# Using Generated Checklists

*Control Panel > Work Order > Property Inspection Checklists*

***Using Generated Checklists:***

1. After a Checklist Template has been created and a Checklist has been generated, it is ready to be used. Refer to Adding Checklists for more information.
2. Click **Control Panel** > **Work Order** > **Property Inspection Checklists**.
3. Under the **Open Checklist** section, locate the desired checklist and click **Update**.
4. Based on the checklist format, skip to **Simple Checklist** or **Good/Fair/Poor Rating** below.

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**Note:**

- If you are having issues with the checklist working, make sure you have added two levels to the Checklist Contents.

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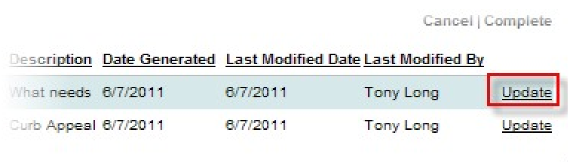
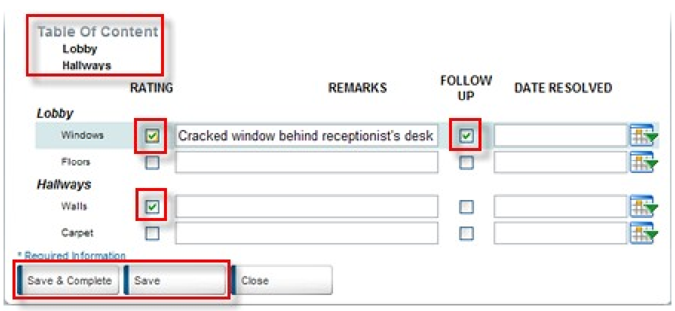
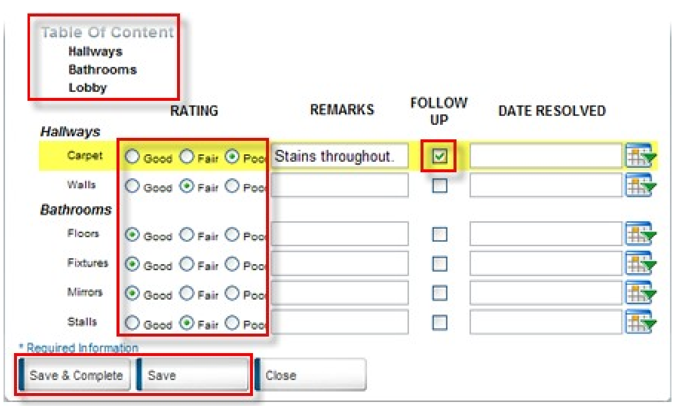



5. A **Simple** checklist will display as such.




6. A **Good/Fair/Poor Rating** checklist will display as such.




7. If your checklist contains a lot of content, select the desired section from the **Table of**

Contents** to jump directly to it.

8. Based on the Description and Type of your checklist, place **Checkmarks** and/or **Remarks** next to applicable sections.
9. If you wish to flag a specific item to follow up on, select the desired item(s) for **Follow Up** with a checkmark.

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**Note:**

- An item marked for Follow up will be highlighted in yellow for easy reference.
- By flagging an item for Follow Up, you must return to the checklist and enter a **Date Resolved** before the checklist can be completed.

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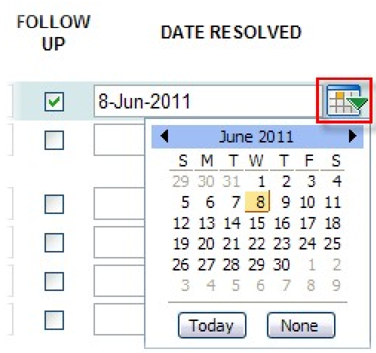
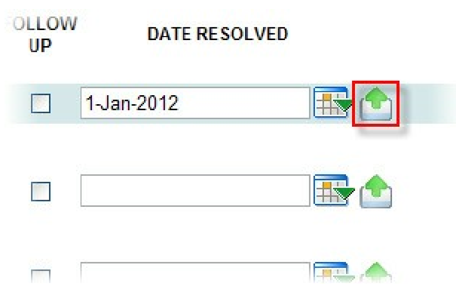



10. Images can be uploaded to checklist items to compliment documented issues. Click on the **Upload Image** icon next to the calendar icon.




11. In the pop-up window click **Browse** and select the image file from your computer or local network. Once completed click **Add**.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**Note:**

- Numerous images can be uploaded to document the process of a resolution.
- A number in parenthesis will display next to the image upload icon to signify that images have been uploaded for that checklist item.
- Uploaded images can be viewed anytime when using a generated checklist or from the Checklist History section.

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12. Click **Save & Complete** to save changes and close out the checklist. Clicking **Save & Complete** will add the checklist to the Checklist History.
13. Click **Save** to save changes, or click **Save & Complete** to save changes and close out the

checklist. Clicking **Save & Complete** will add the checklist to the Checklist History.