

# FP2 - TIP 'O THE WEEK # 108

## ADDING CHECKLIST ITEMS AFTER CHECKLISTS HAVE BEEN SET UP



### Adding Checklist Items After Checklists Have Been Set Up

There may be times when you wish to add a checklist item to your checklists after they have been set up and in use. Rather than go into each property using a particular checklist and making the change there (well, you could do it that way, but it could be very time consuming depending on how many you wish to change!), you can change multiple checklists at once.

**Note:** If you have properties checked out to a remote, those properties will not be updated with your changes. We recommend that you have all properties checked in to the main computer before making any changes in order that your changes will take effect.

The first step is to add the item to the "Master Checklist Items".

Go to: Maintenance → Edit Pop Up Lists → Inspection Checklists → Master Checklist items

Click the "Add" button. Select the "Section", add your text and any other details, and click "OK".

Section: Portable Fire Extinguishers Order in Section:

Text: Occupants Trained on use

Other Info Requested

None  Number

Date  Text

Add Print Cancel

Edit Delete OK

There are two ways to add the item to your checklists, depending on the result you are after. You can either add the item to all existing and future property checklists, or just on ones using the categories of your choosing.

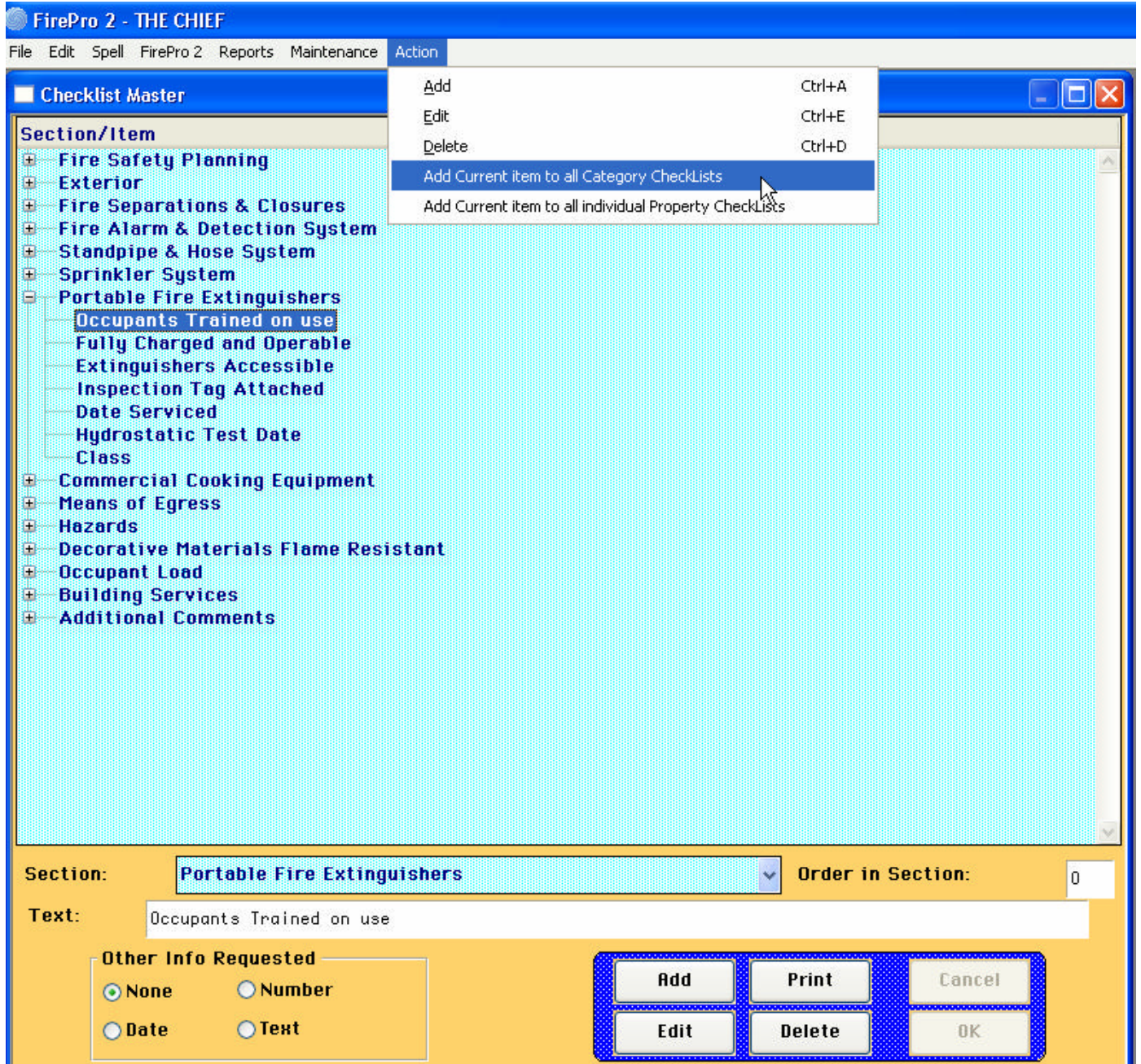
## Adding to all

To add that item to all Category Checklists and to all existing individual Property Checklists, select the item from the list, then go to:

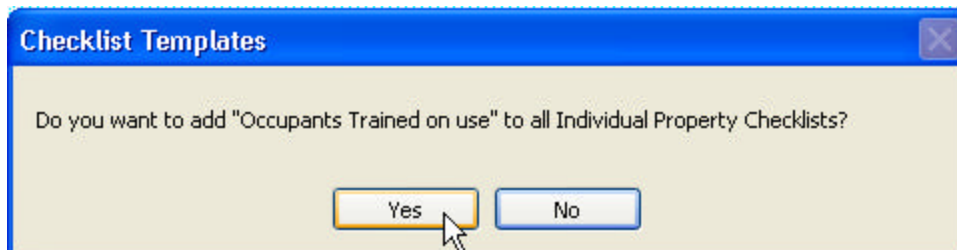
Action → Add Current Item to All Category Checklists

and

Action → Add Current Item to All Individual Property Checklists



You will get a pop up box to confirm your action. Click "Yes".

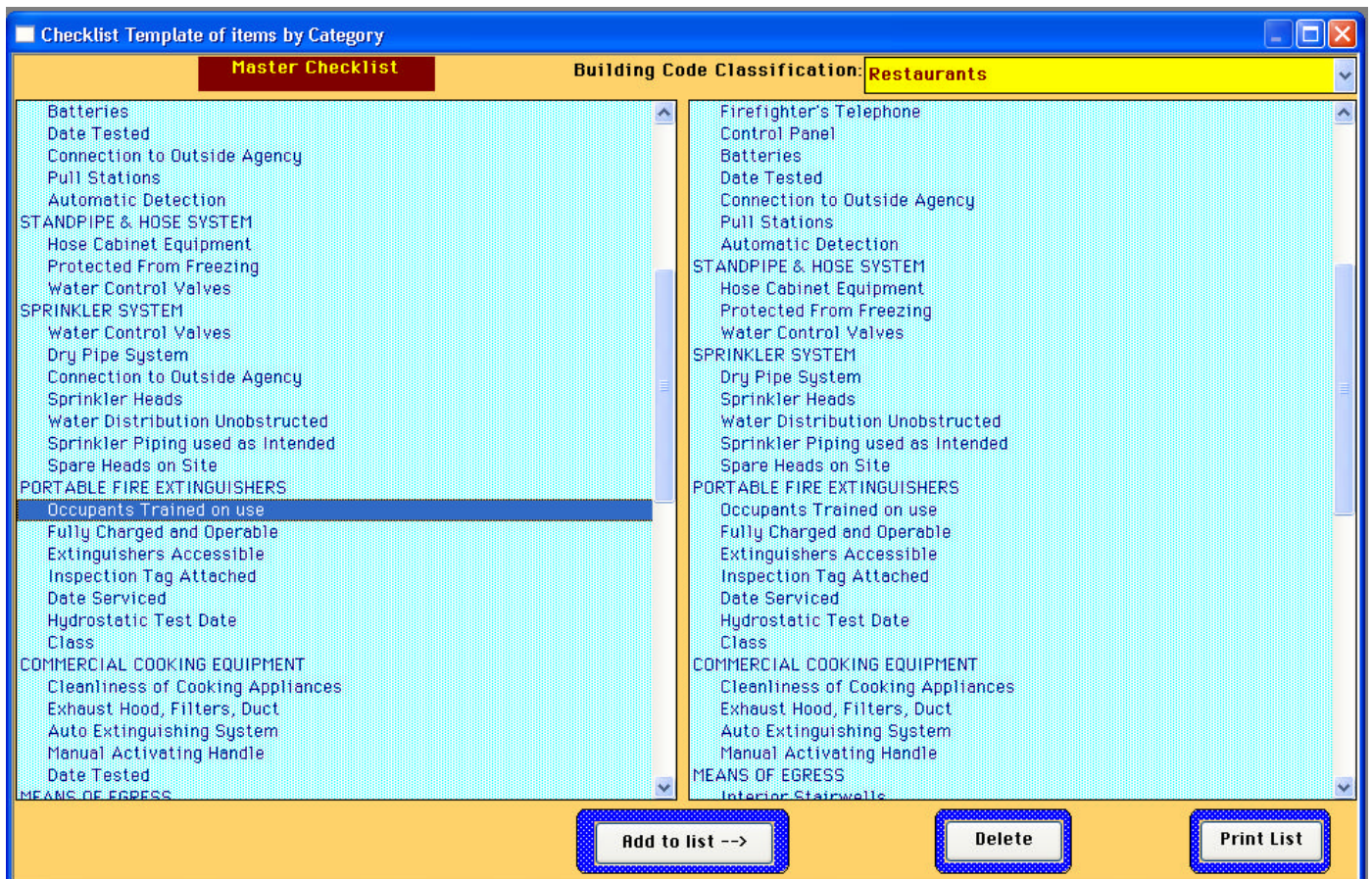


## Adding only to some Category Templates

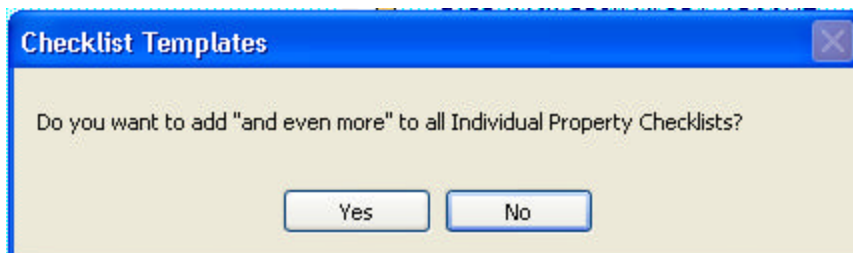
If you only want to add the item to certain Category Templates, you can do that as well.

Go to:

Maintenance → Edit Pop Up Lists → Inspection Checklists → Checklists by Category



Double click on the item you wish to add, or click on it and then click the "Add to list" button. You will get a pop up box asking you to confirm that you wish to add this item to all Property Checklists. Click "Yes".



This will add the item to all properties using the checklist template for the building classification code you have selected.



**Quote of the week:**

"I love blackjack. But I'm not addicted to gambling. I'm addicted to sitting in a semi circle."

*Mitch Hedberg*