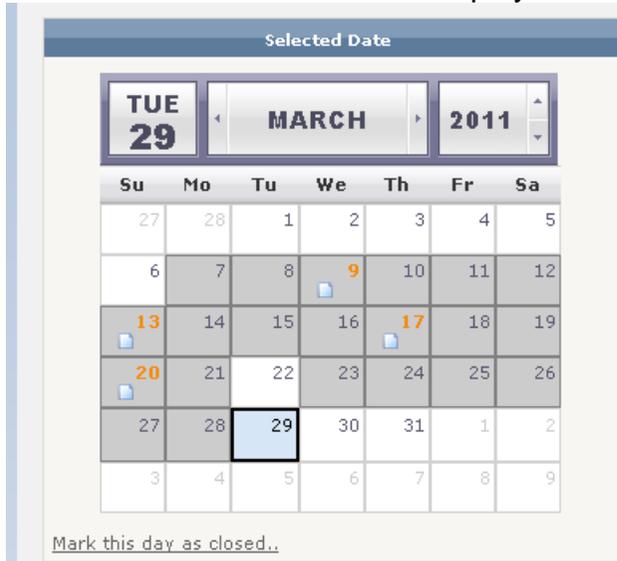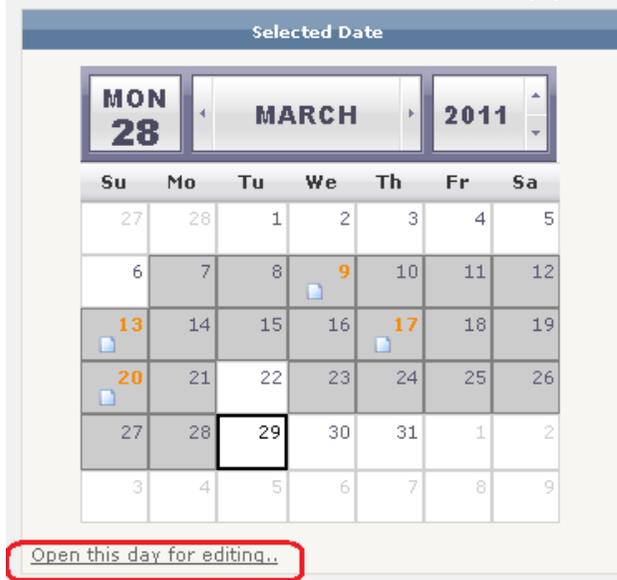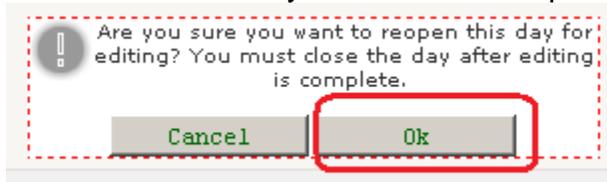# UPDATE SALES AND LABOR FOR A PREVIOUS DAY

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..**
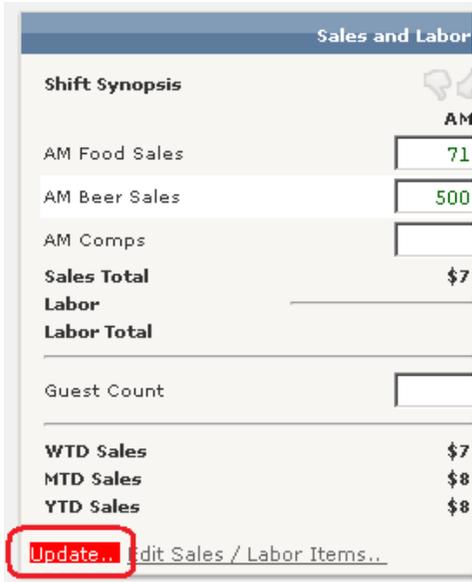

4. Confirm that you do want to reopen this day by clicking **OK**

5. Update the sales or labor tracking data that you wish to change by typing that information in the appropriate box.
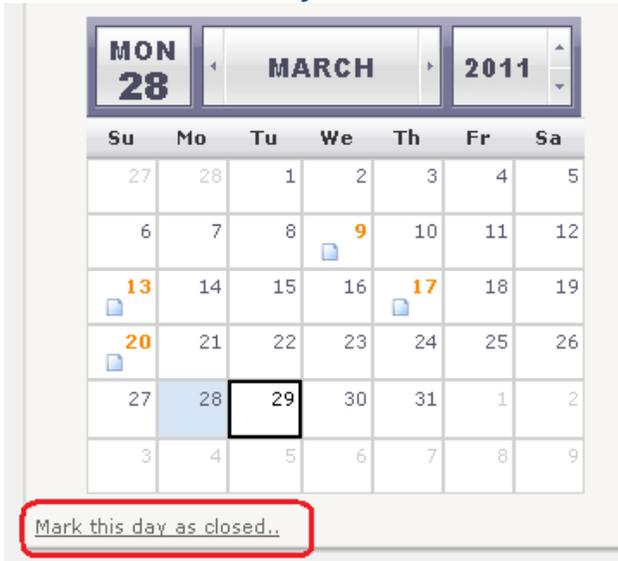
6. Click **Update** in the Sales and Labor Scorecard section.

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

8. Click **OK** to close this day
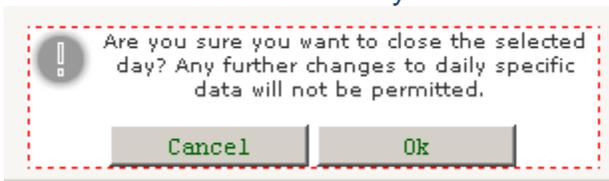
9. Don't forget to return to today's current log date by clicking on that date on the calendar.