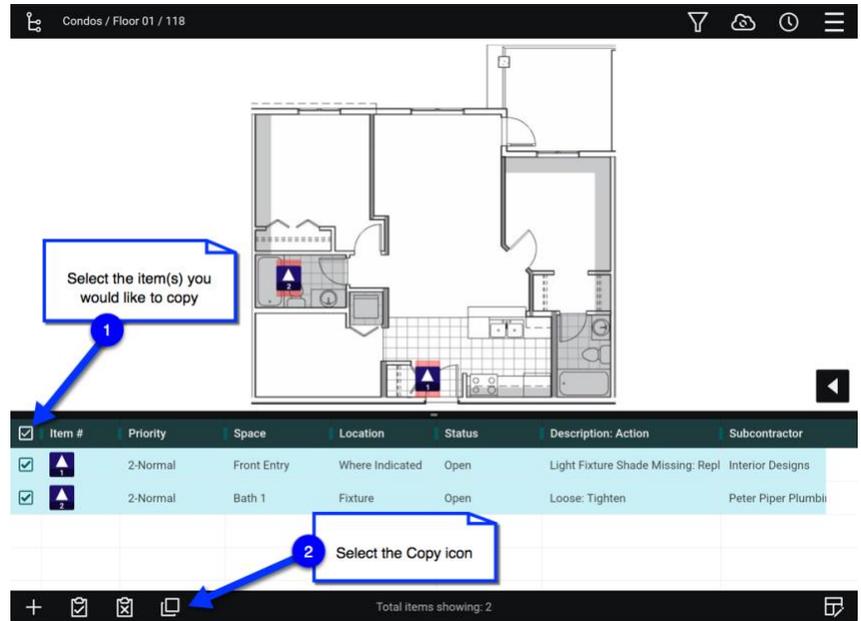


There are 2 ways to duplicate (or copy) Punch Items with FinishLine. We will review both ways:

- 1) **With the FinishLine Pro App**
- 2) **From the List View section in the browser version of FinishLine**

FinishLine Pro App Instructions

- 1) Select the item(s) you'd like to copy to another Plan View
- 2) Then select the Multi-Unit Item Copy icon in the lower left

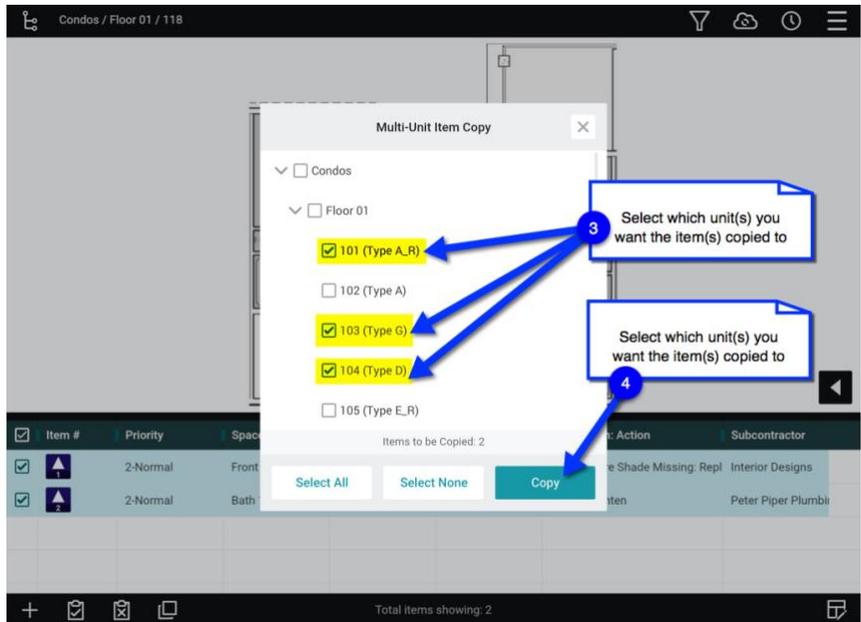


3) Select the unit(s) where you want the item(s) copied to. You may select one unit, or multiple.

For this example, we have selected 3 units.

4) Then select the "Copy" button.

Done!



From the List View section in the browser version of FinishLine

The screenshot shows the 'LIST VIEW' section of the FinishLine application. At the top, there is a navigation bar with 'FinishLine', 'Dashboard', 'List View', 'Portal', and 'Reports'. Below this, a 'LIST VIEW' header indicates 'Total of 214 Punch List in the system'. A filter dropdown is set to 'Plan View: 111'. A table of punch items is displayed with columns: ID, Num, Plan View, Date Created, Due Date, Date Completed, Priority, Initiating Party, Inspection Type, Location, Space, Created By, Comments, Task / Description / Action, and Sub Contract. Five items are highlighted with blue callouts: 1) Filter for the Plan View(s) which have the items which you'd like to copy; 2) Select the item(s) that you'd like to copy; 3) Select "Copy" from the dropdown menu and click "Continue".

ID	Num	Plan View	Date Created	Due Date	Date Completed	Priority	Initiating Party	Inspection Type	Location	Space	Created By	Comments	Task / Description / Action	Sub Contract
86045	1	Condos / Floor 01 / 111	3/23/2020	3/28/2020		2-Normal	1-GC	1-Interior	Conduit	Kitchen	General Admin		Elect - Power/Lighting (T) / Not Secured / Secure	Shockey's E
86046	2	Condos / Floor 01 / 111	3/23/2020			2-Normal	1-GC	1-Interior	Device	LR/DR	General Admin	dimmer not working	Elect - Power/Lighting (T) / Improper / Replace	Shockey's E
86048	4	Condos / Floor 01 / 111	3/23/2020	3/28/2020		2-Normal	1-GC	1-Interior	Where Indicated	BR2	General Admin	replace with correct fixture	Elect - Power/Lighting (T) / User Defined / Action Required	Shockey's E
86080	5	Condos / Floor 01 / 111	3/27/2020	4/1/2020		2-Normal	1-GC	1-Interior	Fixture		General Admin		Plumbing (T) / Floor Caulking / Re-caulk	Peter Piper Plumbing

- 1) Filter for the Plan View(s) which have the items which you'd like to copy
- 2) Select the item(s) that you'd like to copy
- 3) Select "Copy" from the dropdown menu and click "Continue"

The screenshot shows the 'Batch Action Options: 2 Items' dialog box. It contains a tree view of 'Plan Views' under 'Condos'. Two items, '101' and '102', are selected. Below the tree view, there are three checkboxes: 'Copy as Favorites for:', 'Copy attachments (by reference)', and 'Ignore Plan Type'. The 'Copy attachments' and 'Ignore Plan Type' checkboxes are checked. A 'Process!' button is visible at the bottom. Three callouts are present: 1) Select the Plan Views where you would like the items copied to; 2) Select the "Copy Attachments" and "Ignore Plan Type" boxes; 3) Click "Process!".

- 1) Select the Plan Views where you would like the items copied.
- 2) Check the "Copy attachments (by reference)" and "Ignore Plan Type" boxes.
- 3) Click the "Process!" button.

Need assistance? Please email support@punchlist.net for more info.