

Checklists

A feature for creating, organizing, and managing checklists, helping users track progress and complete activities efficiently.

Checklists

Search...

+ Add Checklist

Category

Total Items

Last Edit

Created by

Sort by: Checklist Name: A-Z

Checklist Name	Category	Workspace	Total Items	Activity	Description
Inventory Management	Inventory	J SIMLAB Workspace	5 items	LAST EDIT: 05.08.2026 J CREATED: 05.08.2026 J	SIMLAB SIMLAB This is a feature showcase checklist

Checklists are templates that need to be assigned to **Assets** and since they are templates, they can be reused between multiple assets.

Add Checklist

Workspace *

Select workspace...

General Information

Checklist Title *

Enter checklist title...

Category *

Select category...

Description

Enter description...

0/1000

Items

Describe the item...

0/256

+ Add next

Cancel

Add

An example of a checklist.

Inventory Management

Category

Inventory

Description

This is a feature showcase checklist

1. Paper

2. Water

3. Electricity

4. AC

5. PC

This is a template

Items can be checked off only after assigning the checklist to an asset

Filters

Category ▾

Total Items ▾

Last Edit ▾

Created by ▾

- **Category** - Here you can limit checklists to a specific type.
- **Total Items** - Lets you filter checklists by the amount of items in it
- **Last Edit** - Limit shown assets by the date of it's last edit
 - up to 30 days
- **Created by** - By asset author

Category ▾

Total Items ▾

Inventory☐

Maintenance☐

Other☐

Renovation☐

Shopping☐

ClearApply

Total Items ▾

Last Edit

MINIMUM ITEMS

MAXIMUM ITEMS

ClearApply

Last hour

Last 12 hours

Last 24 hours

Last 7 days

Last 30 days