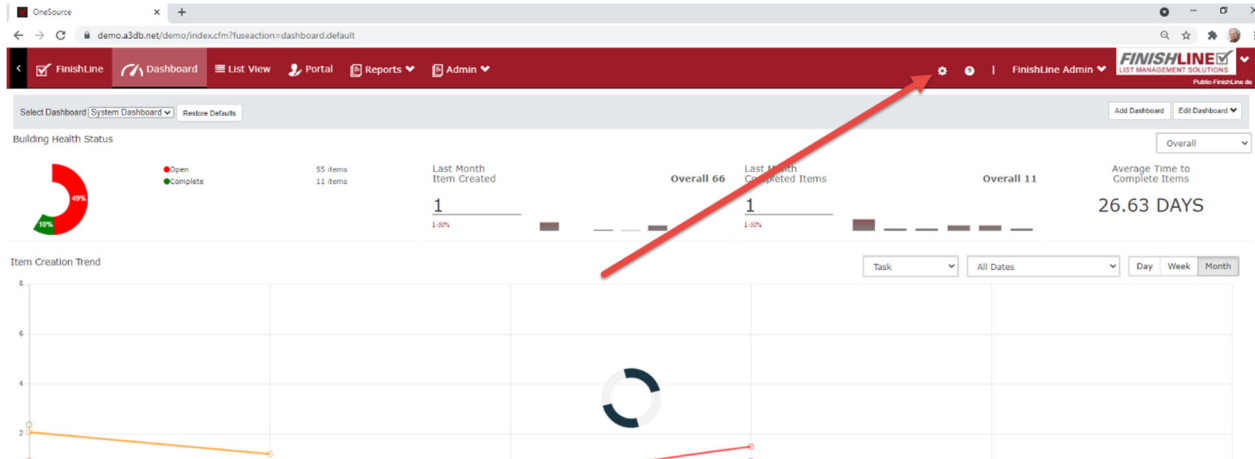
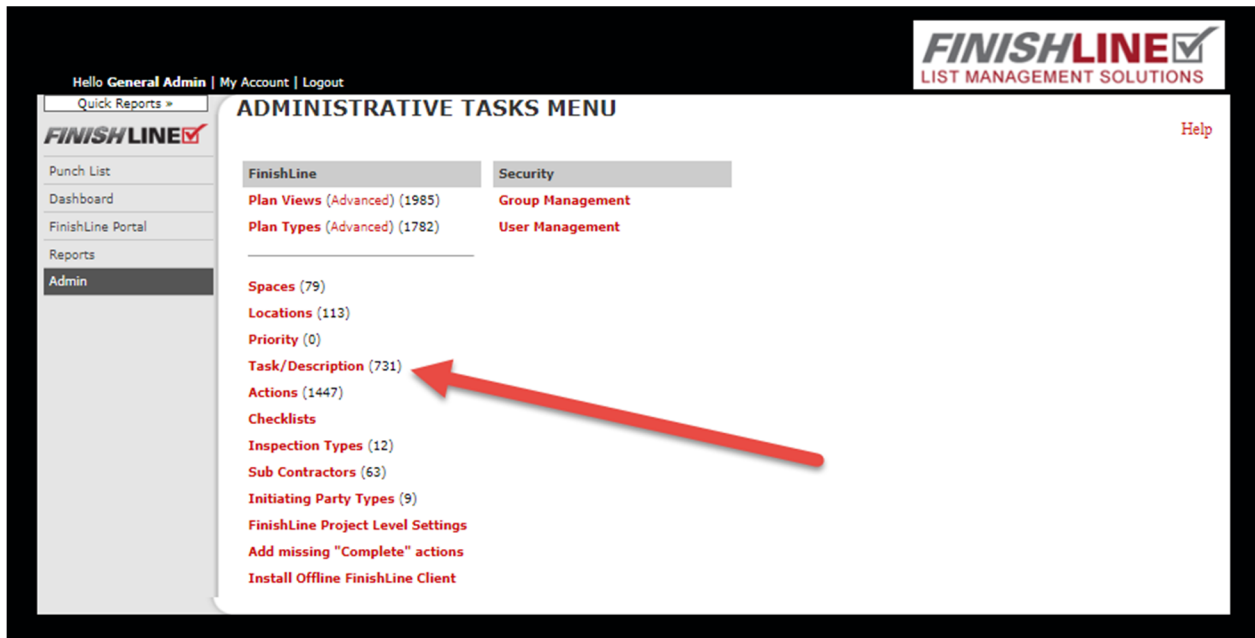


## Creating New Tasks and Descriptions

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



Choose “Task/Description” From the admin menu.



## Creating New Tasks and Descriptions

Click on “New Task Wizard” link

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### TASK/DESCRIPTION MANAGER

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A=Active Showing 731 Items

<input type="checkbox"/>	ID	A?	Task/Description Item	Sub Contractor	Action	Location/Item	Priority	
>	84416	X	Add Photos					
>	84417	X	Attach Photos		Take Photo	Where Indicated		
>	94751	X	Apartment / Single Family Homes					
>	94285	X	Annual Unit Inspection		Annual Unit Inspection	Where Indicated	2-Normal	
>	86258	X	Site close out list		Site close out list	Where Indicated		
>	59158	X	Appliances				2-Normal	
>	59159	X	Damaged-Scratch/Ding/Dent	Electrical Elite	Repair/Replace	Where Indicated	2-Normal	
>	59160	X	Dirty	Cleaners ABC	Clean	Where Indicated	2-Normal	
>	59164	X	Excessive Noise	Electrical Elite	Repair/Replace	Where Indicated	2-Normal	
>	59161	X	Inoperative	Electrical Elite	Repair/Replace	Where Indicated	2-Normal	
>	59162	X	Misaligned	Electrical Elite	Adjust	Where Indicated	2-Normal	

Here you can add your new Task, Choose the default Subcontractor and click the Create Task button. 5 descriptions will be automatically created for each task. They are Dirty, Incomplete, Incorrect, Inoperative, Missing, and User Defined.

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### NEW TASK CREATION WIZARD

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**Task Name:**

**Default Sub-Contractor:**

## Creating New Tasks and Descriptions

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Any questions? Email [support@punchlist.net](mailto:support@punchlist.net) or call 1-888-869-8685