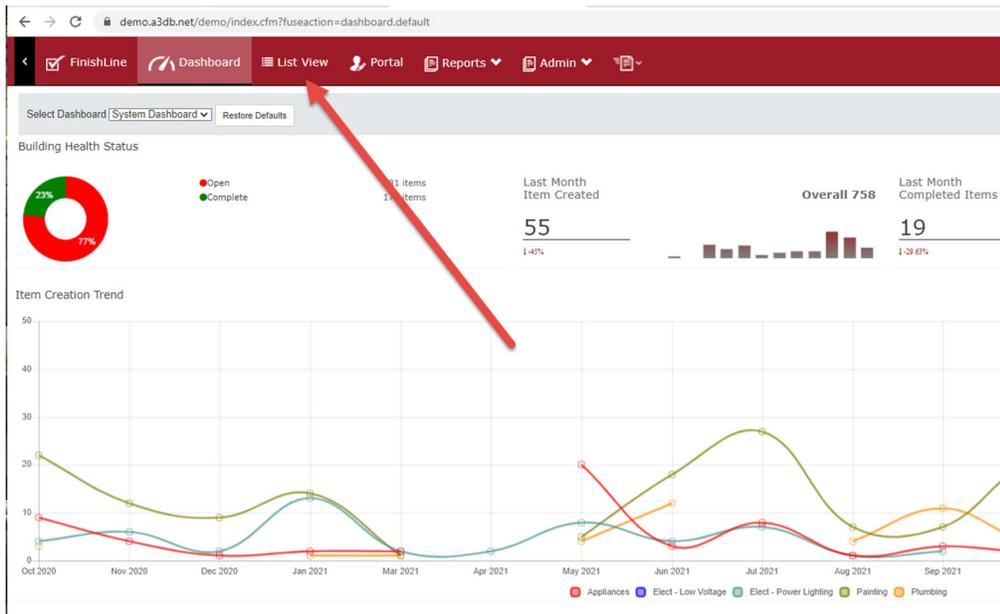


Using the List View to Batch Update Punches

Log into your FinishLine website and click the List View button from the Dashboard.

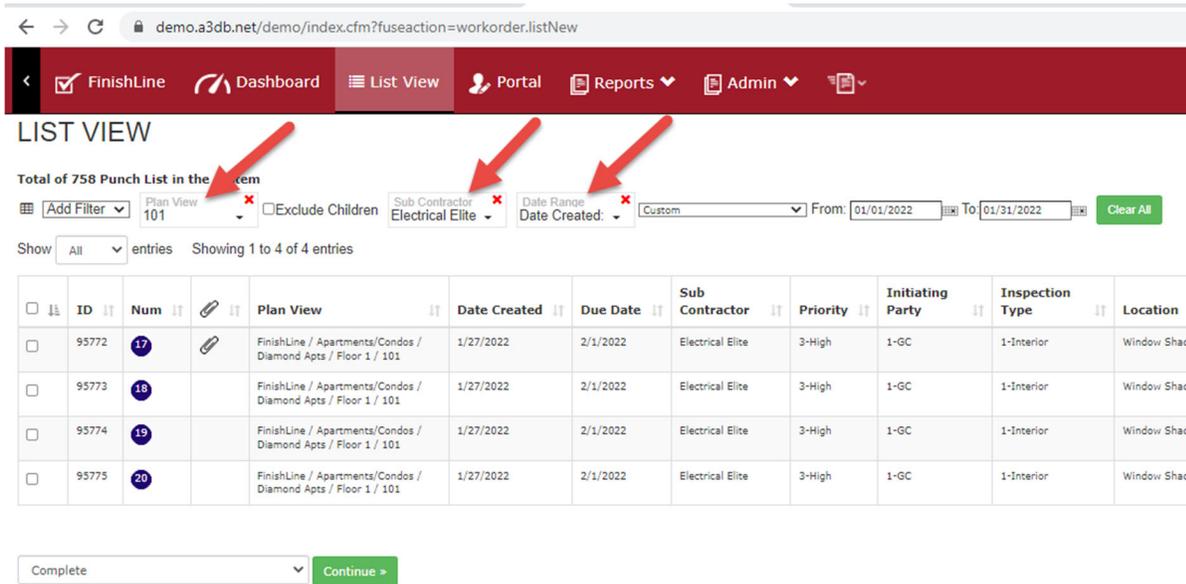


Use the Add Filter dropdown to filter the punches to be updated.

<input type="checkbox"/>	ID	Num	Plan View	Date Created	Due Date	Date Completed	Priority	Init Part
<input type="checkbox"/>	93854	2	FinishLine / Apartments/Condos / Emerald Condos / Floor 2 / 205	10/12/2020	10/17/2020		2-Normal	1-GC
<input type="checkbox"/>	93858	1	FinishLine / Apartments/Condos / Emerald Condos / Floor 2 / 205	10/12/2020	10/17/2020		2-Normal	4-Arc
<input type="checkbox"/>	93861	1	FinishLine / Apartments/Condos / Emerald Condos / Floor 2 / 205	10/12/2020	10/17/2020		2-Normal	3-Ov
<input type="checkbox"/>	93862	2	FinishLine / Apartments/Condos / Emerald Condos / Floor 2 / 204	10/12/2020	8/9/2020		2-Normal	1-GC
<input type="checkbox"/>	93881	1	FinishLine / Apartments/Condos / Emerald Condos / Floor 2 / 211	10/14/2020	8/9/2020		2-Normal	1-GC
<input type="checkbox"/>	93883	1	FinishLine / Apartments/Condos / Emerald Condos / Floor 2 / 212	10/14/2020	8/9/2020		2-Normal	1-GC

Using the List View to Batch Update Punches

In this example we have filterd by Plan View, Sub Contractor and Date Created. You can choose as many or as few filters as you like.



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

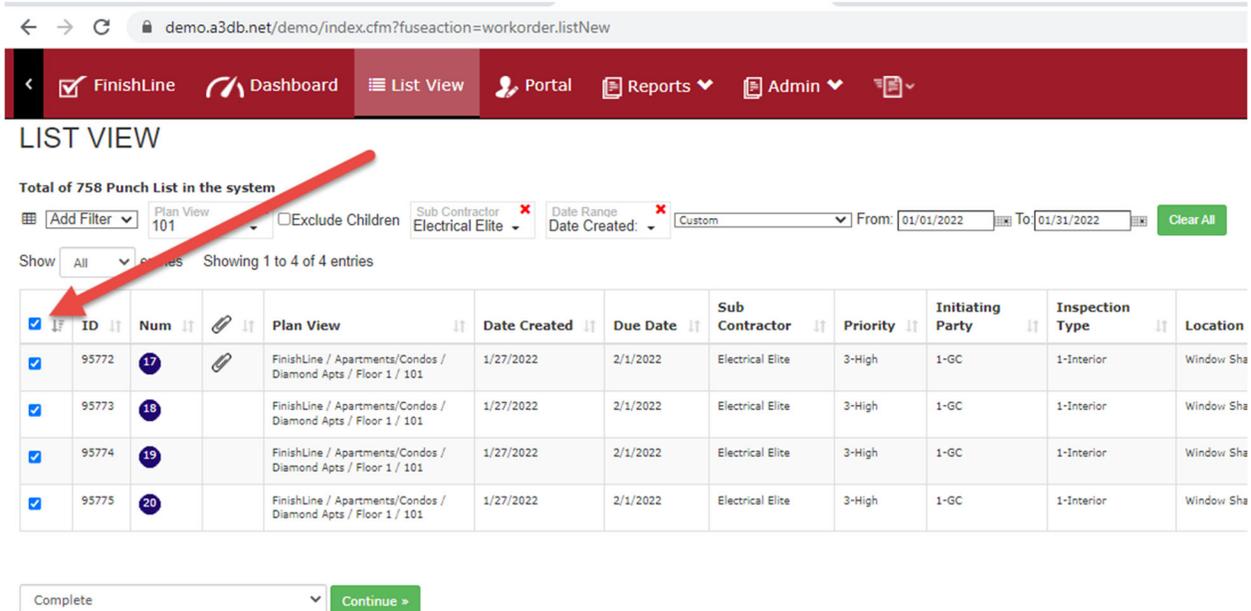
- Plan View: 101
- Sub Contractor: Electrical Elite
- Date Range: Date Created: Custom (From: 01/01/2022, To: 01/31/2022)

The table displays 4 entries:

ID	Num	Plan View	Date Created	Due Date	Sub Contractor	Priority	Initiating Party	Inspection Type	Location
95772	17	FinishLine / Apartments/Condos / Diamond Apts / Floor 1 / 101	1/27/2022	2/1/2022	Electrical Elite	3-High	1-GC	1-Interior	Window Shad
95773	18	FinishLine / Apartments/Condos / Diamond Apts / Floor 1 / 101	1/27/2022	2/1/2022	Electrical Elite	3-High	1-GC	1-Interior	Window Shad
95774	19	FinishLine / Apartments/Condos / Diamond Apts / Floor 1 / 101	1/27/2022	2/1/2022	Electrical Elite	3-High	1-GC	1-Interior	Window Shad
95775	20	FinishLine / Apartments/Condos / Diamond Apts / Floor 1 / 101	1/27/2022	2/1/2022	Electrical Elite	3-High	1-GC	1-Interior	Window Shad

At the bottom, there is a 'Complete' dropdown menu and a 'Continue >' button.

You may now select all of the punches by clicking the box next to ID. Or select just the punches to be updated.



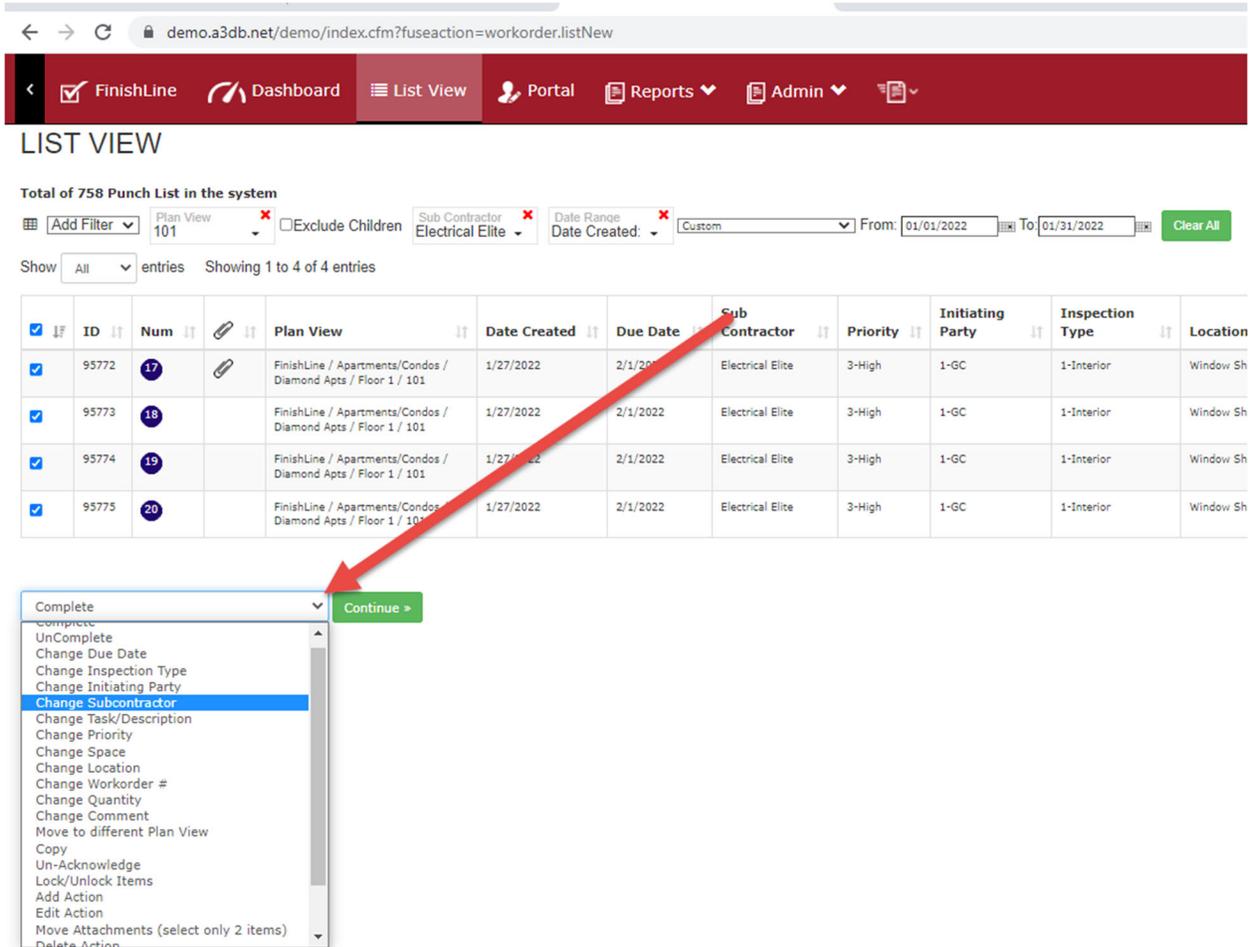
The screenshot shows the same 'LIST VIEW' interface, but with checkboxes selected next to the ID column for all four entries. A red arrow points to the first checkbox.

ID	Num	Plan View	Date Created	Due Date	Sub Contractor	Priority	Initiating Party	Inspection Type	Location
<input checked="" type="checkbox"/>	17	FinishLine / Apartments/Condos / Diamond Apts / Floor 1 / 101	1/27/2022	2/1/2022	Electrical Elite	3-High	1-GC	1-Interior	Window Sha
<input checked="" type="checkbox"/>	18	FinishLine / Apartments/Condos / Diamond Apts / Floor 1 / 101	1/27/2022	2/1/2022	Electrical Elite	3-High	1-GC	1-Interior	Window Sha
<input checked="" type="checkbox"/>	19	FinishLine / Apartments/Condos / Diamond Apts / Floor 1 / 101	1/27/2022	2/1/2022	Electrical Elite	3-High	1-GC	1-Interior	Window Sha
<input checked="" type="checkbox"/>	20	FinishLine / Apartments/Condos / Diamond Apts / Floor 1 / 101	1/27/2022	2/1/2022	Electrical Elite	3-High	1-GC	1-Interior	Window Sha

At the bottom, there is a 'Complete' dropdown menu and a 'Continue >' button.

Using the List View to Batch Update Punches

From the dropdown at the bottom of the page, select the change to make to the selected punches. (Change Sub Contractor, Change Inspection Type, Change Due Date, and Change Plan View, are just a few of your options)



The screenshot shows the FinishLine web application interface. At the top, there is a navigation bar with 'FinishLine', 'Dashboard', 'List View', 'Portal', 'Reports', and 'Admin' menus. Below the navigation bar, the page title is 'LIST VIEW'. A summary indicates 'Total of 758 Punch List in the system'. There are filter options for 'Add Filter', 'Plan View' (set to 101), 'Exclude Children', 'Sub Contractor' (set to Electrical Elite), and 'Date Range' (set to Custom, From: 01/01/2022, To: 01/31/2022). A 'Clear All' button is also present. The main content area shows a table with 4 entries, displaying columns for ID, Num, Plan View, Date Created, Due Date, Sub Contractor, Priority, Initiating Party, Inspection Type, and Location. A red arrow points from the 'Sub Contractor' column header to a context menu that is open over the table. The context menu lists various actions, with 'Change Subcontractor' highlighted in blue. A 'Continue >' button is visible at the top right of the context menu.

ID	Num	Plan View	Date Created	Due Date	Sub Contractor	Priority	Initiating Party	Inspection Type	Location
95772	17	FinishLine / Apartments/Condos / Diamond Apts / Floor 1 / 101	1/27/2022	2/1/2022	Electrical Elite	3-High	1-GC	1-Interior	Window Sh
95773	18	FinishLine / Apartments/Condos / Diamond Apts / Floor 1 / 101	1/27/2022	2/1/2022	Electrical Elite	3-High	1-GC	1-Interior	Window Sh
95774	19	FinishLine / Apartments/Condos / Diamond Apts / Floor 1 / 101	1/27/2022	2/1/2022	Electrical Elite	3-High	1-GC	1-Interior	Window Sh
95775	20	FinishLine / Apartments/Condos / Diamond Apts / Floor 1 / 101	1/27/2022	2/1/2022	Electrical Elite	3-High	1-GC	1-Interior	Window Sh

Using the List View to Batch Update Punches

In this example we choose “Change Sub Contractor”. Then choose the new sub from the dropdown list and click process.

The screenshot shows the FinishLine web application interface. The top navigation bar includes the FinishLine logo, Dashboard, List View, Portal, Reports, and Admin. The main content area displays 'Batch Action Options: 4 Items'. Under the 'Change Subcontractor of 4 items to:' section, there are two checkboxes: 'In Workorders' (checked) and 'In Actions' (unchecked). Below these are two green buttons: 'Process!' and '< Back'. A dropdown menu is open, showing a list of subcontractors. The 'Demolition Team' option is highlighted in blue. Two red arrows are overlaid on the image: one points to the 'Process!' button, and the other points to the 'Demolition Team' option in the dropdown menu.

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