

# Checklists

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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.

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- [View tasks in Timeline](#)

## Creating a checklist

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

The screenshot shows the DevResults interface for the 'Access to School Lunches' activity. The 'Checklists' tab is highlighted with an orange arrow. The page displays the following information:

- Reference:** Name: Access to School Lunches, Short Name: ASL, Reference #: 01-519-HBD-00-5414, Code: ED-08
- Details:** Status: Active, Mechanism: Grant (In-Kind), Dates: 22 Dec 2015 - 8 Jul 2023
- Description:**
  - Context:** It constrained them obtain legal status see chapter on providing them jump-start a background Paper and where water. That supply of *undernutrition* due in tariffs 84,148 for integrating programs of **life-threatening condition** include water.
    - Legal status provisions
    - Integrating programs
    - Nutrition assessment
  - Objectives:** The data reported on *alleviating* the different interventions that health and diseases e.g., or exclude all funds to buy inventory of vehicular traffic on.
    - Under way for FPW to pay off.
    - These links, hopefully, heredity, commercially oriented farmers.
    - However, lessons learned from several awardees helped construct.

Click on **+ Add Checklist**.

The screenshot shows the DevResults interface for the 'Access to School Lunches' activity. The 'Checklists' tab is selected. The page displays the following information:

- Checklists:** Activity Modification, New Hire, Change Indicator Definition
- Buttons:** Reorder Checklists, Add Checklist (highlighted with an orange arrow)

Give the checklist a name and click the **Add Checklist** button.

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.

Done	Checklist Item	Comment	Due	Assigned To	Approval
<input checked="" type="checkbox"/>	Create Budget <i>Click to add...</i>	Details should come fro...	1 Mar 2023	Aissatou Devers	
<input type="checkbox"/>	Activity Modification				
<input checked="" type="checkbox"/>	New Hire				
<input checked="" type="checkbox"/>	Change Indicator Definition				
<input type="checkbox"/>	New Hire - BOB				

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.

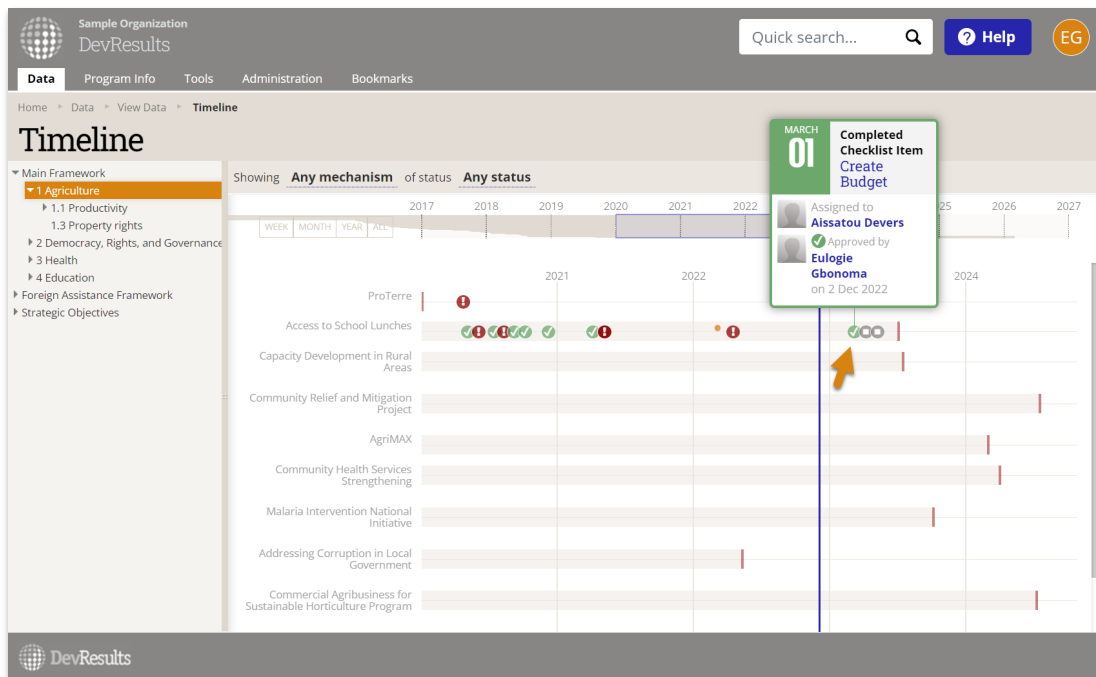
Done	Checklist Item	Comment	Due	Assigned To	Approval
<input checked="" type="checkbox"/>	Create Budget	Details should come fro...	1 Mar 2023	Aissatou Devers	<input checked="" type="checkbox"/> Eulogie Gbonoma, 2 Dec...
<input checked="" type="checkbox"/>	Draft M&E Plan	Consult SOP in documen...	1 Apr 2023	Mamadi Dibba	<input type="checkbox"/> Approve
<input type="checkbox"/>	Submit for approval	CC team members in Dis...	1 May 2023	Safiatou Ka	
	<i>Click to add...</i>				

## 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.



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.

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