

Cancelling Checklists

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

Cancelling Checklists:

If you accidentally generated a checklist based on the incorrect template or input incorrect criteria (categories/ items), you can cancel the checklist without it being added to the Checklist History.

1. Under the **Open / Generated Checklists** section, locate and select the desired checklist with a check mark.
2. Click **Cancel**.



3. A warning will pop-up, click **OK**.

