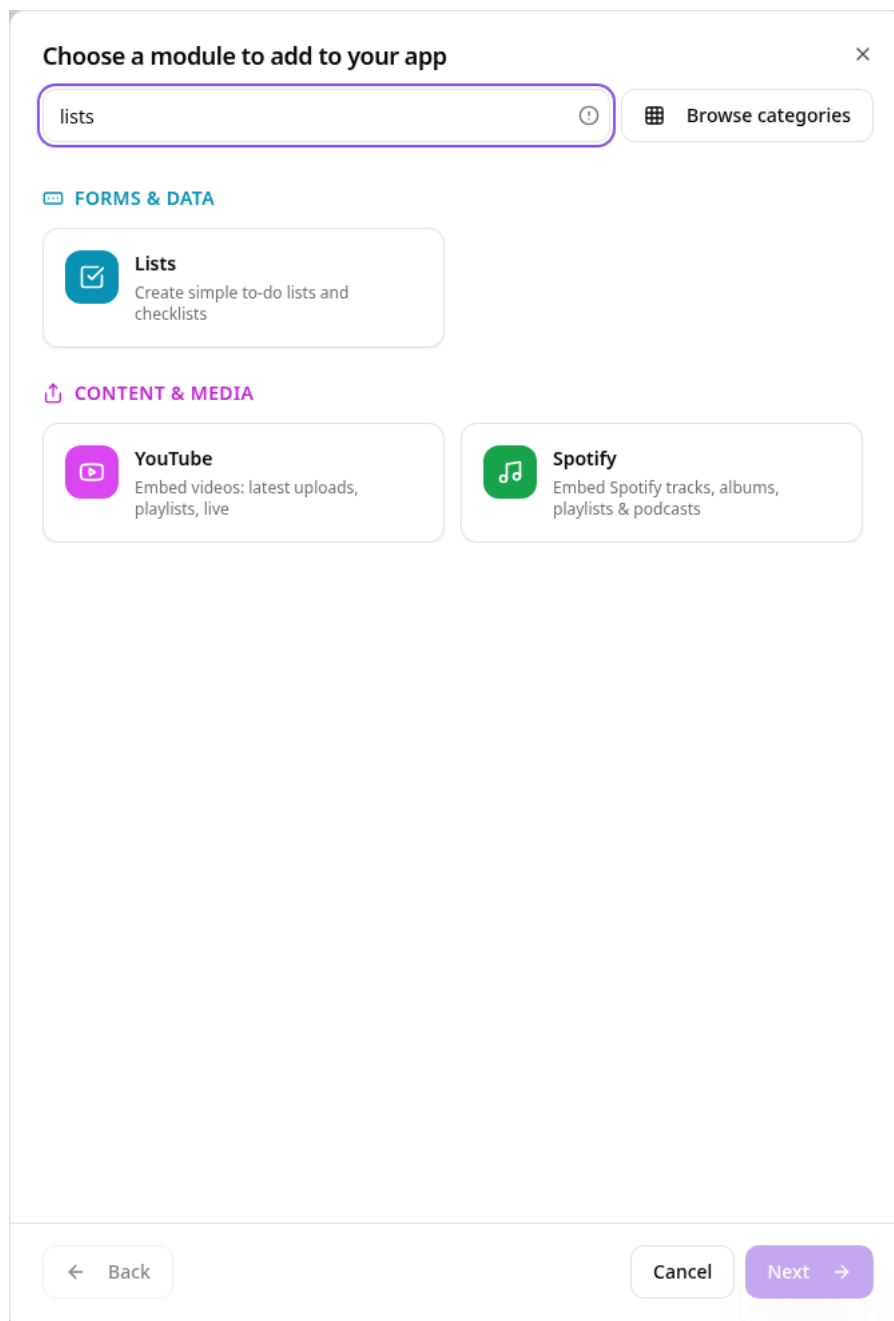


Make reusable checklists with Lists

1. Choose Lists

In Pages, tap Add Page or Function, search “lists” and tap Lists.



Make reusable checklists with Lists

2. Name your list

Give the list a name and a short description. Choose Checklist for things to tick off, or Reference list for read-only information.

**Lists**
Create and manage list items

Help

List name

Short description (optional)

 Each person ticks their own copy. Progress is saved on their device and isn't sent to anyone.

0 items · 0 sections

 Import CSV

 Template

 Add section

No items yet. Add items here, add a section, or import a CSV.

 Add item

List behaviour

List type

☒ Checklist
Items people tick off and can reuse.

☐ Reference list
A read-only list of information.

Personal progress on this device, not sent to a manager. On a shared device, everyone using it sees the same ticks.

Allow users to reset progress 

Reset clears only their own ticks.

Use the flag on an item to mark it Important. Need a submitted record someone can review? Add a Form page instead.

← Back

Cancel

Next →

Make reusable checklists with Lists

3. Add sections and items

Tap Add section, name it in its header, then use Add item inside it. Use the flag to mark an item Important. Drag items to reorder them or move them to another section. You can also import items from a CSV; tap Template for the format.

 **Lists**
Create and manage list items

Help

List name
Morning opening

Short description (optional)
Daily opening checklist for the bakery team.

Each person ticks their own copy. Progress is saved on their device and isn't sent to anyone.

6 items · 2 sections

Import CSV

Template

+ Add section

Kitchen

3 items

...

Switch on the ovens

...

Check fridge temperatures

Important

...

Bake the first bread batch

...

+ Add item

Front of house

3 items

...

Unlock the front door

...

Fill the pastry counter

...

Turn on the card machine

...

+ Add item

List behaviour

List type

☒ Checklist
Items people tick off and can reuse.

☐ Reference list
A read-only list of information.

Personal progress on this device, not sent to a manager. On a shared device, everyone using it sees the same ticks.

Allow users to reset progress ☒
Reset clears only their own ticks.

1 item marked Important. Need a submitted record someone can review? Add a Form page instead.

Back

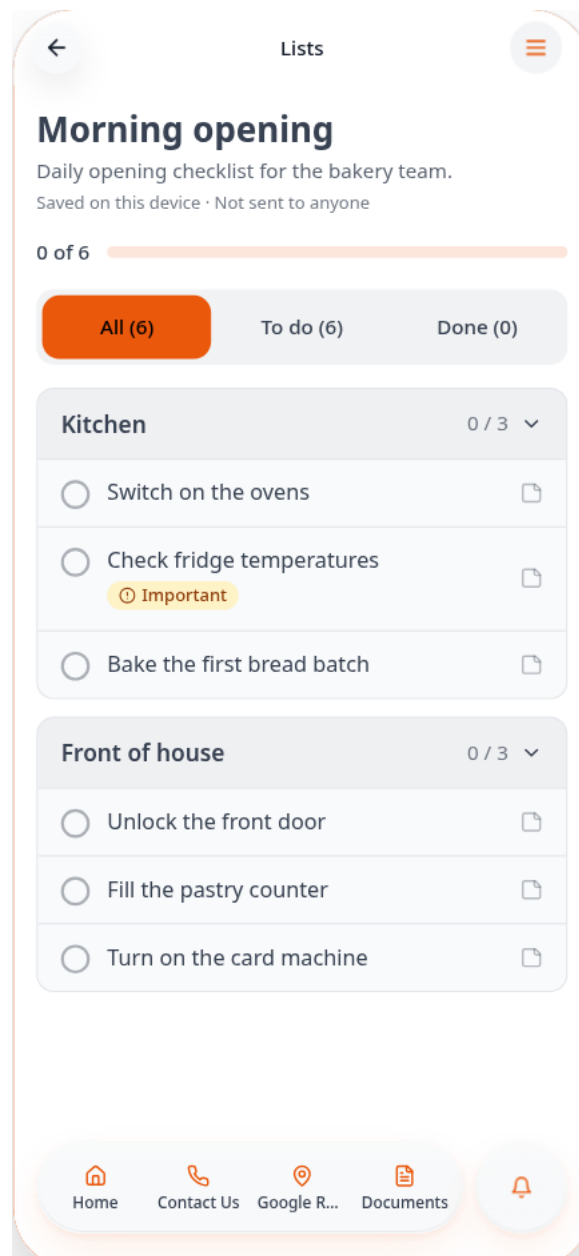
Cancel

Next

Make reusable checklists with Lists

4. See it in your app

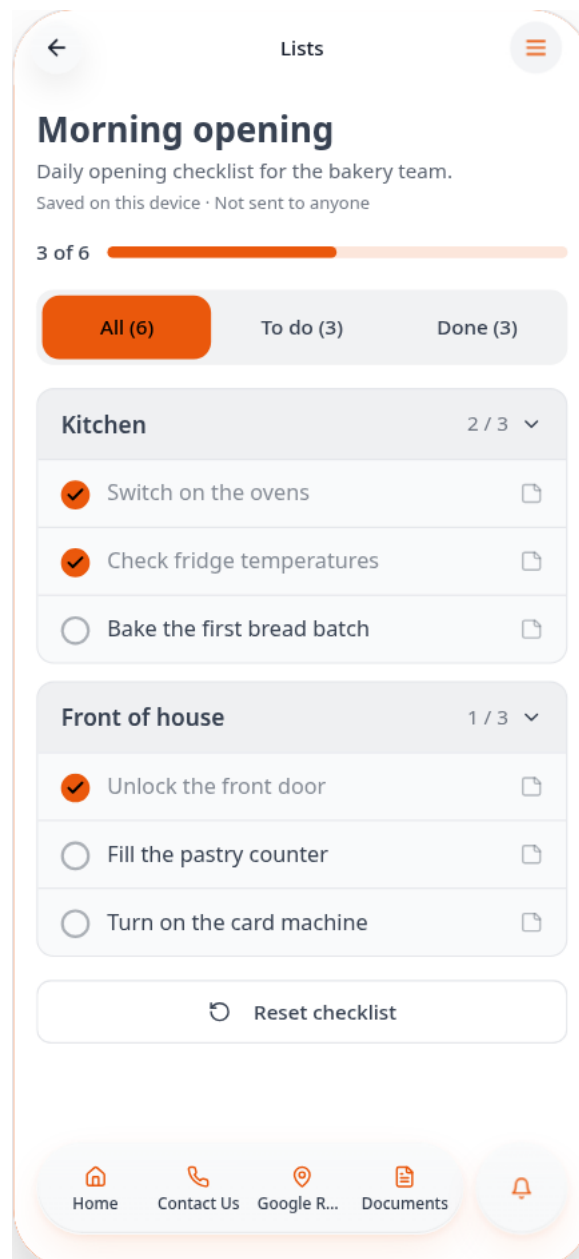
Tap Next, then Create Page. Your checklist shows its sections, progress and Important items.



Make reusable checklists with Lists

5. Tick items off

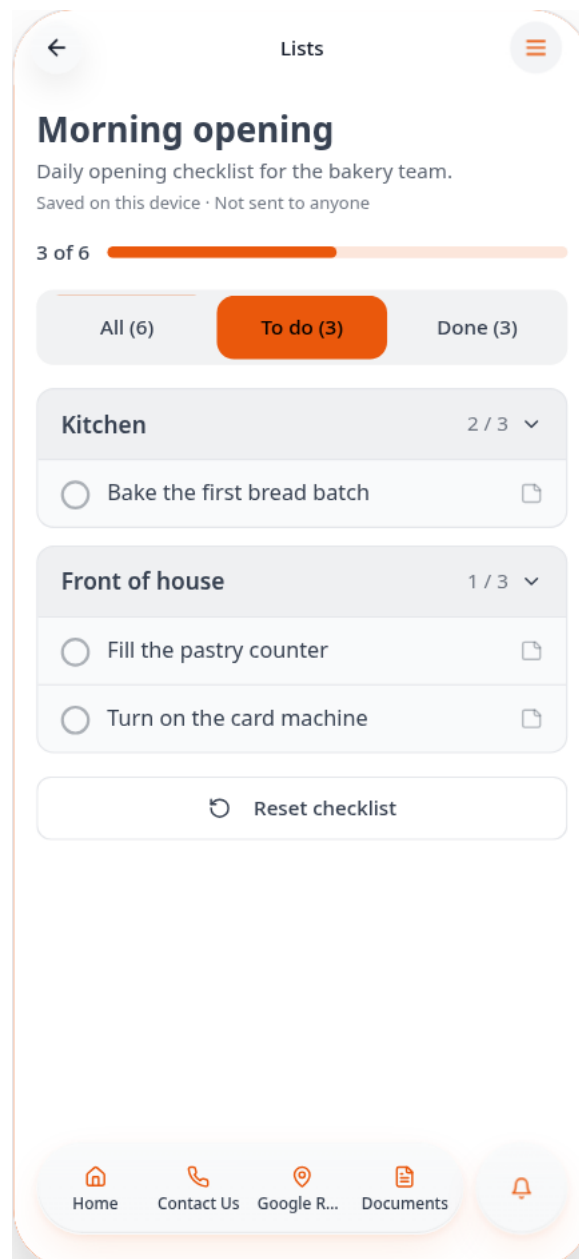
Tap an item to tick it. Progress is saved on that person's device and isn't sent to anyone.



Make reusable checklists with Lists

6. See what's left

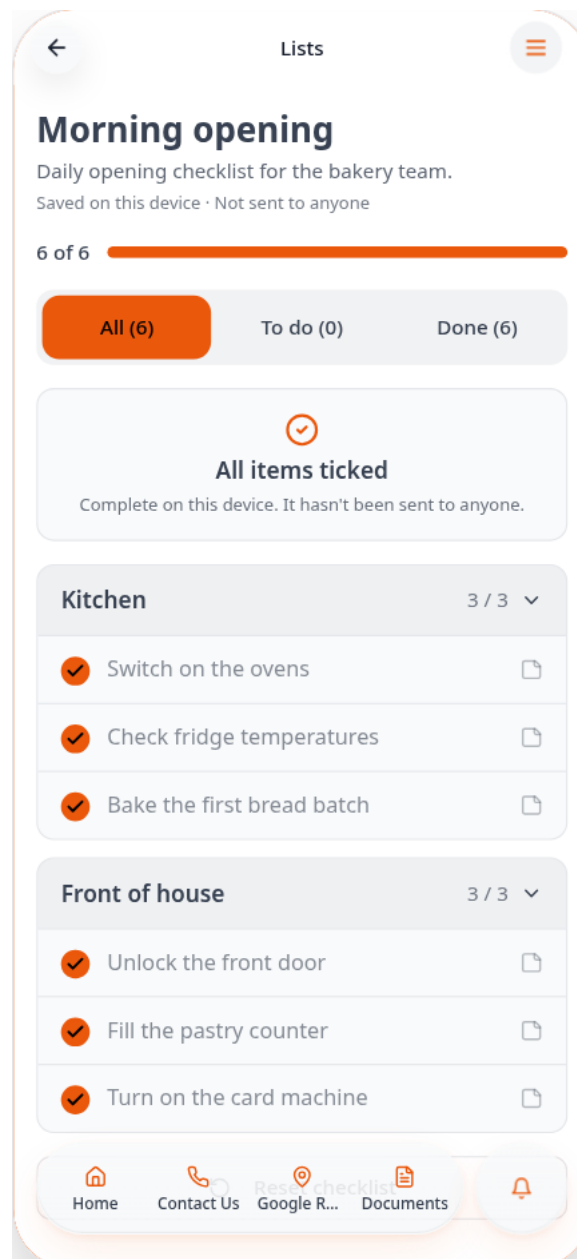
Tap To do to show only unticked items, or Done to see what's finished.



Make reusable checklists with Lists

7. All done

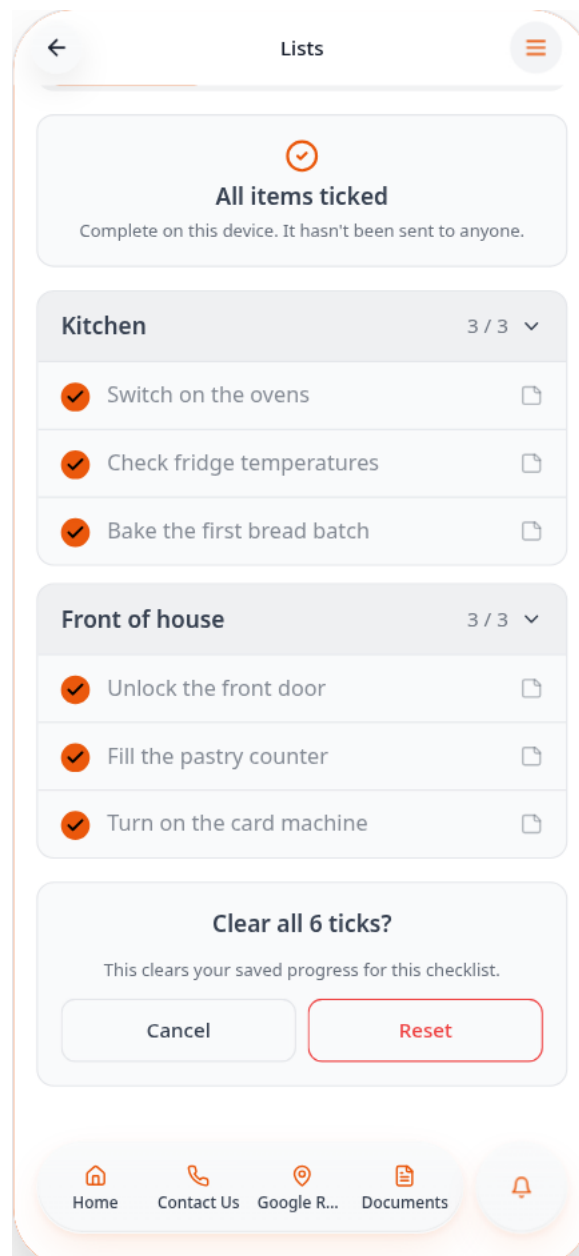
When every item is ticked, the checklist says so.



Make reusable checklists with Lists

8. Reset for next time

Tap Reset checklist and confirm to clear the ticks, ready for tomorrow. You can turn this option off in the editor. Need a record someone can review? Use a Form page instead.



Edit your list any time from Edit Page Content. Ticks are personal to each device, so for handovers or reports someone needs to review, link to a Form.