

Completing Checklists

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

Completing Checklists:

1. A checklist can be completed by clicking **Save & Complete** instead of **Save** when [Using Generated Checklists](#).
2. If not already completed, locate the desired checklist from the **Open Checklists** section.
3. Select the checklist with a checkmark, and click **Complete**.



Note:

- A checklist cannot be completed if you have a **Follow Up** pending.

4. To Follow Up on an issue in order to complete the checklist, select **Update**.



5. An item marked for Follow up will be highlighted in yellow for easy reference. Enter a **Date Resolved** using the mini drop-down calendar.



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



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



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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8. Click **Save & Complete** to save changes and close out the checklist. Clicking **Save & Complete** will add the checklist to the [Checklist History](#).