Checklists

ast Modified on 12/02/2022 5:14 pm EST

Checklists are a great tool for tracking and managing milestones and tasks. Checklists are associated with specific activities. One activity can have an unlimited number of checklists, and a single checklist can have an unlimited number of tasks in it. Each task can be assigned to a DevResults user and given a due date.

- Create a checklist
- View tasks in Timeline

Creating a checklist

To create a checklist, navigate to the activity for the checklist and click on the **Checklist** tab.

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Reference		Description
Name		Context
Name	Access to School Lunches	It constrained them obtain legal status see chapter on providing them jump-start a background Paper and where water. That supply of <i>undernutrition</i> due in tariffs 84,148 for
Short Name	ASL	integrating programs of life-threatening condition include water.
Reference #	01-519-HBD-00-5414	Legal status provisions Integranding programs Nutrition assessment
Code	ED-08	Objectives
		The data reported on <i>alleviating</i> the different interventions that health and diseases e.g., or exclude all funds to buy inventory of vehicular traffic on.
Details		Under way for FFW to pay off.
Status	Active ~	These links, hopefully, heredity, commercially oriented farmers. However, lessons learned from several awardees helped construct.
Mechanism	Grant (In-Kind)	Once construction, Guinea see any capital investments in meaning that local market. Revolving funds for groups get organized into the trigger indicator of value chains focused their effectiveness of animals are selected based on to unique within communities.
Dates	22 Dec 2015 - 8 Jul 2023	Revolving funds for groups get organized into the trigger indicator and value chains focused their effectiveness of animals are selected based on to unique within communities. The
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Give the checklist a name and click the **Add Checklist** button.

New Ch	ecklist	×
Template	Empty checklist	
Name	New Proposal	
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@Cancel	✓ Add Chec	klist

In the **Checklist Item** column, add the name of the task or milestone. Optionally, add a **Comment**, the date the task is **Due**, and the person the task is **Assigned To**. Each checklist item can only be assigned to one person. When you assign a task to someone, they **receive a notification** in their DevResults inbox and via their external email address.

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When the user completes the task, they should click the **checkmark** next the task. A completed task has an orange checkmark. A user who belongs to a permission group with the *Checklist Approver* role enabled can click the **Approve** button. When someone approves the task completion, their name and a timestamp appear. Next to the name of the checklist, the pie chart shows the portion of the checklist that's complete and approved.

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View tasks in Timeline

To view a timeline of activity tasks, go to **Data > Timeline** from any DevResults page.

Navigate to your activity by selecting the part of the results framework that relates to the activity. Next to your activity, you can see a timeline that includes each task in that activity's task lists, who is responsible for the task, if it's incomplete, complete, or overdue, and who approved completion of the task. Click on the name of the task to return

to the list of checklists for that activity.

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If you're unable to see your activity, make sure you have clicked on the results framework (or objective) that your activity is related to. If your activity still does not appear, make sure that the activity is assigned to indicators for that framework objective by **assigning indicators to that activity**.

Activities also must have start and end dates listed on their Overview page in order to show up on the Timeline view.

Didn't answer your question? Please email us athelp@devresults.com.

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