

Viewing Checklist History

[Control Panel](#) > [Work Order](#) > [Property Inspection Checklists](#)

Viewing Checklist History:

View Checklist History:

1. Click **Control Panel > Work Order > Property Inspection Checklists**.
2. Click **View Checklist History** on the top right.



Property Checklists			View Checklist History
<input type="checkbox"/> Title	Location	Description	Add Remove
<input type="checkbox"/> Interior Cleanliness	Hallways/ Bathrooms/ Lobby/ etc.	Has maintenance schedule.	Generate Edit
<input type="checkbox"/> Building Exterior	Outside	Curb Appeal	Generate Edit
<input type="checkbox"/> Spring Cleaning	Everywhere	What needs to be repaired?	Generate Edit

3. A list of previously **Completed** Checklists is displayed according to **Title, Location, Description, Completion Date, and Completion By**.
4. To view specific checklists, click **View**.



Property Checklists History					Property Checklists
Title	Location	Description	Completion Date	Completion By	
Building Exterior	Outside	Curb Appeal	6/8/2011	Tony Long	View
Interior Cleanliness	Hallways/ Bathrooms/ Lobby/ etc.	Has maintenance been keeping schedule.	6/8/2011	Tony Long	View
Interior Cleanliness	Hallways/ Bathrooms/ Lobby/ etc.	Has maintenance been keeping schedule.	6/8/2011	Tony Long	View
Spring Cleaning	Everywhere	What needs to be repaired?	6/8/2011	Tony Long	View

View Completed Checklists Reports:

Under User and Usage reports, a report can be generated that will display multiple completed checklists during a given date range for specific Checklists.

1. Click **Control Panel > Reports > User & Usage Reports**.
2. Click **Generate** for the **Property Checklist History Report**.



Report	Description	Action
Emergency Contacts	Tenant list with all emergency contact information	Generate
Non-Tenant User Detail Report	User list with detailed profile and web usage information	Generate
Portal Usage	Displays the most popular pages on your portal	Generate
Property Checklist History Report	Displays completed checklists	Generate
Property Roster	Contact list for employees and tenants	Generate
Property Square Footage Report	Displays square footage entered in the 'Places Setup'	Generate

3. Select a **Start** and **End Date** using the drop-down mini calendars.
4. Select the **Checklists** that you wish to generate the report for; if not, choose **Select All** from

the drop-down menu.

5. Click **View Report**.

The screenshot shows a software interface with the following elements:

- Start Date:** 6/1/2011
- End Date:** 6/30/2011
- Checklists:** A list of items with checkboxes:
 - Hey There
 - Outside Property Checklist, Int
 - Interior Cleanliness
 - hello
 - Property Checklist
 - Building Exterior
 - Spring Cleaning
- Calendar:** A calendar for June 2011. The date 8 is highlighted in orange, and the date 30 is highlighted in yellow. Below the calendar, it says "Today is Wednesday, June 08, 2011".
- View Report:** A button located to the right of the calendar.

6. The Report will display a short while after the "Report is being Generated" message.

