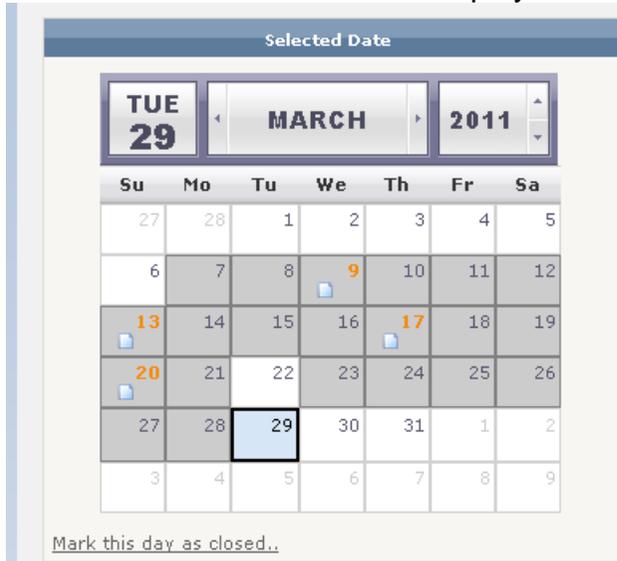
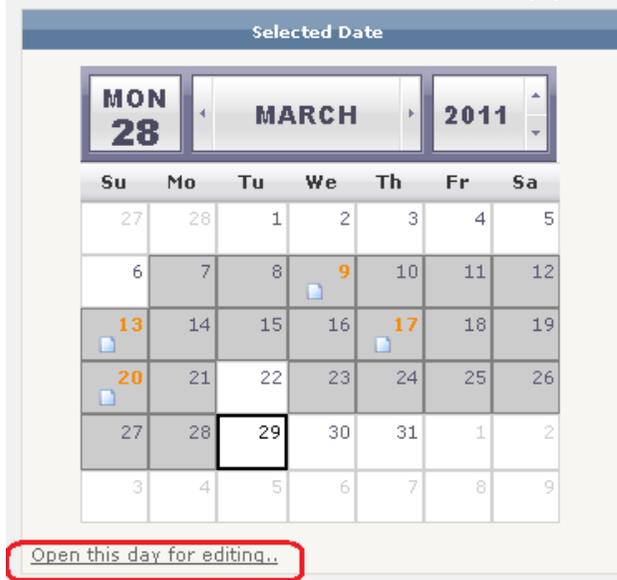


UPDATE SALES AND LABOR FOR A PREVIOUS DAY

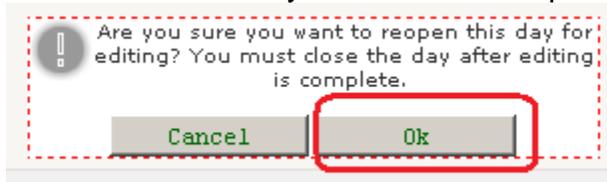
1. Log onto the Virtual Manager Log at www.virtualmanagerlog.com
2. The current calendar is displayed on the home page. Click on the day you wish to edit



3. The calendar will now reflect the day you selected. Click the link **Open this day for editing..**



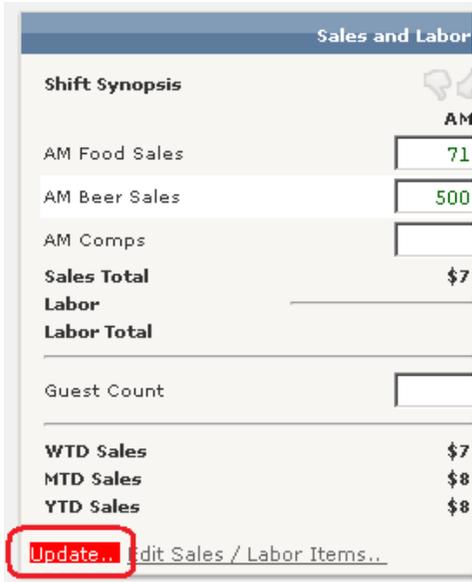
4. Confirm that you do want to reopen this day by clicking **OK**



5. Update the sales or labor tracking data that you wish to change by typing that information in the appropriate box.



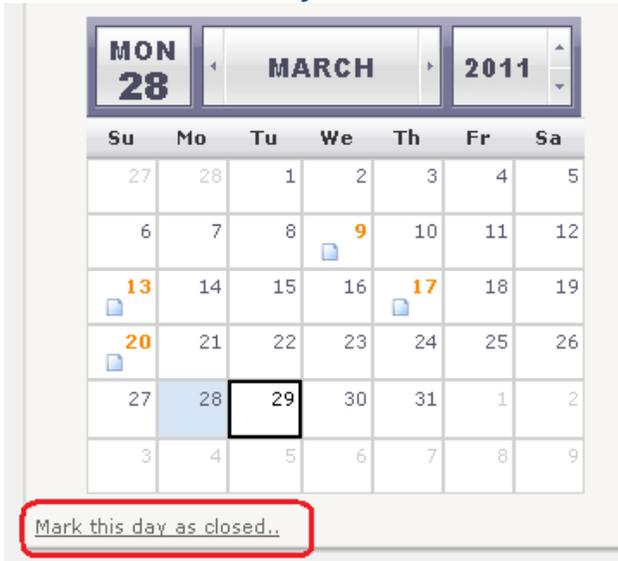
6. Click **Update** in the Sales and Labor Scorecard section.



The image shows a 'Sales and Labor' scorecard interface. It has a title bar 'Sales and Labor' and a 'Shift Synopsis' section with a help icon. Below this, there are input fields for 'AM Food Sales' (71), 'AM Beer Sales' (500), and 'AM Comps'. A 'Sales Total' is shown as \$7. There are also fields for 'Labor' and 'Labor Total'. At the bottom, there are summary statistics: 'WTD Sales' (\$7), 'MTD Sales' (\$8), and 'YTD Sales' (\$8). A red box highlights the 'Update...' button at the bottom left, which is next to the text 'Edit Sales / Labor Items...'.

Sales and Labor	
Shift Synopsis	
AM Food Sales	71
AM Beer Sales	500
AM Comps	
Sales Total	\$7
Labor	
Labor Total	
Guest Count	
WTD Sales	\$7
MTD Sales	\$8
YTD Sales	\$8
Update...	Edit Sales / Labor Items...

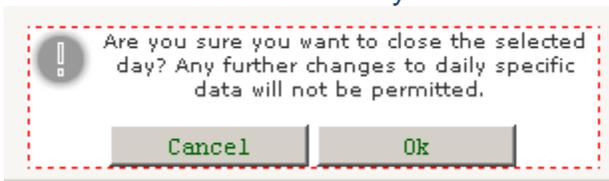
7. Click **Mark this day as closed ..** in the calendar section.



The image shows a calendar for March 2011. The current date is Monday, March 28. A red box highlights the 'Mark this day as closed..' button at the bottom left of the calendar interface.

MON 28			MARCH				2011	
Su	Mo	Tu	We	Th	Fr	Sa		
27	28	1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31	1	2		
3	4	5	6	7	8	9		
Mark this day as closed..								

8. Click **OK** to close this day



The image shows a confirmation dialog box with a red dashed border. It contains an exclamation mark icon and the text: 'Are you sure you want to close the selected day? Any further changes to daily specific data will not be permitted.' Below the text are two buttons: 'Cancel' and 'Ok'.

Are you sure you want to close the selected day? Any further changes to daily specific data will not be permitted.

Cancel Ok

9. Don't forget to return to today's current log date by clicking on that date on the calendar.