

Bulk Add Tasks to Checklist Templates

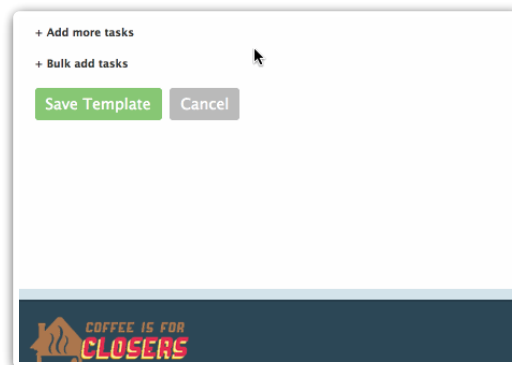
SUMMARY

To add multiple tasks at once when setting up a checklist template, paste or type in a list of tasks in the Bulk Add Tasks box, then click [Add Tasks] to add the tasks to the template.

How to Bulk Add Tasks

To bulk add tasks to a checklist template:

- 1 Go to **Admin / Settings** by clicking your name in the upper right corner, then [Admin / Settings].
- 2 Click [Checklists] from the left hand menu.
- 3 Click [Add Template]. To edit an existing template, click the [Gear] next to the desired template and select Edit Template.
- 4 Enter or update the main checklist information, as desired([Learn how here →](#))
- 5 Click [Bulk Add Tasks].



- 6 In the Bulk Add Tasks field, paste or type in a list of tasks, one task per line.
- 7 Click [Add Tasks] to add the tasks to the template above.
- 8 Click [Save Template].