

Check List Groups

Check sheet groups are the logical grouping of activities that are used in the Check Sheet Template to create a Check Sheet

CRM Module> Configuration> Check List Groups

Check List Groups / Item Grouping

Search

Add

Edit

Delete

Print/Export

Import

Code:

Description:

Active: ☒

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Remove Paging: ☐

#	Code	Description
1	GRP01	Group 01
2	GRP02	Group 02

Code	Search for a check list/ Item grouping using the list code or part of it
Description	Search for check list group by description or part of description
Active	If you search for check list with the tick on. I will recall all existing check list groups If you search for check list group with the tick off it will recall all inactive check list groups

Button

Search	Allows you to search for one or multiple check list
Add	Allows you to create a new check list group
Edit	To edit or view an existing check sheet
Delete	Allows you to delete an existing Check sheet
Print/ Export	Allows you to print or export check sheets displayed on the Grid
Import	Allows you to bring in check sheets via a template into the system

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