the box for **1<sup>st</sup> Shift Name**, enter **Total**. Delete the text In the box for **2<sup>nd</sup> Shift Name**

**1st Shift Name**

Total

**2nd Shift Name (Optional)**

6. Scroll to the bottom of the page, click on **Update**

**Update** [Cancel](#)

7. Your changes will now be displayed in **Shift Notes** and in **Sales and Labor Scorecard**

### Shift Notes

**Total** Notes [Add..](#)

Empty No notes have been added to this shift

**Daily Sign-Off**

Steven Streif

[Update...](#)

### Sales and Labor Scorecard

**Shift Synopsis**



**Total**

Sales Total

\$0.00