





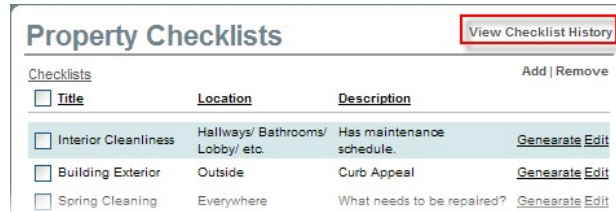
# Viewing Checklist History

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

## Viewing Checklist History:

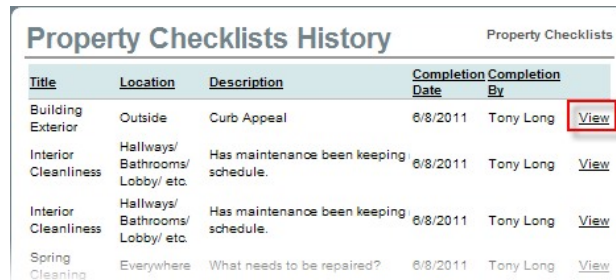
### View Checklist History:

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



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

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	<a href="#">View</a>
Interior Cleanliness	Hallways/ Bathrooms/ Lobby/ etc.	Has maintenance been keeping schedule.	6/8/2011	Tony Long	<a href="#">View</a>
Interior Cleanliness	Hallways/ Bathrooms/ Lobby/ etc.	Has maintenance been keeping schedule.	6/8/2011	Tony Long	<a href="#">View</a>
Spring Cleaning	Everywhere	What needs to be repaired?	6/8/2011	Tony Long	<a href="#">View</a>

### 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	<a href="#">Generate</a>
Non-Tenant User Detail Report	User list with detailed profile and web usage information	<a href="#">Generate</a>
Portal Usage	Displays the most popular pages on your portal	<a href="#">Generate</a>
<b>Property Checklist History Report</b>	<b>Displays completed checklists</b>	<a href="#">Generate</a>
Property Roster	Contact list for employees and tenants	<a href="#">Generate</a>
Property Square Footage Report	Displays square footage entered in the 'Places Setup'	<a href="#">Generate</a>

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.

