## **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.

pen Checklists					Cancel	Complete
Title	Location	Description	Date Generated	Last Modified Date	Last Modified By	
Building Exterior	Outside	Curb Appeal	6/8/2011	6/8/2011	Tony Long	Updat
Building Exterior	Outside	Curb Appeal	6/8/2011	6/8/2011	Tony Long	Update

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

Window	rs Internet Explorer 🛛 🔀
?	WARNING: this will cancel and remove the selected checklist. Do you wish to continue?
	OK Cancel