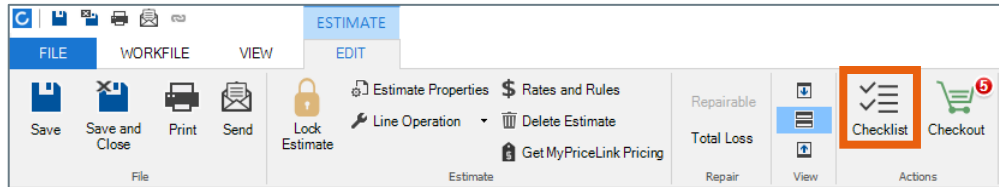


Completing Checklist Items

Introduction

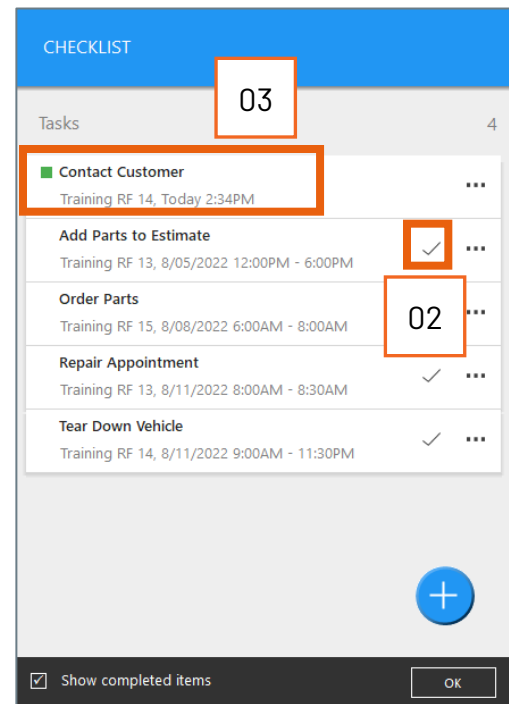
The **Checklist** is used to track when phases of the Pre-Repair, Post-Repair, and Repair Plan have been completed. Checklist items may require permission to be completed, these are based on your job role.



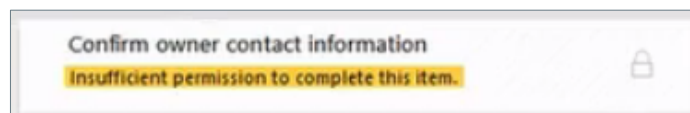
Note: The Task button is now called Checklist, all tasks will appear here.

Completing Checklist Items

| Step | Action |
|------|--|
| 1 | Click on the Checklist button. |
| 2 | To complete a checklist item, click the checkmark for each phase. If the phase requires additional action a dialog box may appear prompting, you to input the necessary information before the phase can be completed. |
| 3 | When the checklist item is marked as complete it will be date/time stamped and tagged with the person who marked the task as complete, this will be defined by the person who is currently logged in. |



Note: The following message will appear in the Checklist items list if permission is required to complete the checklist items.

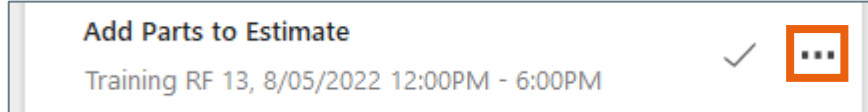


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Completing Checklist Items, Continued

Completing Checklist Items, continued

Checklist items can also be completed by clicking the options icon or double-clicking the Checklist item.



This will open the options dialog box, here additional details about the Checklist item can be viewed.

| Step | Action |
|------|--|
| 1 | Use the Close Event drop-down menu to mark the Checklist item as Complete or Cancelled . |
| 2 | When finished click OK . |

Note: If a Checklist item is marked as Cancelled the note section will be required. Select the **History** tab to view modifications to the Checklist items.