## **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 <u>Using</u> <u>Generated Checklists</u>.
- 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.

Cancel			Complete	
Description	Date Generated	Last Modified	Date Last Modified E	∃γ
What needs	6/7/2011	6/7/2011	Tony Long	Update
Curb Appeal	6/7/2011	6/7/2011	Tony Long	Update

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

FOLLOW UP	DATE RESOLVED
	8-Jun-2011
	<u>SMTWTFS</u> 29 30 31 1 2 3 4
	5 6 7 8 9 10 11
	12 13 14 15 16 17 18
	19 20 21 22 23 24 25
	26 27 28 29 30 1 2
	3 4 5 6 7 8 9
	Today None

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

OLLOW UP	DATE RESOLVED	
	1-Jan-2012	
		<b>.</b>

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

New Picture	C:\Documents and Settings Browse
dd	
	111.1 C
	Close

## 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.
- Click Save & Complete to save changes and close out the checklist. Clicking Save & Complete will add the checklist to the <u>Checklist History</u>.