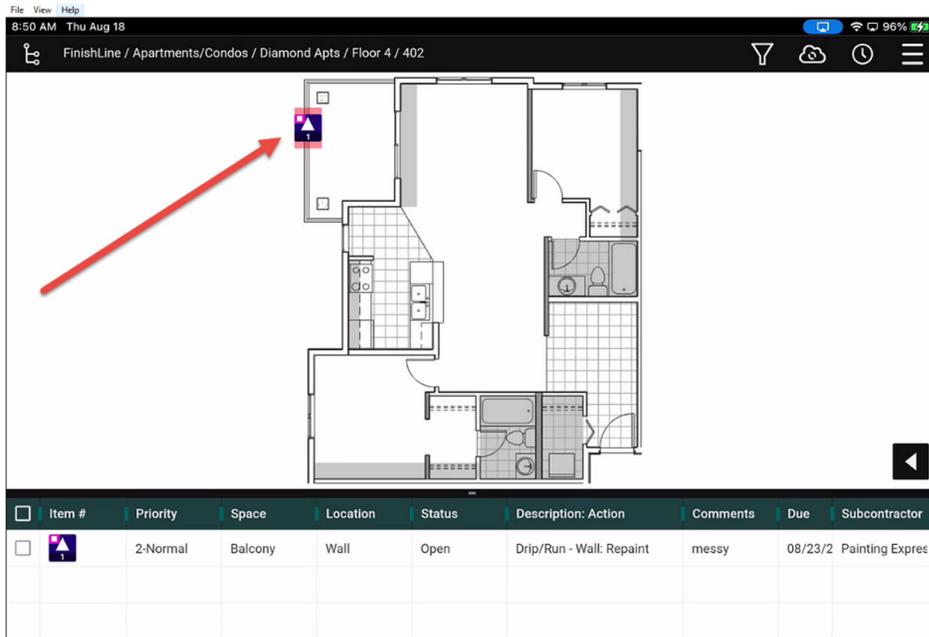
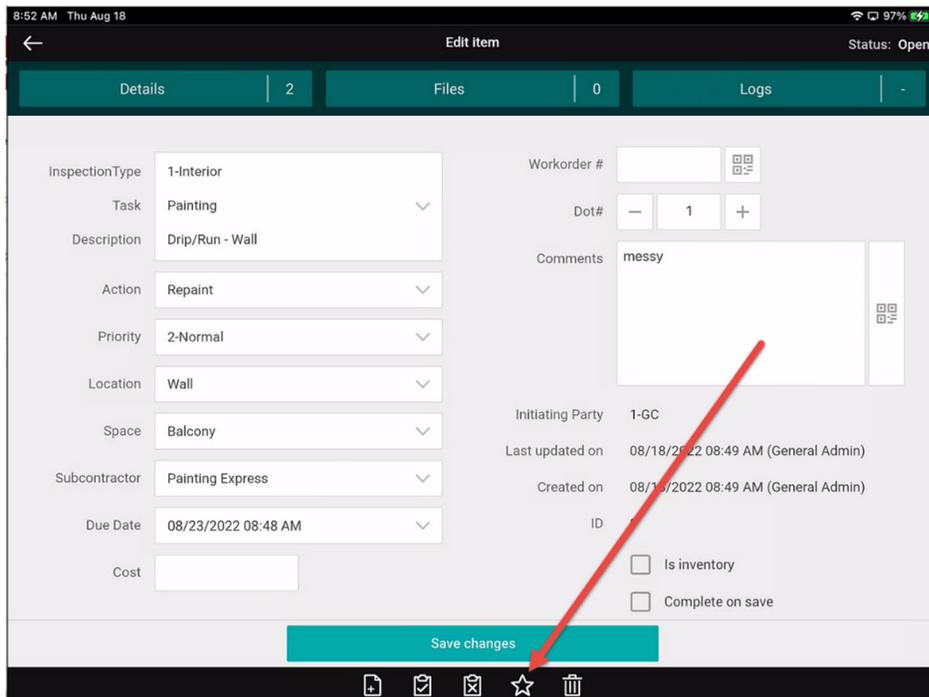


Creating and Using Favorites

While in the app create and save an item that you want to turn into a favorite.

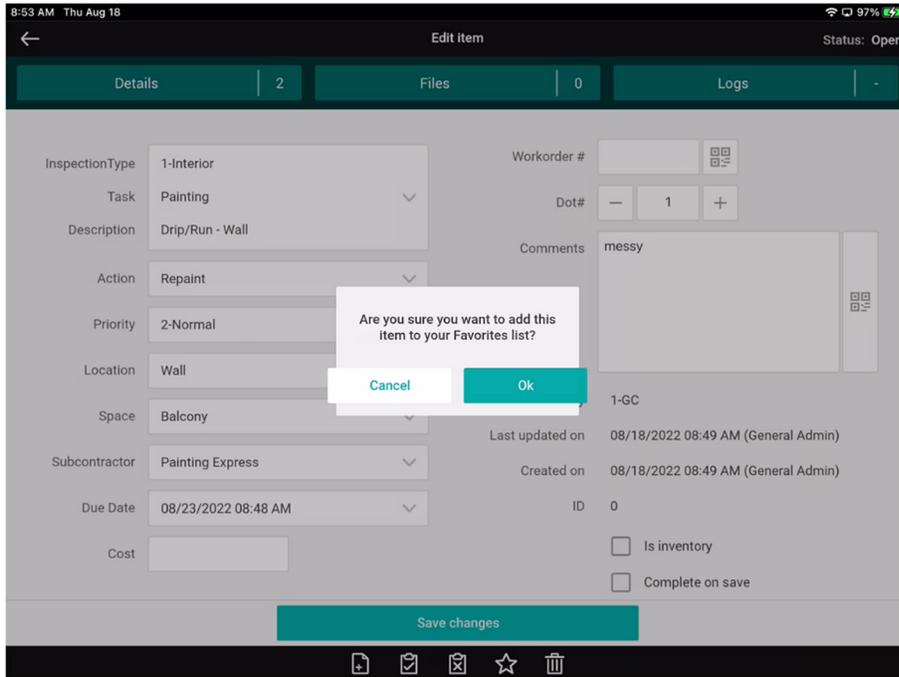


Open the item back up by clicking on the icon on the floor plan or choosing it from the list at the bottom. Then click on the star shaped icon at the bottom.

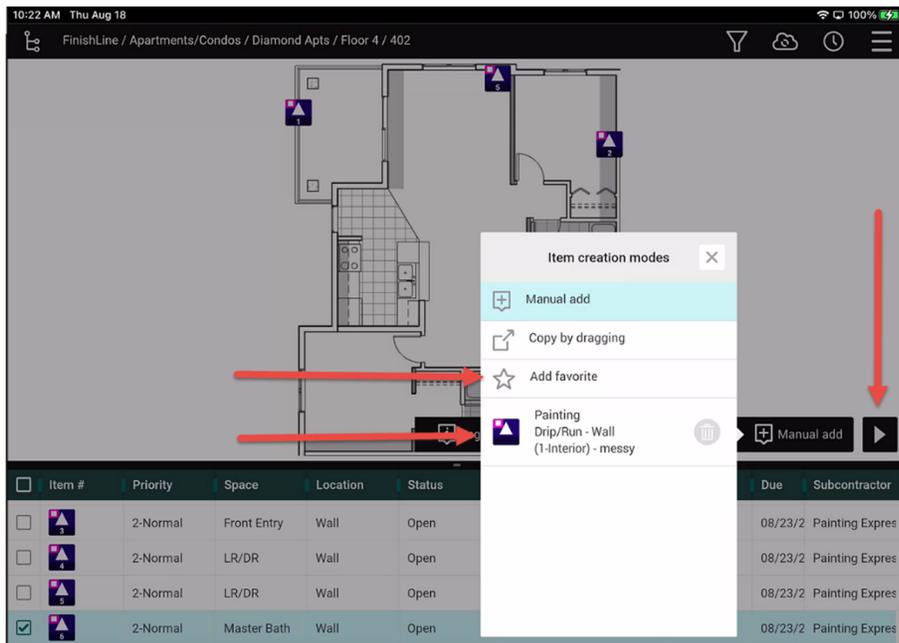


Creating and Using Favorites

A dialog box will pop up asking if you are sure you want to add this to your Favorites list. Click the OK button.



To access your new favorite, click on the white triangle icon on the left to open up the ribbon, now change from Manual add to Add favorite. Now you can choose from your list of favorites.



Creating and Using Favorites

Now everywhere you click on the floor plan will create a copy of your favorite, This is useful for items that show up frequently. IE missing cover plants, stains on the floor, paint scuffs, etc.

The screenshot shows a mobile app interface for 'FinishLine / Apartments/Condos / Diamond Apts / Floor 4 / 402'. The top status bar shows '10:22 AM Thu Aug 18' and '100%' battery. The floor plan has six numbered markers (1-6) placed on various walls. Below the floor plan is a table with the following data:

<input type="checkbox"/>	Item #	Priority	Space	Location	Status	Description: Action	Comments	Due	Subcontractor
<input type="checkbox"/>		2-Normal	Front Entry	Wall	Open	Drip/Run - Wall: Repaint	messy	08/23/2	Painting Expres
<input type="checkbox"/>		2-Normal	LR/DR	Wall	Open	Drip/Run - Wall: Repaint	messy	08/23/2	Painting Expres
<input type="checkbox"/>		2-Normal	LR/DR	Wall	Open	Drip/Run - Wall: Repaint	messy	08/23/2	Painting Expres
<input checked="" type="checkbox"/>		2-Normal	Master Bath	Wall	Open	Drip/Run - Wall: Repaint	messy	08/23/2	Painting Expres

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