

# Adding Photos and Notes to Checklists

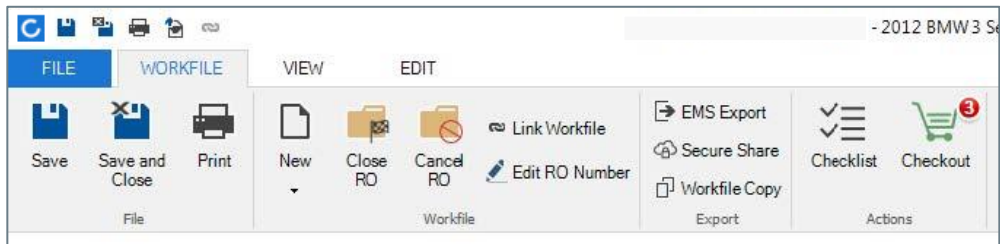
## Introduction

Photos and Notes can be added to give additional information to support completed checklist items.

**Note:** Photos and Notes can only be added to completed checklist items.

## Open Checklist

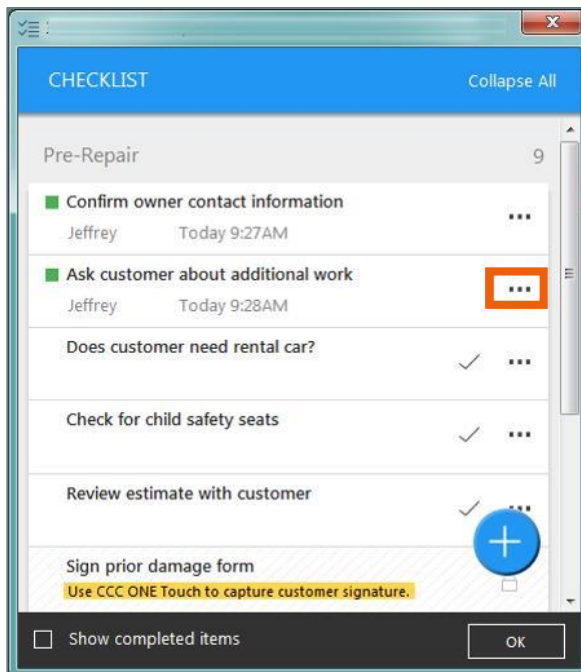
In an open workfile select the Checklist button, to open the Checklist dialog box.



**Note:** The Task button is now called Checklist. All tasks will appear here.

## From the Checklists

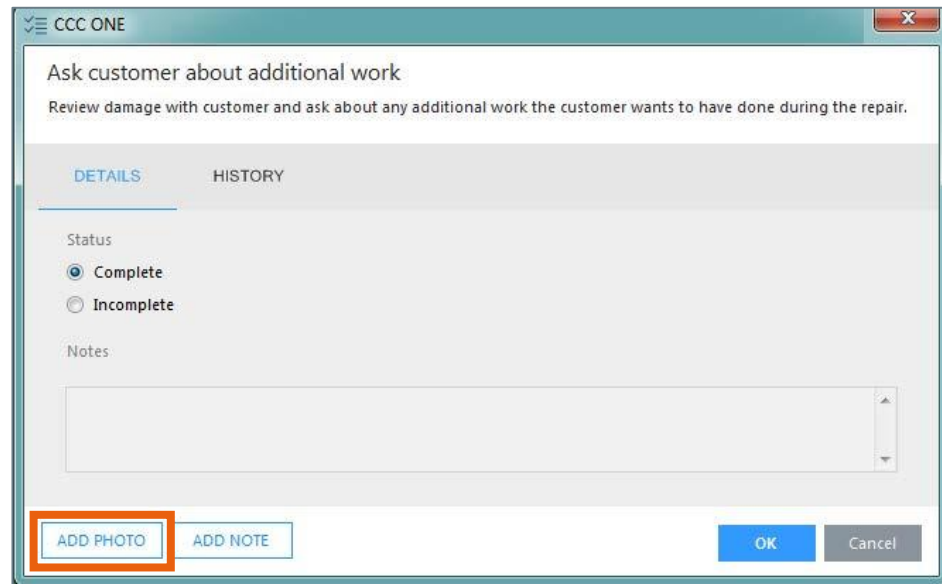
Open a completed Checklist item by clicking the **options icon** or double-clicking the Checklist item.



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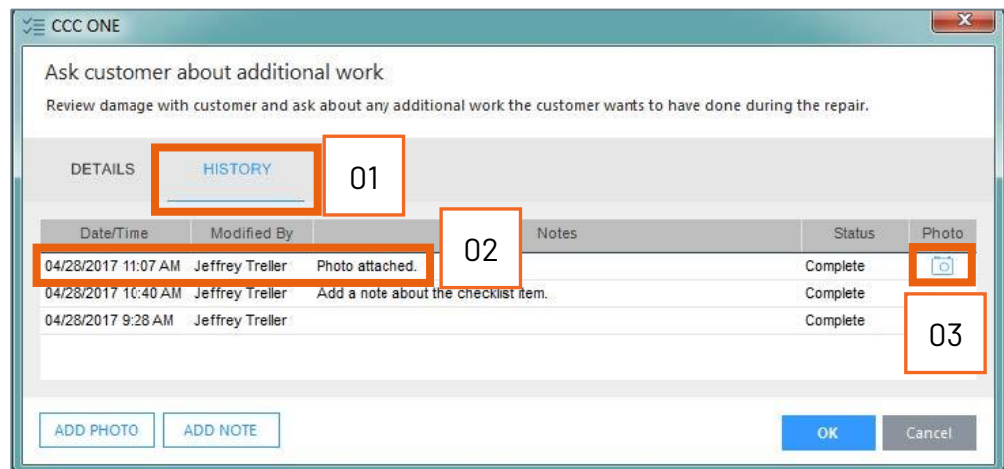
## Adding Photos and Notes to Checklists, Continued

**Adding Photos** From the Checklist item DETAILS dialog box, add a photo to the Checklist item by clicking **ADD PHOTO** on the completed Checklist item.



The File Explorer window opens, browse to find the desired photo, and click **Open**.

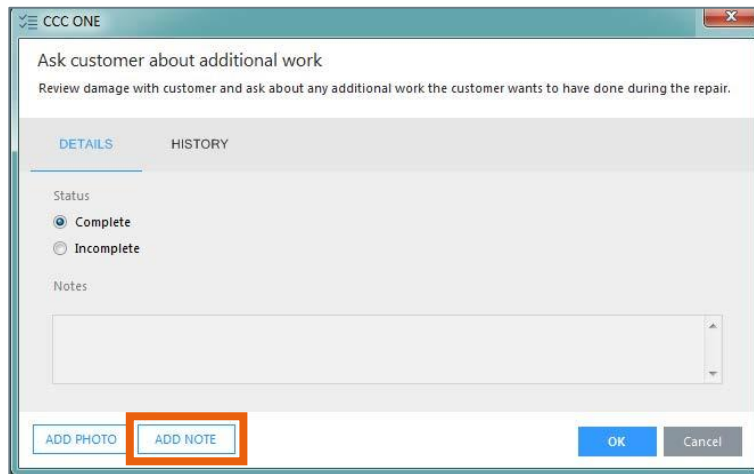
Step	Action
1	Added photos can be viewed from the <b>History</b> tab.
2	The photo(s) will appear in the list below.
3	Click the <b>camera</b> icon to view the added photos.



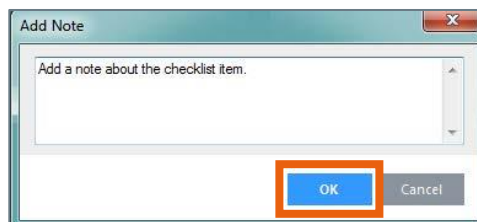
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## Adding Photos and Notes to Checklists, Continued

**Adding Notes** From the checklist item detail dialog box add a note to the checklist item by clicking **ADD NOTE** on the completed checklist item.



The **Add Note** dialog box opens, enter a note, and press OK when complete.



The Note will now appear in the **Notes** section.

