

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.

Hello General Admin	My Account Logout		FINISHLINE LIST MANAGEMENT SOLUTIONS
Quick Reports »	ADMINISTRATIVE T	ASKS MENU	Help
Punch List	FinishLine	Security	
Dashboard	Plan Views (Advanced) (1985)	Group Management	
FinishLine Portal	Plan Types (Advanced) (1782)	User Management	
Reports			
Admin	Spaces (79)		
	Locations (113)		
	Priority (0)		
	Task/Description (731)		
	Actions (1447)		
	Checklists		
	Inspection Types (12)		
	Sub Contractors (63)		-
	Initiating Party Types (9)		
	FinishLine Project Level Settings		
	Add missing "Complete" actions		
	Install Offline FinishLine Client		
1			



Creating New Tasks and Descriptions

Click on "New Task Wizard" link

Hello General Admin !	My Account Logout				ST MANAGEME		
Quick Reports »	TASK/DES	CRIPTION MANAGER					
FINISH LINE							Help
Punch List	« Back to Admin I	Menu Inspection Types Association G	rid Rebuild Inde	ex New Task Wizard			
Dashboard		Task/Description		Add New Edit	Copy Filter X	Print	
FinishLine Portal	All Inspection Types A=Active	Level: All Levels V				Showina	731 Items
Reports Admin	ID A?	Task/Description Item	db Contractor	Action	Location/Item	Priorit	,
	▶ 🗌 84416 X	Add Photos					<i>»</i> ×
	, 🗌 84417 X	Attach Photos		Take Photo	Where Indicated		<i>»</i> ×
	, 🗌 94751 X	Apartment, Single Family Homes					<i>»</i> 🗙
	, 🗌 94285 X	Annual Unit Inspection		Annual Unit Inspection	Where Indicated	2-Norma	2×
	, 🗌 86256 ,	🖸 Site close out list		Site close out list	Where Indicated		<i>»</i> 🗙
	, 🔽 J9158 X	T Appliances				2-Norma	<i>»</i> 🗙
	59159 X	Damaged-Scrtch/Ding/Dent	Electrical Elite	Repair/Replace	Where Indicated	2-Norma	<i>»</i> 🗙
	, 🗌 59160 X	Dirty	Cleaners ABC	Clean	Where Indicated	2-Norma	<i>»</i> ×
	, 🗌 59164 X	Excessive Noise	Electrical Elite	Repair/Replace	Where Indicated	2-Norma	X
	, 🗌 59161 X	Inoperative	Electrical Elite	Repair/Replace	Where Indicated	2-Norma	<i>»</i> ×
	59162 X	🛅 Misaligned	Electrical Elite	Adjust	Where Indicated	2-Norma	X

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, Inoperateive, Missing, and User Defined.

Hello General Admin	My Account Logout	LIST MANAGEMENT SOLUTIONS
Quick Reports >	NEW TASK CREATION WIZARD	Help
Punch List	Admin Menu > Task/Description List >	
Dashboard	Task Name: Drinking Fountains	
FinishLine Portal	Default Sub-Contractor General Contracting Sources	
Reports	Create Task Cancel	
Admin		



Creating New Tasks and Descriptions

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