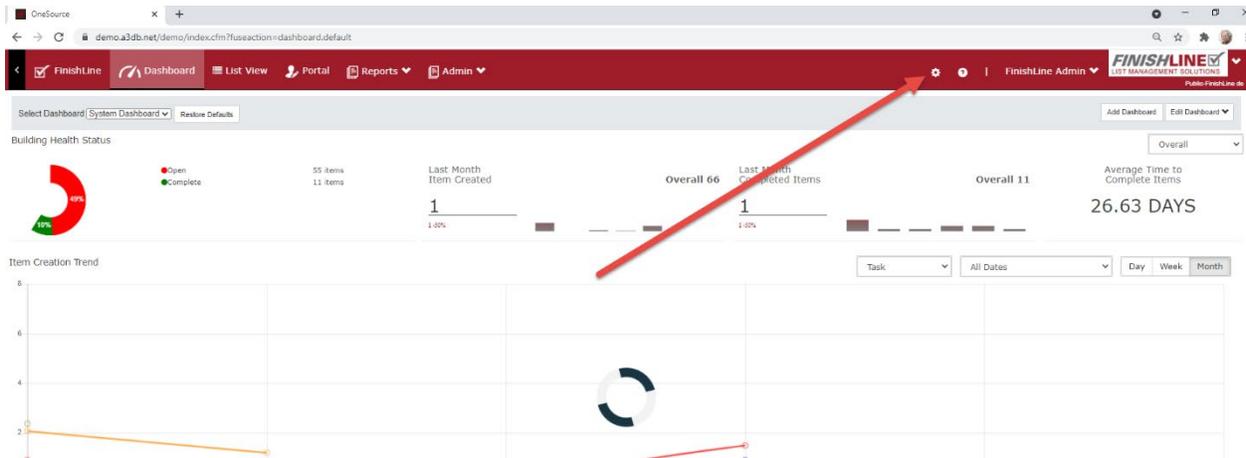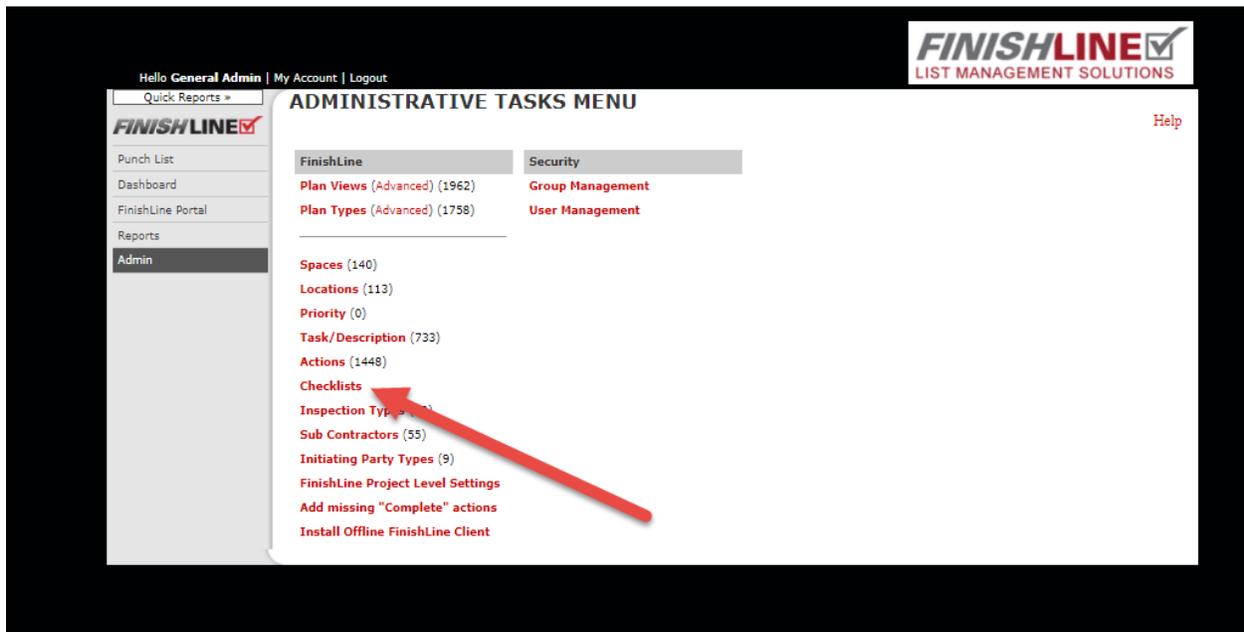# Creating a Checklist in FinishLine

Log into your FinishLine website and click this icon to enter the admin area.
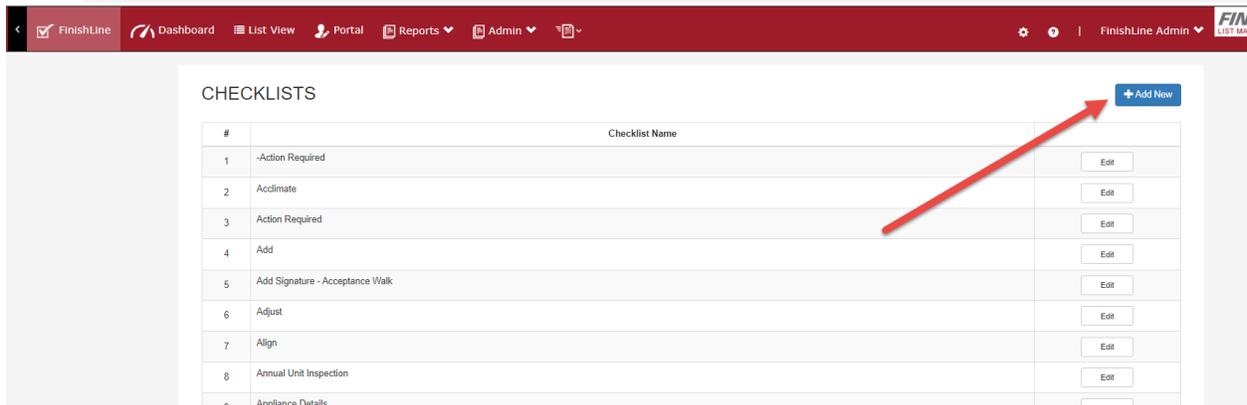

Choose "Checklists" From the admin menu.
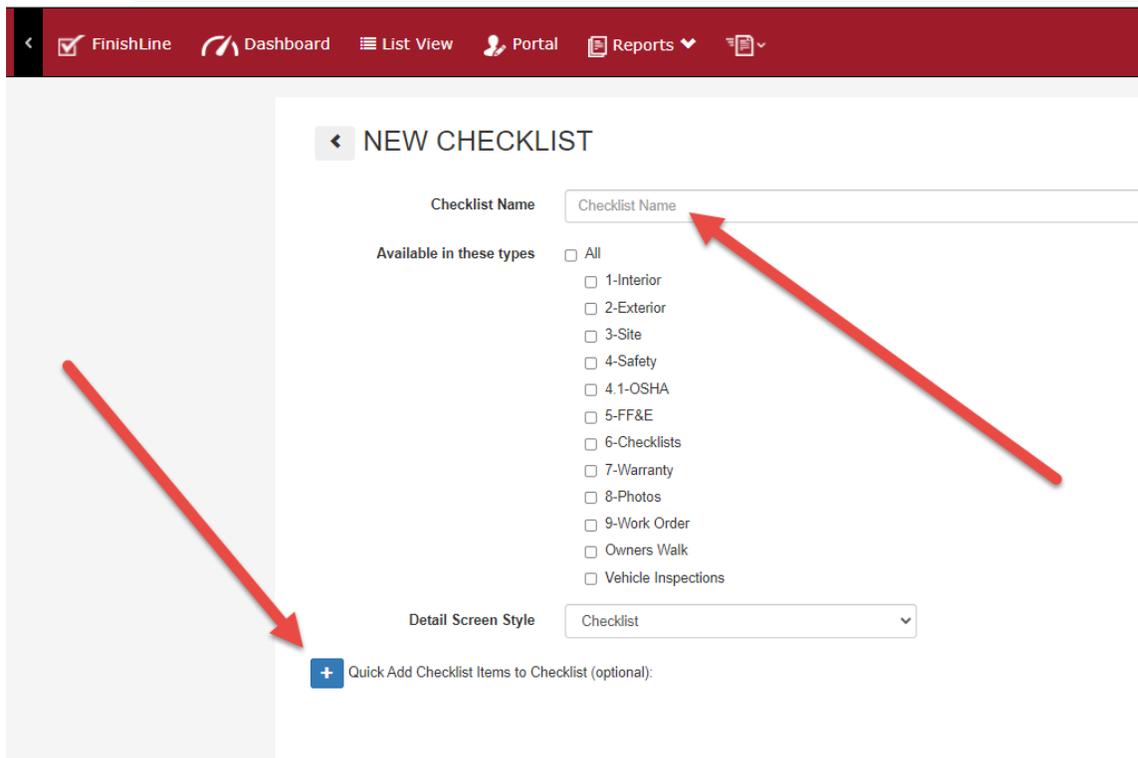
Click the "+Add New" Button.

Give the Checklist a Name.

Click on the Blue "+" Button.

Creating a Checklist in FinishLine

List all of your checklist items.

Click the "Push to List" Button.

Creating a Checklist in FinishLine

Here you can assign items to Sub-Contractors, Create groups and move your items into these groups by sliding them with the slide bar grips. Save & Exit.

Go back to the Admin menu. Select Task/Descriptions.

Click on the "Add New" button.

Creating a Checklist in FinishLine

1) **Create a "Task/Description Name:" called Checklists**
2) **Remove checkmark form "Selectable" box**
3) **Choose the Inspection Type you want it available in**
4) **Click "Save" Button.**

Creating a Checklist in FinishLine

Select "Checklists" in the dropdown menu, Click "Add New" button.

Creating a Checklist in FinishLine

1) **Give the checklist a name.**
2) **Add Icon (Optional)**
3) **Change "Show Icon on Plan" to "Yes" (Optional)**
4) **Choose your checklist in the dropdown "Default Resolution Action".**
5) **Set "Default Location/Item Type" to "Where Indicated".**
6) **Choose the Insepction Type(s) where this checklist is available.**
7) **Save**

Any questions? Email support@punchlist.net or call 1-888-869-8685