

Check List Template Setup Menu

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Check Sheet Template Setup Search

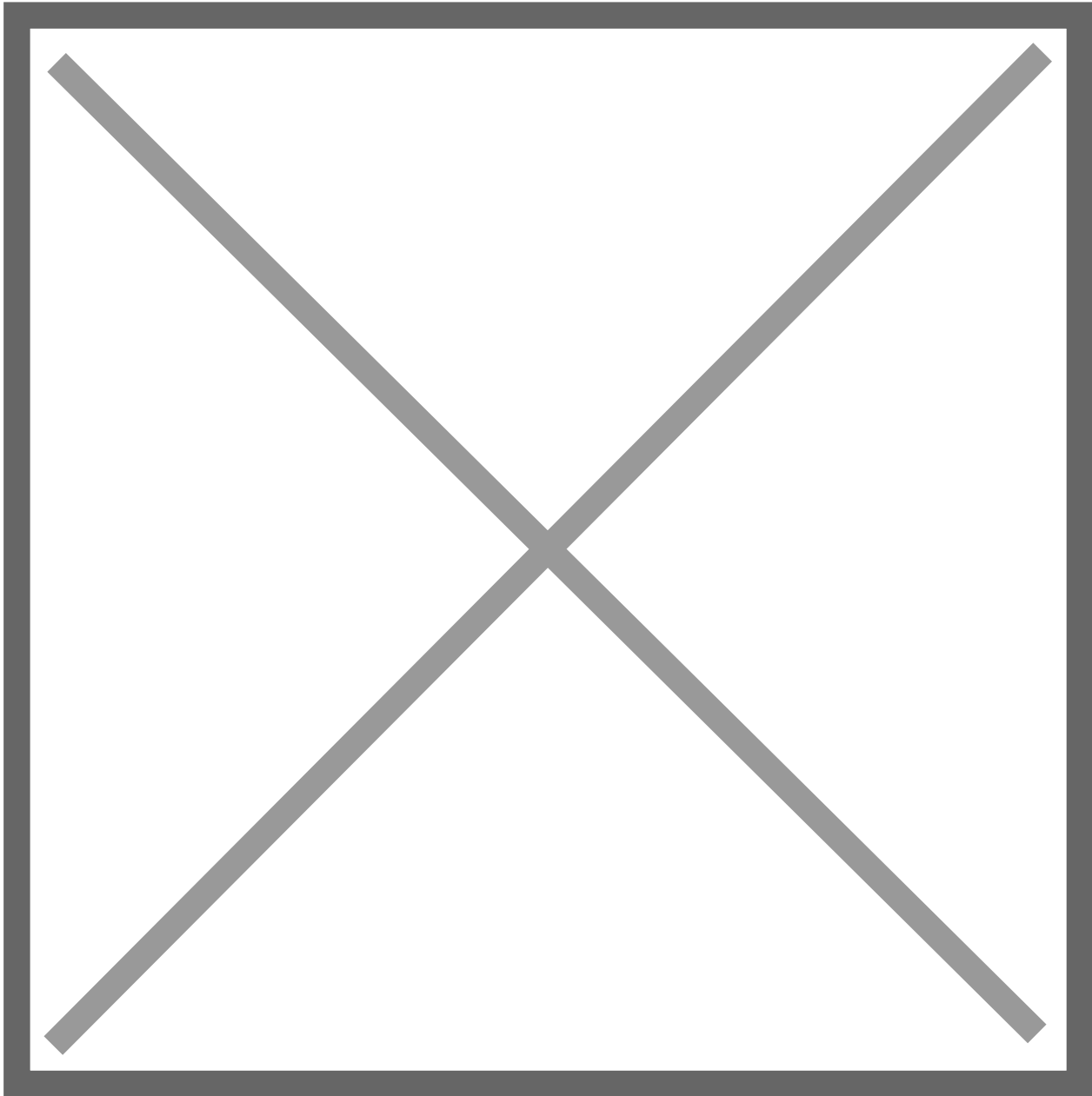
This application allows for the creation of Check Sheets which are used in the Job Costing Module.

Check Sheets are used to ensure that all the predefined steps in a standard job are completed.

Webatar > Configuration > Checklist Template

Video manual 2020 - [Click Here](#)

Video manual 2016 - [Click Here](#)



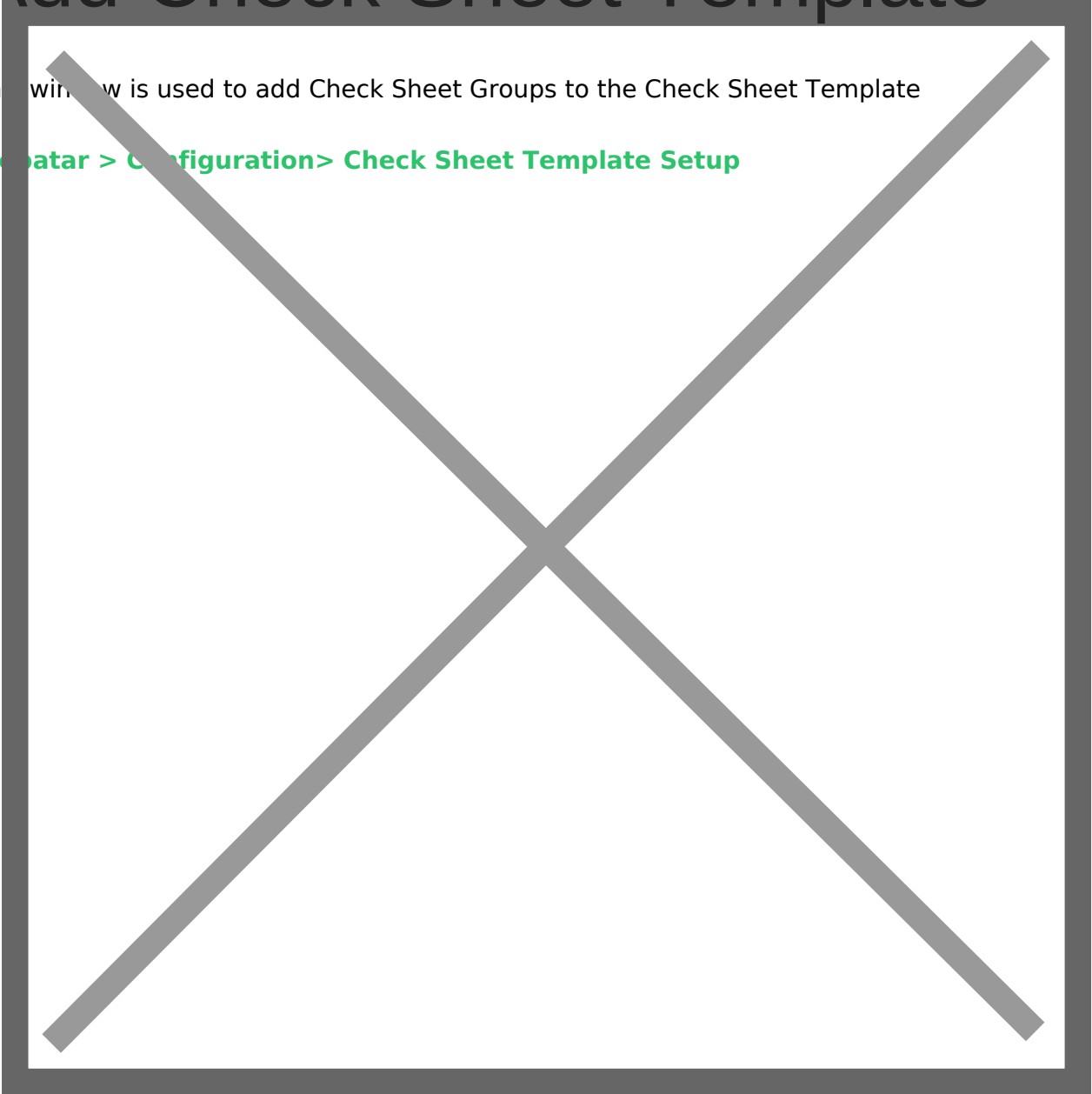
The following tasks can be actioned using this window

Add	To add new Check Sheets input the new code and description.
Edit	Enter the Code or description to change
Delete	Enter the Code you wish to delete
Clone	You are able to copy the characteristics of an existing Check Sheet Template to a new Check Sheet Template
Print/Export	You are able to print the Check Sheet this can either be emailed or physically printed
Active	If this check box is ticked then the search will return all Active Check Sheets. If not ticked then the search will return all inactive Check Sheets.

Add Check Sheet Template

This window is used to add Check Sheet Groups to the Check Sheet Template

Webstar > Configuration > Check Sheet Template Setup



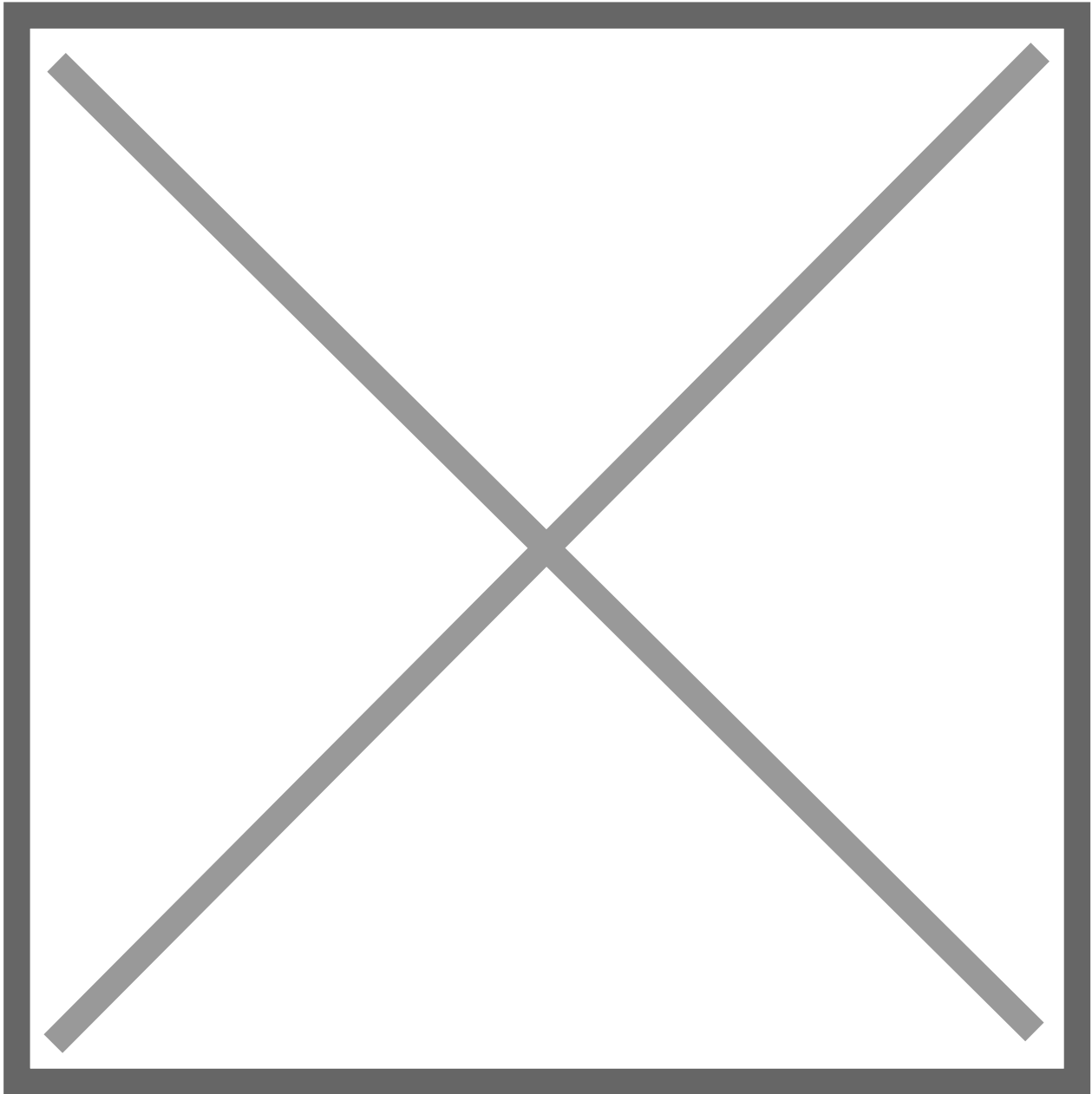
Standard	Use to add, edit or delete a Check Sheet Group within the Check Sheet template
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Buttons

Add Button	Insert a new Check Sheet Group
Edit Button	View/Edit a Check Sheet Group
Delete Button	Delete a Check Sheet Group
Print/Export Drop Down Menu	Print the grid displayed win the window

Overview button

Displays the list of created check sheet groups, tasks and questions



Print Button

Allows the user to print the selected Check list template

