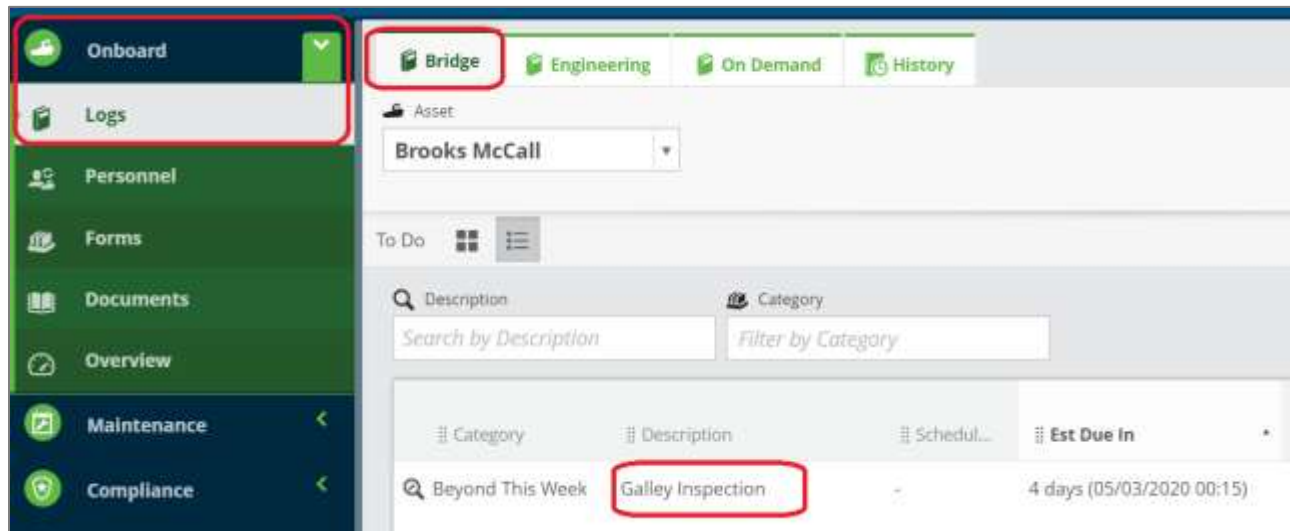# Completing a Checklist

Checklists will appear in the work space of the department that is supposed to complete it. In this case, the galley inspection is in the **Bridge** work space under **Bridge/ Logs**.
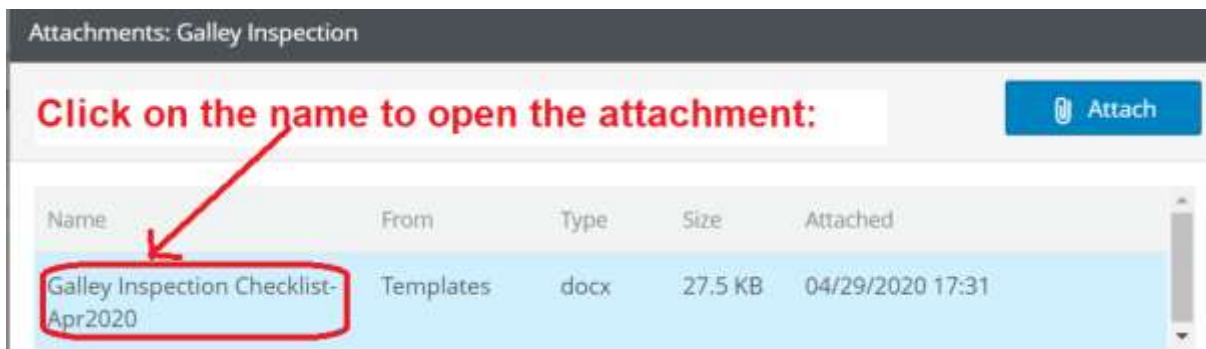

Click anywhere on the task box to open it.

Click on the **attachments icon to GET** the checklist.

Click on the **name of the attachment to OPEN** the checklist. (The line will turn blue when you hover over it)

1	Galley Inspection
1.1	Print the attached checklist and take it with you as you do the inspection. If any item cannot be corrected during the inspection, Choose FAIL. That will create a new, separate task in Helm. Include the notes for the failed item and keep the new task OPEN until the repair is completed.
1.2	Galley sanitation checklist

In this scenario, food was found stored directly on the floor of the pantry- a **Fail**. The mate decided to have clean wooden pallets cut in half to provide required clearance from the floor and assigned the task to the AB on the next shift. ==When you click the fail button, it opens a new **Task**.== Fill in the required information and **Create Task**.
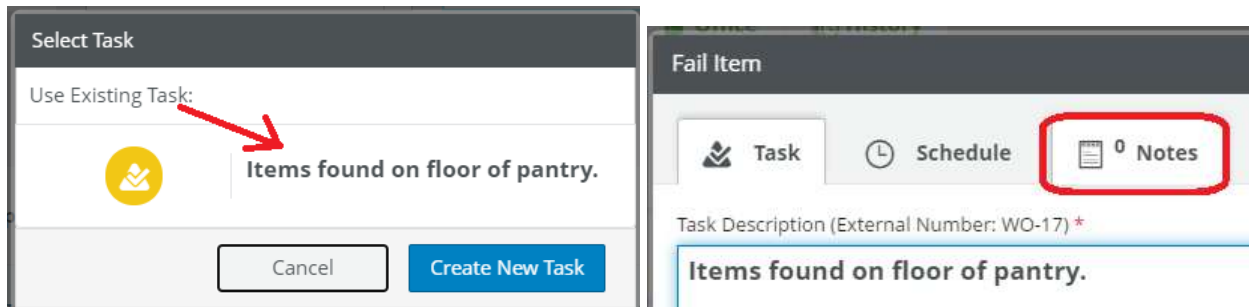

You can **finish the original checklist task**.

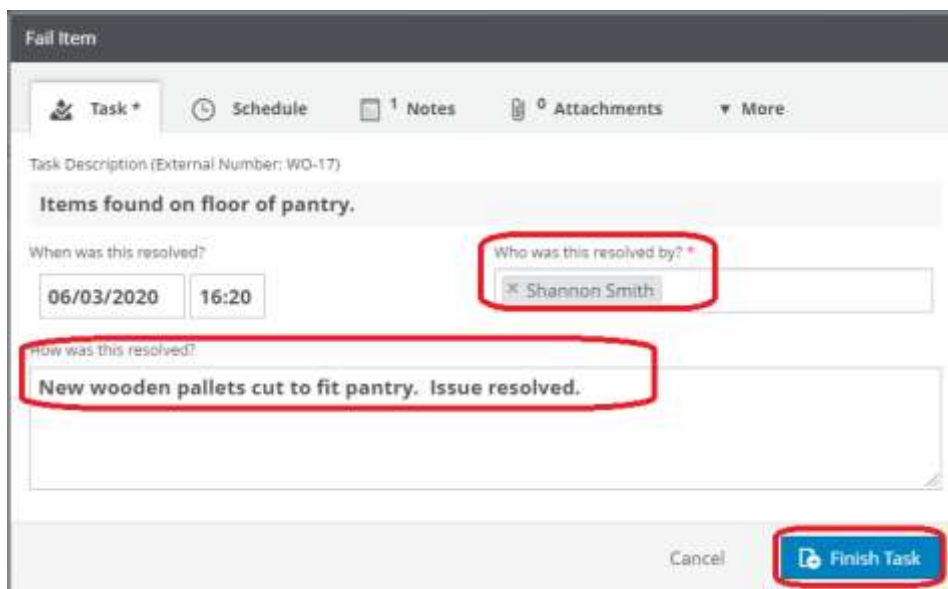But **leave the new task open** until the failed item has been corrected.

What if you have the same failed item on the next inspection?

Maybe you haven't had time to get parts or do the repair. If you check "FAIL" on the same item the next time you do the checklist, Helm will ask if you want to use
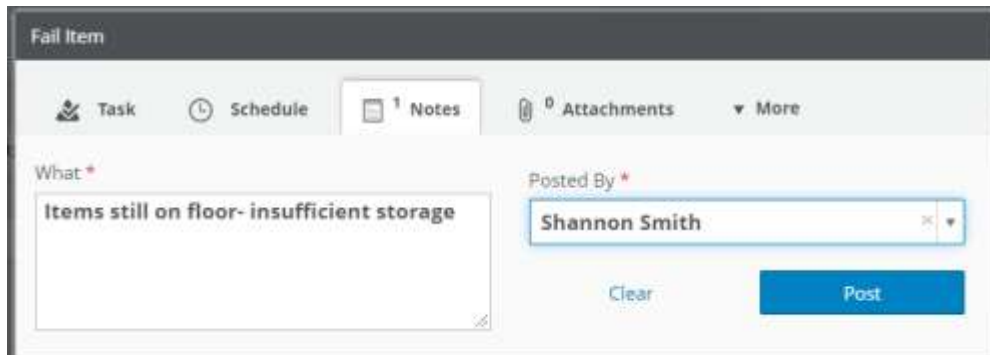
the existing task you created last time OR if you want to **Create New Task**. If the issue is the same, **click on the name of the existing task** to use it.

Helm will open the existing task. If the issue is closed, click **Finish**. Helm will open the final window asking for name of person resolving and how resolved. Click **Finish Task**.

If you still cannot resolve the issue this time, click on the **Notes** tab to update your progress or explain the delay.

Fail Item

    Task   Schedule   1 Notes   0 Attachments   ▼ More

What *

Items still on floor- insufficient storage

Posted By *

Shannon Smith   × ▼

Clear   Post

Click outside the Notes window to go back to the main task page and click **Save Task.**