

Required checklists and photo evidence: Getting started

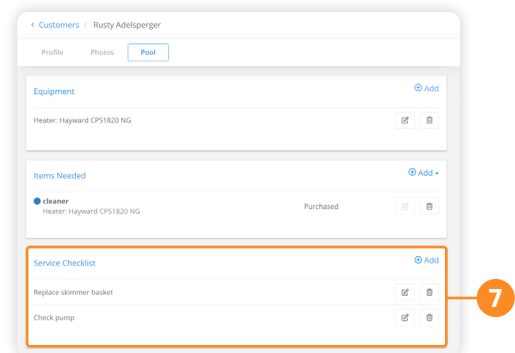
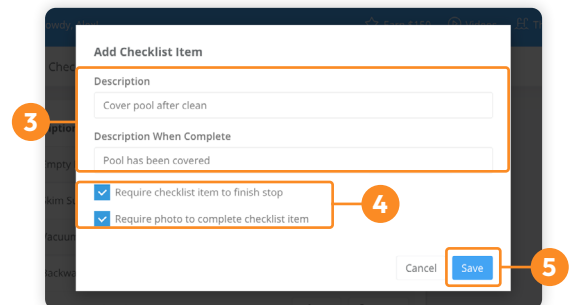
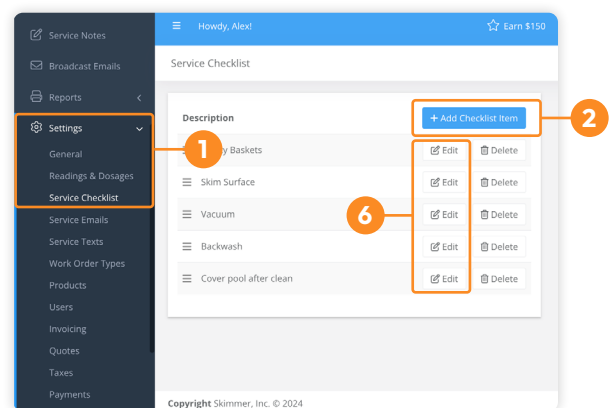
Now you have more control over your checklists than ever before. Elevate your service standards and boost customer confidence by requiring specific checklist items to be completed before a stop can be finished. Here are a few steps to guide you on making your checklist items mandatory for your techs.

Setup

1. Visit **Settings > Service Checklist** to view checklist items and make them required for all routine service stops.
2. Click on **Add Checklist Item** to add a new checklist item.
3. Add the **Description** and **Description When Complete**.
4. Check the boxes for **Require checklist item to finish stop** and/or **Require photo to complete checklist item**.
5. Click on **Save**.
6. To make existing Checklist items required, click on **Edit**.
7. If you want to make a checklist item required for only certain bodies of water in a Serviced Location, visit **Customer > Body of Water > Checklists**.

Your customers will be able to see these photos in their service emails (if you have configured it to do so).

Note: The photos do NOT count towards your general photo limit per stop.



NEED MORE HELP?

- [Click on this link](#) for more information on how to customize Service Checklists via web.
- [Send this guide](#) to your techs to see the new required checklist workflow.