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 <u>Completing Checklists</u> or <u>Cancelling Checklists</u> for more information.
- 1. To remove a Checklist Template, select the desired template with a check mark and click **Remove**.



2. To Edit a Checklist Template, click Edit.

Property Checklists			View Checklist History	
Checklists			Add Remove	
Title	Location	Description		
Interior Cleanliness	Hallways/ Bathrooms/ Lobby/ etc.	Has maintenance schedule.	<u>Genearate Edit</u>	
Building Exterior	Outside	Curb Appeal	Genearate Edit	
Spring Cleaning	Everywhere	What needs to be repaired	? Genearate 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.