Setting Up a Checklist for a Task

To Create a new check list, click the drop down arrow under task info, then click maintain checklists. (Shown Below)

Below is a look at the check list maintence screen. As you can see there are a few things we need to type in to create our first checklist.

To Create a new check list start typing a name for the check list in the Check List Name Field as shown below.
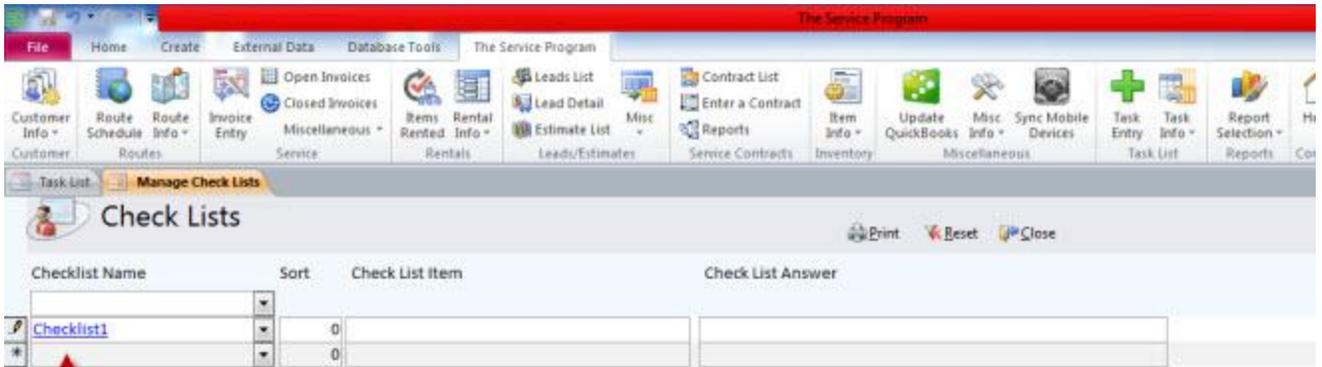
Start typing a name for
the new checklist

Then Click Yes to add it
to the list.
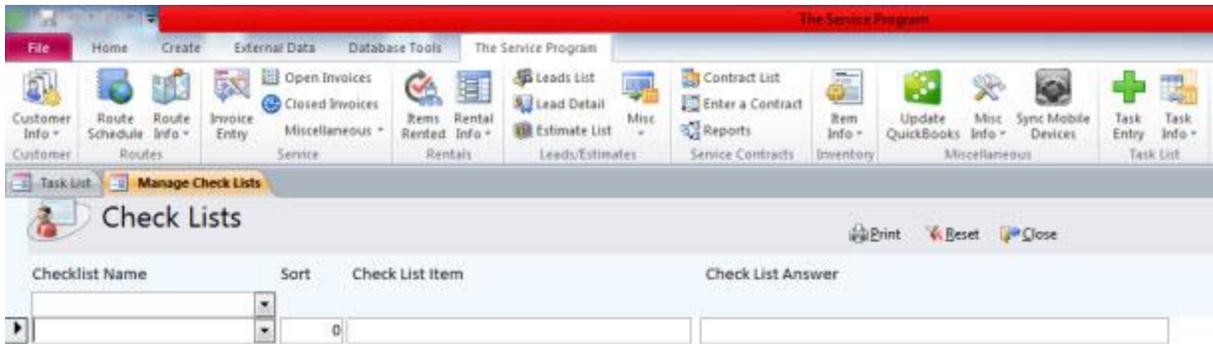
Fill out the remaing fields as shown below.
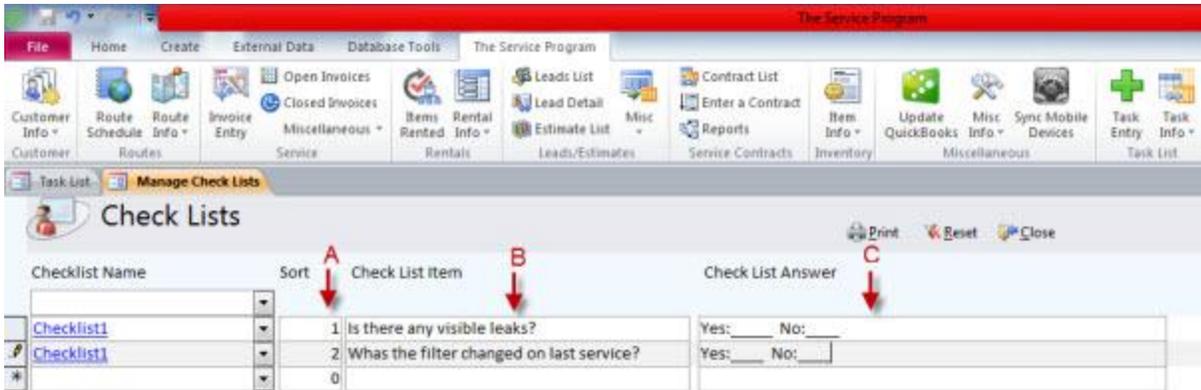
A). The Sort field is to define what order the questions will appear in the checklist

B). Check list item is the question or item description.

C). The check list answer field is used to define the possible answers to the check list item.