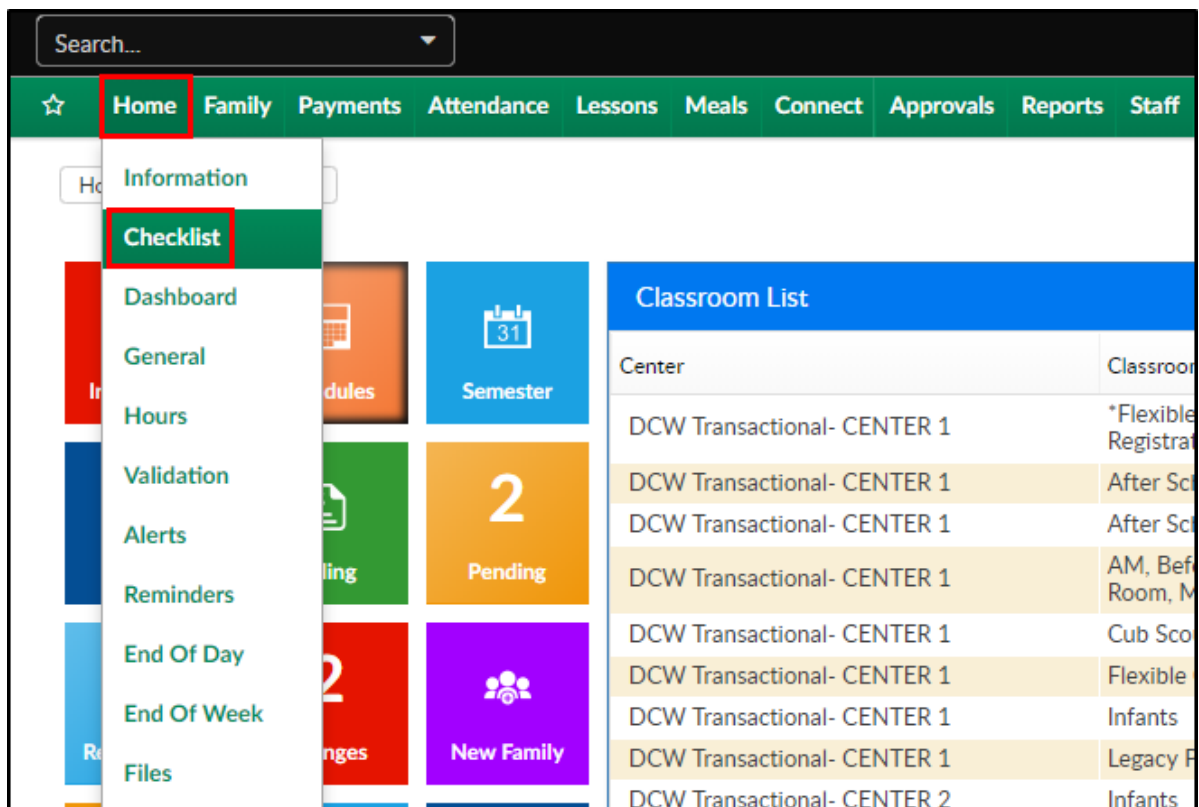


Home > Checklist

Last Modified on 03/07/2019 11:52 am EST


Based on user role, checklists can be created under [Setup > Checklist](#) to let staff know essential tasks that should be completed. When a user logs in and navigates to Home > Checklist, the list of tasks that have been assigned will display.

1. Click Home, then select Checklist




2. Select the three black line to view tasks to complete

Home > Checklist

Your Checklist							
	Checklist	Description	Start	End	Process Start	Process End	Status
	DCW - Transactional - Sample Checklist		03/07/2019	03/07/2019			Pending

3. Tasks display below the Checklist item, to Start the task select the "Start" link.

Your Checklist							
	Checklist	Description	Start	End	Process Start	Process End	Status
	DCW - Transactional - Take Attendance		10/02/2017	10/02/2017			Pending

Tasks					
Task	Description	Activity	Start	End	Status
Check in children		Attendance	Start		Pending
Check out children		Attendance	Start		Pending
Add a new announcement		Announcements	Start		Pending

4. To jump to the task location, select the link under the activity name.

Your Checklist							
	Checklist	Description	Start	End	Process Start	Process End	Status
☰	DCW - Transactional - Take Attendance		10/02/2017	10/02/2017			Pending

Tasks					
Task	Description	Activity	Start	End	Status
Check in children		Attendance	Start		Pending
Check out children		Attendance	Start		Pending
Add a new announcement		Announcements	Start		Pending

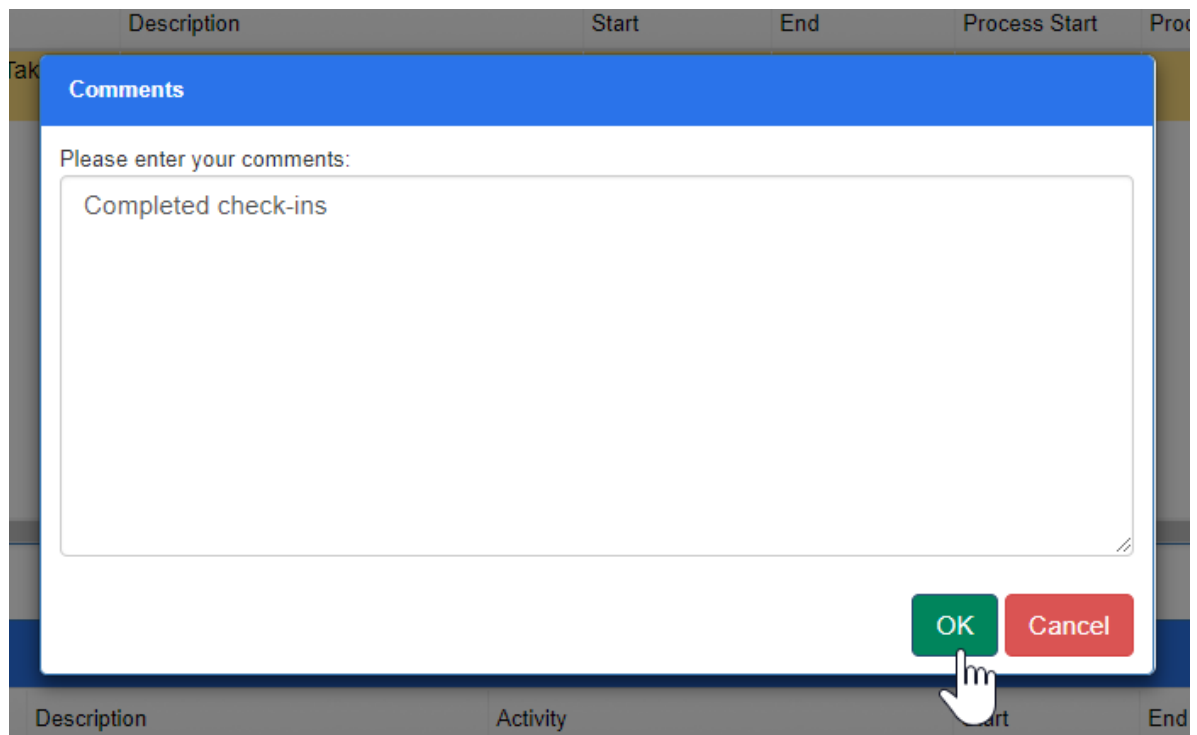
5. Once the task has been completed, go to Home > Checklist and mark as complete

Home > Checklist

Your Checklist							
	Checklist	Description	Start	End	Process Start	Process End	Status
☰	DCW - Transactional - Take Attendance		10/02/2017	10/02/2017	10/02/2017		In Progress

Tasks					
Task	Description	Activity	Start	End	Status
Check in children		Attendance	10/02/2017 - CGTransactiona	Complete	In Progress
Check out children		Attendance	Start		Pending
Add a new announcement		Announcements	Start		Complete

6. Once Complete is selected a Comment box will display, after entering any related comments select OK to continue.



7. The user would then move on to complete the next task. At the end of the day all of the user's tasks should be completed.

□ [Click here to see how to add checklists and tasks by user role!](#)