

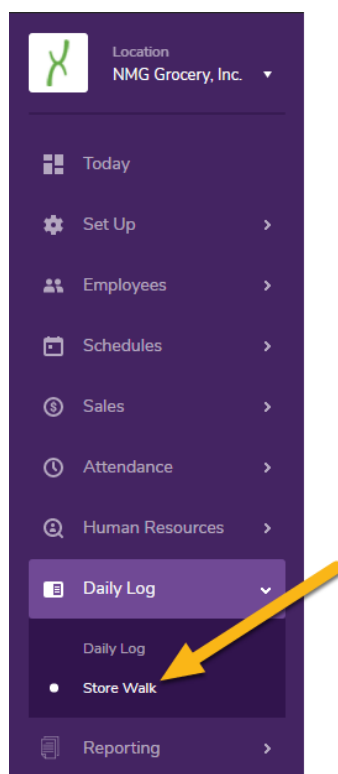
Complete the tasks on your checklist

Once your [Checklist](#) has been created, you can check off the items there, either from your browser or using a tablet or mobile device. This is sometimes referred to as "going on a store walk," but TimeForge's [task management solution](#) actually supports all kinds of to-do lists. Walking the store is just one of the many things you can do with our built-in checklists.

In this guide, you'll learn how to complete the tasks on your checklist.

Navigate to Store Walk

Once you're logged in, open the **Daily Log tab** and click on **Store Walk** in the menu.



💡 If your account has multiple locations, make sure you have a location selected and that you're not at the Corporate level.

Select a task from those available

Tasks will be listed in a table that includes the checklist they belong to, which group, the task name, status, due date, score, notes, and finally any additional actions that may be taken. To select a task, simply click on a row:

◀ Fri Apr 16 2021 ▶		All	Finished	Unfinished				Print
CHECKLIST	GROUP	TASK	STATUS	DUE DATE	SCORE	NOTES	ACTION	
Maintenance Check	Fridges and Freezers	Fridge 1	Unfinished	04/17/2021 04:00 PM			Comments	Delete
Maintenance Check	Fridges and Freezers	Freezer	Unfinished	04/17/2021 12:00 AM			Comments	Delete
Maintenance Check	Cooking Areas	Grill - Clean	Unfinished	04/17/2021 12:00 AM			Comments	Delete
Maintenance Check	Cooking Areas	Grill - Check	Completed	04/17/2021 12:00 AM	5		Comments	Delete
Maintenance Check	Fridges and Freezers	Fridge 2	Unfinished					
Maintenance Check	Cooking Areas	Oven - Clean	Unfinished					
Maintenance Check	Cooking Areas	Oven - Check	Unfinished					

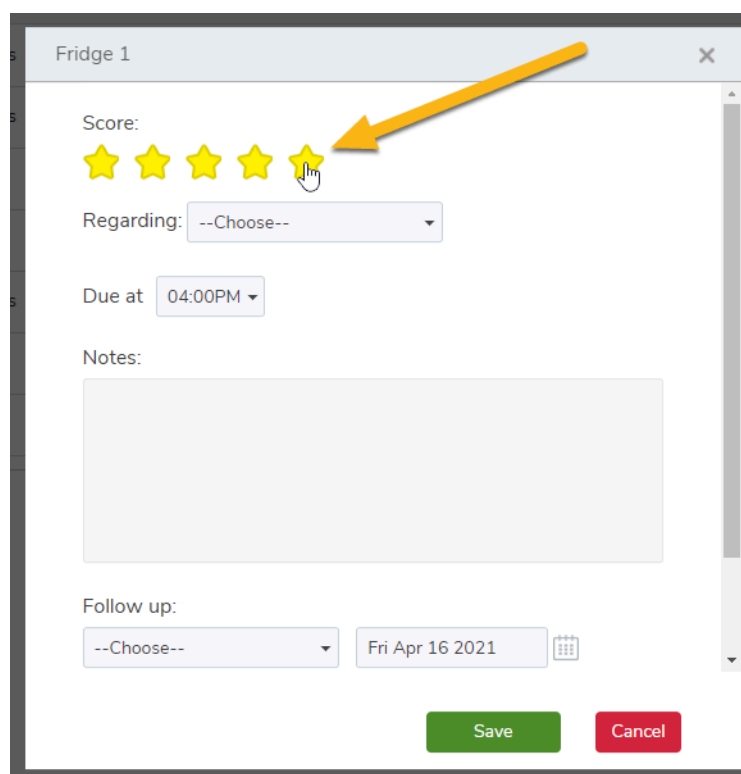
Note the colored bar on the left side of each row.

- When an item is **Red**, it is not started or is still incomplete.
- When an item is **Green**, it is all complete.
- When an item is **Yellow-Orange**, it is still waiting for Follow Up.

When you select a task, a pop-up will appear with various options. The options will depend on how the task was configured (for example, if it was set to allow ratings or follow-ups).

Rate a task

If ratings are turned on for the task, you'll see 5 stars at the top. Click a star to set the rating on the task:



Fridge 1

Score:

★ ★ ★ ★ ★

Regarding: --Choose--

Due at: 04:00PM

Notes:

Follow up:

--Choose-- Fri Apr 16 2021

Save Cancel

Add notes and other details

Under the score/rating area, you can select an employee to associate with the task, adjust the due date, and add any notes.

If the task allows for follow-ups, you can choose someone to be responsible for the follow-up and indicate when it should occur.

Fridge 1

Score: ★ ★ ★ ★ ★

Regarding: --Choose--

Due at: 04:00PM

Notes: Looks great, no problems.

Follow up: --Choose-- Fri Apr 16 2021

Save Cancel

Add attachments (if any) and mark as complete if complete

Near the bottom of the task, there's an option to [upload files, such as images, documents](#), etc. Under that is a checkbox to mark the task as complete, if it's done.

Fridge 1

Regarding: --Choose--

Due at: 04:00PM

Notes: Looks great, no problems.

Follow up: --Choose-- Fri Apr 16 2021

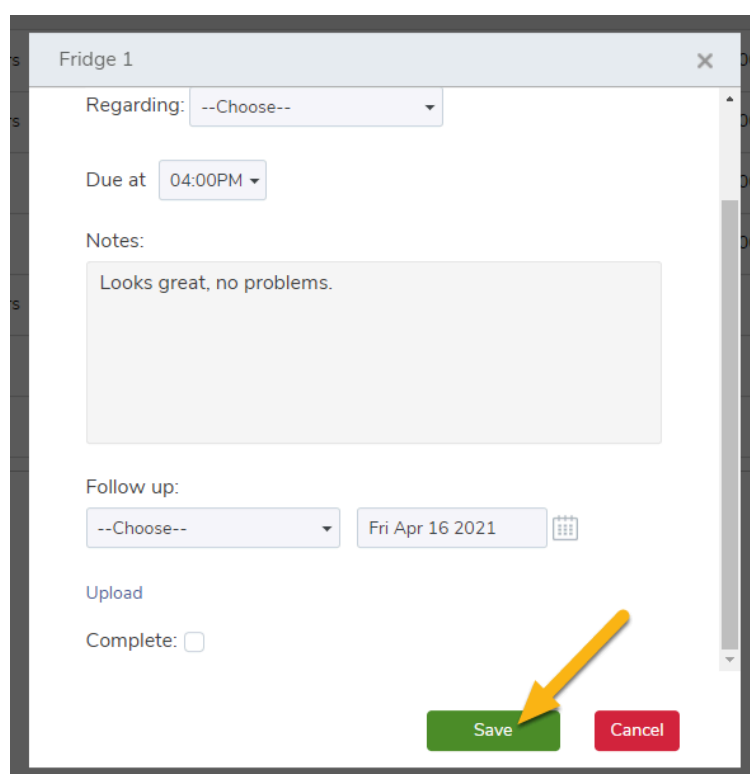
Upload

Complete: ☐

Save Cancel

Save your changes

When everything looks how you want it, don't forget to save your changes!



The screenshot shows a web form titled "Fridge 1" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Regarding:** A dropdown menu currently showing "--Choose--".
- Due at:** A time selection dropdown showing "04:00PM".
- Notes:** A text area containing the text "Looks great, no problems."
- Follow up:** A dropdown menu showing "--Choose--" and a date field showing "Fri Apr 16 2021" with a calendar icon.
- Upload:** A label for an upload section.
- Complete:** A checkbox that is currently unchecked.
- Buttons:** A green "Save" button and a red "Cancel" button at the bottom right. A yellow arrow points to the "Save" button.