

Editing / Removing Checklist Templates

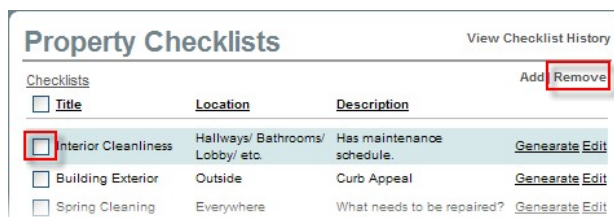
[Control Panel](#) > [Work Order](#) > [Property Inspection Checklists](#)

Editing / Removing Checklist Templates:

Note:

- **Generated Checklists** cannot be removed, they can either be cancelled or completed. Refer to [Completing Checklists](#) or [Cancelling Checklists](#) for more information.

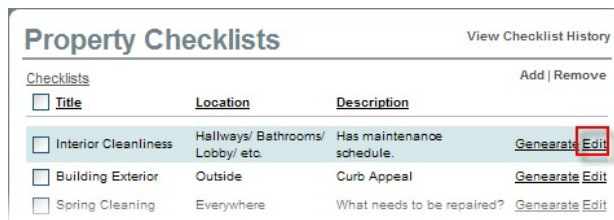
1. To remove a Checklist Template, select the desired template with a check mark and click **Remove**.



The screenshot shows the 'Property Checklists' interface. At the top right, there is a link 'View Checklist History'. Below the title, there are links for 'Checklists', 'Add', and 'Remove'. The 'Remove' button is highlighted with a red box. Below this is a table with columns for 'Title', 'Location', and 'Description'. The first row is 'Interior Cleanliness' with location 'Hallways/ Bathrooms/ Lobby/ etc.' and description 'Has maintenance schedule.'. The second row is 'Building Exterior' with location 'Outside' and description 'Curb Appeal'. The third row is 'Spring Cleaning' with location 'Everywhere' and description 'What needs to be repaired?'. Each row has a 'Generate Edit' link at the end.

<input type="checkbox"/> Title	Location	Description	
<input checked="" 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

2. To Edit a Checklist Template, click **Edit**.



The screenshot shows the 'Property Checklists' interface. At the top right, there is a link 'View Checklist History'. Below the title, there are links for 'Checklists', 'Add', and 'Remove'. The 'Edit' link in the 'Generate Edit' column for the first row is highlighted with a red box.

<input type="checkbox"/> Title	Location	Description	
<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. Make any necessary changes, and click **Submit**.
4. If you wish to generate a checklist with the criteria changes at this time, click **Generate** of the desired checklist template.