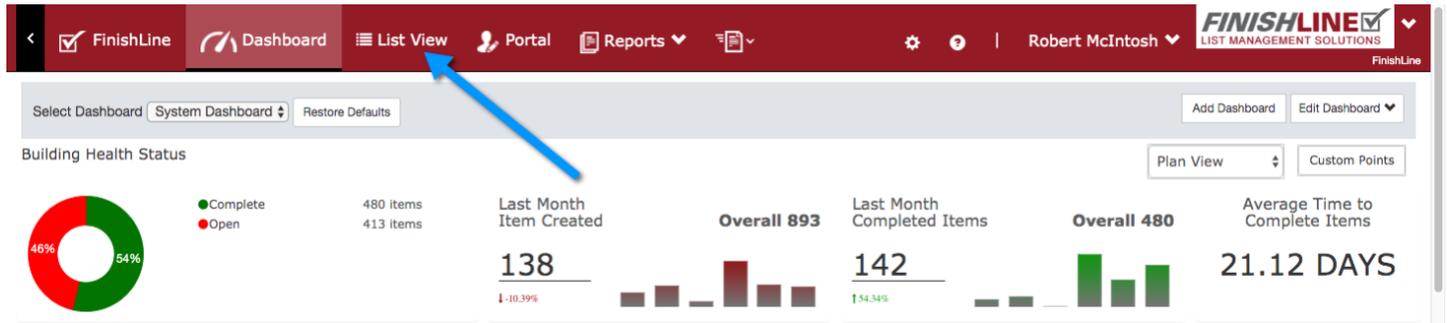


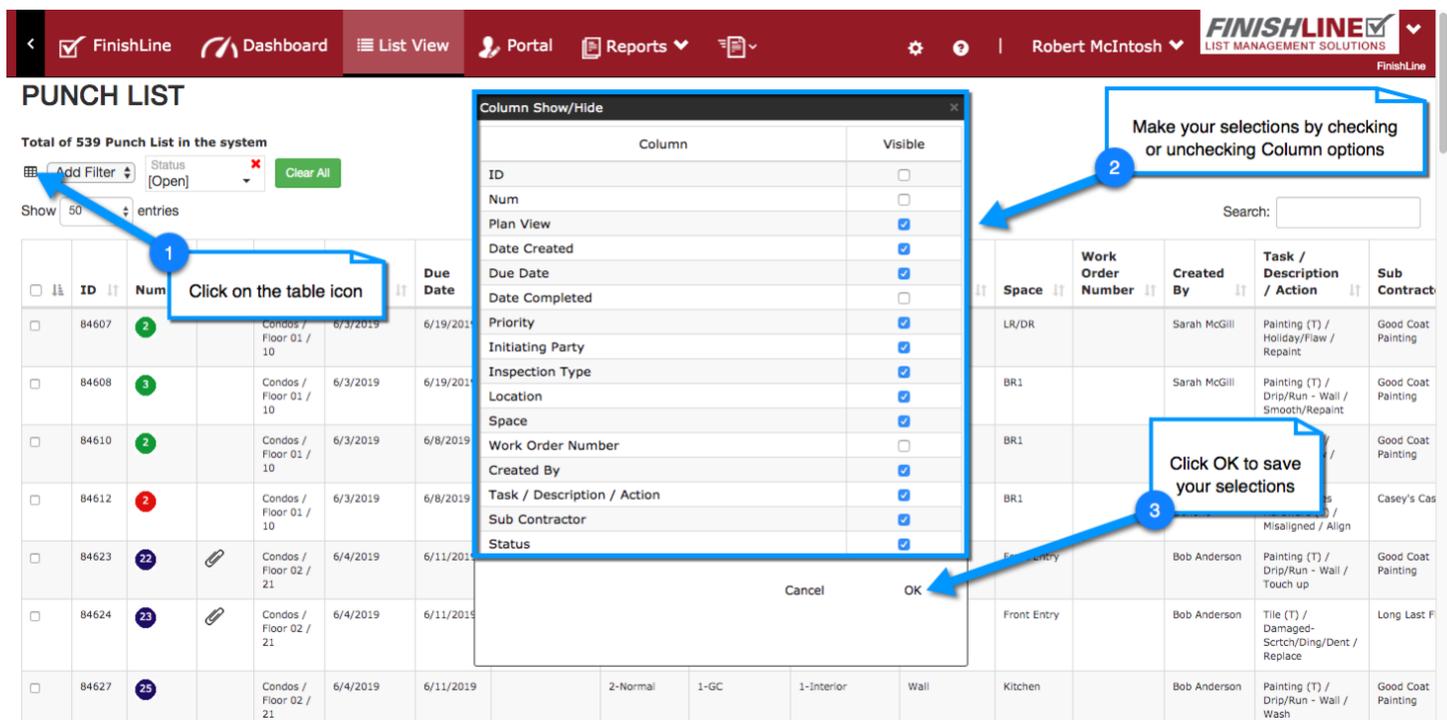
From the Dashboard, click **List View**. The List View in FinishLine provides a flexible way to review and update items. You can modify what you're viewing in several ways.

NOTE: You must have Admin permissions to access the List View features.



Column Selection

- 1) Click on the table icon in the upper left.
- 2) The Column Show/Hide box will appear, make your selection by checking or unchecking the Column options which you'd like to view.
- 3) Click OK to save your selections.



Item Search

In the upper right is the Search box. You can search for specific text that appears in the data grid. For this example, we searched for "Light" – which filters items for that search term(s).

The screenshot shows the 'PUNCH LIST' interface with a search box in the top right corner containing the text 'light'. A blue box highlights the search box with the label 'Search box' and an arrow pointing to it. The table below shows filtered results with the 'Task / Description / Action' column highlighted in yellow for several rows.

ID	Num	Plan View	Date Created	Due Date	Date Completed	Priority	Initiating Party	Inspection Type	Location	Space	Work Order Number	Created By	Task / Description / Action	Sub Contract
84703	25	Condos / Floor 01 / 10	6/24/2019	6/29/2019		2-Normal	1-GC	1-Interior	Cover Plate	LR/DR		Bob Anderson	Elect - Power/Lighting (T) / Missing / Install	Shockey's E
84704	26	Condos / Floor 01 / 10	6/24/2019	6/29/2019		2-Normal	1-GC	1-Interior	Device	Bath 1		Bob Anderson	Elect - Power/Lighting (T) / Inoperative / Repair/Replace	Shockey's E
84775	6	Condos / Floor 02 / 20	7/17/2019	7/22/2019		2-Normal	1-GC	1-Interior	Where Indicated	BR1		Bob Anderson	Light fixture (FFE) / Other - See Comments / Replace	Interior Des
84839	2	Condos / Floor 02 / 20	7/31/2019	8/7/2019		2-Normal	3-Owner	1-Interior	Panel	Laundry		Owner01 Generic	Elect - Power/Lighting (T) / Label Missing / Add	Shockey's E
84878	12	Condos / Floor 02 / 20	9/3/2019	9/8/2019		3-High	1-GC	1-Interior	Ceiling	LR/DR		Bob Anderson	Elect - Power/Lighting (T) / Wrong Location / Move	QT Electric
84879	13	Condos / Floor 02 / 20	9/3/2019	9/8/2019		2-Normal	1-GC	1-Interior	Ceiling	LR/DR		Bob Anderson	Elect - Power/Lighting (T) / Wrong Location / Move	QT Electric

Reorganize Columns

Depending on your preferences, you can reorganize columns by simply dragging and dropping the column header where you want it.

The screenshot shows the 'PUNCH LIST' interface with the 'Inspection Type' column header highlighted in yellow. A blue box highlights the 'Inspection Type' header with the text 'Drag and drop columns, based on your preferences' and an arrow pointing to it. The search box contains 'light'.

ID	Num	Plan View	Date Created	Due Date	Date Completed	Priority	Inspection Type	Initiating Party	Location	Space	Work Order Number	Created By	Task / Description / Action	Sub Contract
84703	25	Condos / Floor 01 / 10	6/24/2019	6/29/2019		2-Normal	1-Interior	1-GC	Cover Plate	LR/DR		Bob Anderson	Elect - Power/Lighting (T) / Missing / Install	Shockey's E
84704	26	Condos / Floor 01 / 10	6/24/2019	6/29/2019		2-Normal	1-Interior	1-GC	Device	Bath 1		Bob Anderson	Elect - Power/Lighting (T)	Shockey's E

Adding Filters

You can use Filters in the List View to further filter the items in the list. Click on the “Add Filter” dropdown to access different criteria. For this example, we will filter by Sub Contractor.

The screenshot shows the 'PUNCH LIST' interface. At the top, there's a navigation bar with 'FinishLine', 'Dashboard', 'List View', 'Portal', and 'Reports'. The user is identified as 'Robert McIntosh'. Below the navigation bar, the page title is 'PUNCH LIST' and there's a 'HELP' link. A status bar indicates 'Total of 539 Punch List in the system'. A filter dropdown is open, showing 'Add Filter' and 'Sub Contractor' selected. A blue arrow points to 'Sub Contractor'. Below the dropdown is a table with columns: ID, Date Created, Due Date, Priority, Initiating Party, Inspection Type, Location, Space, Created By, Task / Description / Action, Sub Contractor, and Status. Two rows are visible, both for 'Sarah McGill' in 'BR1' space, with tasks related to 'Painting (T) / Holiday/Flaw / Repaint'.

After selecting Sub Contractor, you can select the Sub(s) you'd like to filter for. You can choose to filter by one or several subs. After you've made your selections, just click outside of the dropdown to apply the filter.

The screenshot shows the 'PUNCH LIST' interface. The filter dropdown is now set to 'Sub Contractor' and shows '2 items selected'. A blue box highlights the dropdown menu with the text 'Select the subs you'd like to filter for. You can choose one, or several.' The dropdown menu lists various contractors, including 'All', 'ABC Cleaning', 'Above All Roofing', 'Administrator', 'Almagamated General Contracting', 'Casey's Casework', 'Department of Transportation', 'Doors r Us, LLC', 'Drab Drapes Be Gone', 'Drywall Dudes', and 'Electrician'. Two items are checked: 'Casey's Casework' and 'Drywall Dudes'. Below the dropdown is a table with columns: ID, Date Created, Date Complete, Priority, Initiating Party, Inspection Type, Location, Space, Work Order Number, Created By, Task / Description / Action, and Sub Contractor. The table shows several rows, with the first row for 'Sarah McGill' in 'LR/DR' space, and the last row for 'Owner01 Generic' in 'BR1' space.

Apply Multiple Filters

You can apply multiple filters at once. In this example, we have filtered for – **Sub contractors:** Casey’s Casework & Drywall Dudes, **Status:** Open, and **Created by:** Bob Anderson.

The screenshot shows the 'PUNCH LIST' interface with the following filters applied:

- Sub Contractor: Casey's Casework & Drywall Dudes
- Status: Open
- Created By: Bob Anderson

A callout box indicates '3 filters set'. The table below shows the filtered results:

ID	Num	Plan View	Date Created	Due Date	Date Completed	Priority	Inspection Type	Initiating Party	Location	Space	Work Order Number	Created By	Task / Description / Action	Sub Contractor	Status
84631	24	Condos / Floor 02 / 21	6/4/2019	12/14/2018		2-Normal	1-Interior	1-GC	Closet	W.I.C.		Bob Anderson	Casework (T) / Missing / Install	Casey's Casework	Open (Pending Final)
84663	9	Condos / Floor 02 / 20	6/4/2019	6/9/2019		2-Normal	7-Warranty	1-GC	Door	LR/DR		Bob Anderson	Casework (T) / Misaligned / Align	Casey's Casework	Open
84707	3	Condos / Floor 02 / 21	6/26/2019	7/3/2019		2-Normal	1-Interior	1-GC	Wall	LR/DR		Bob Anderson	Drywall & Framing (T) / Poor Expansion Joint / Smoothen	Drywall Dudes	Open
84708	4	Condos / Floor 02 / 21	6/27/2019	7/3/2019		2-Normal	1-Interior	1-GC	Ceiling	BR1		Bob Anderson	Drywall & Framing (T) / Poor Tape Joint / Repair/Replace	Drywall Dudes	Open

Other Options

You can also access the **Item Info** (pencil icon) and **Details** (green checkmark icon) for each punch list item, by clicking on those icons. You can view **Attachments** by clicking on the paperclip icon.

The screenshot shows the 'PUNCH LIST' interface with the same filters as above. Callouts highlight the following icons:

- Attachments:** Paperclip icon in the 'Plan View' column.
- Details icon:** Green checkmark icon in the 'Status' column.
- Activities icon:** Green checkmark icon in the 'Status' column.

Batch updates

If you'd like to make batch updates to items, select the checkmark for the items you'd like to update. Then select the desired update from the drop down at the bottom of the page.

The screenshot shows the 'List View' interface with a table of items. Annotations include:

- 1 Select items:** Points to the checkboxes in the first column of the table.
- 2 Select action you'd like to complete from the drop down:** Points to the 'Complete' dropdown menu at the bottom left.
- 3 Click "Continue":** Points to the 'Continue' button next to the dropdown.

ID	Item Description	Start Date	End Date	Activity	Location	Phase	Category	Material	Notes	Assignee	Task	Status	Actions
85095	Office Building / Floor -1 / 1012 - OFFIC	9/24/2019	9/29/2019	2-Normal	1-Interior	1-GC	Hardware			Bob Anderson	Doors Frames Hardware (T) / Hard to Open/Close / Adjust	Open	[Icons]
85099	Office Building / Floor -1 / 1124 - CONFERENC	9/24/2019	7/3/2019	2-Normal	1-Interior	1-GC	Ceiling	BR1		Bob Anderson	Drywall & Framing (T) / Floor Tape Joint / Repair/Replace	Open	[Icons]
85142	Condos / Floor 02 / 23	10/18/2019	10/23/2019	2-Normal	2-Exterior	1-GC	Hardware			Bob Anderson	Doors Frames Hardware (T) / Hard to Open/Close / Adjust	Open	[Icons]
85143	Condos / Floor 02 / 23	10/18/2019	10/23/2019	2-Normal	2-Exterior	1-GC	Hardware			Bob Anderson	Doors Frames Hardware (T) / Hard to Open/Close / Adjust	Open	[Icons]
85144	Condos / Floor 02 / 23	10/18/2019	10/23/2019	2-Normal	2-Exterior	1-GC	Hardware			Bob Anderson	Doors Frames Hardware (T) / Hard to Open/Close / Adjust	Open	[Icons]
85189	Condos / Floor 02 / 21	10/24/2019	10/29/2019	2-Normal	1-Interior	1-GC	Joint	BR1		Bob Anderson	Casework (T) / Gaps/Voids / Fill	Open	[Icons]
85477	Condos / Floor 02 / 20	11/23/2019	11/23/2019	2-Normal	1-Interior	1-GC	Hardware	Front Entry		Bob Anderson	Doors Frames Hardware (T) / Hard to Open/Close / Adjust	Open	[Icons]
85495	Condos / Floor 02 / 20	11/18/2019	11/23/2019	1-GC			Hardware	Front Entry		Bob Anderson	Doors Frames Hardware (T) / Inoperative / Repair	Open	[Icons]

Review the Batch Action Options and click "Process!"

The screenshot shows the 'Batch Action Options' dialog box. A callout box points to the 'OK' button with the text 'Click "OK"'. The dialog contains the following information:

- Batch Action Options: 4 Items**
- This action will set the Completion Date of the associated activities
- Set Completion Date/Time: 12/02/2019 10:56 am
- Update Incomplete activities only
- Buttons: Process!, + Back

Then Click "OK"

The screenshot shows the 'Batch Action Options' dialog box. A callout box points to the 'Process!' button with the text 'Review the Batch Action Options and click "Process!" when you're ready'. The dialog contains the following information:

- Batch Action Options: 4 Items**
- This action will set the Completion Date of the associated activities
- Set Completion Date/Time: 12/02/2019 10:53 am
- Update Incomplete activities only
- Buttons: Process!, + Back

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