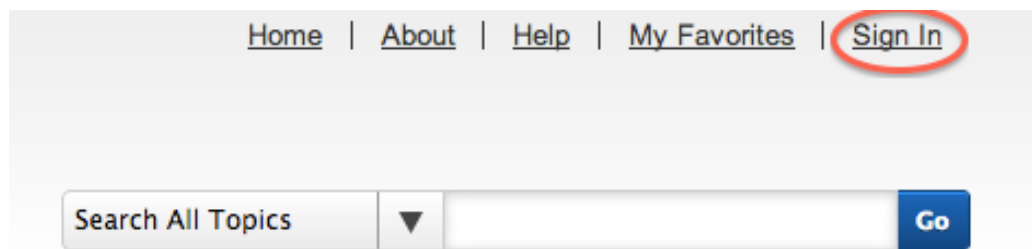


How to Create a Quality Control Checklist using the SWS Online Tool

Within the [Standard Work Specification Online Tool](#), users are able to generate Quality Control Checklists from a list of Favorites.

How to Add a Detail to your Favorites

In order to create and manage a list of Favorites, you must first create a user account and sign in. This can be done by selecting the Sign In option in the top right universal menu. If you are a returning user, you can simply log in. If you are a new user, you should choose Create an Account and enter the requested information.



Once signed in, you can then add a detail to your Favorites list by selecting the Favorite button from the detail page. You will then be prompted to add the detail to an uncategorized list, or to an existing list.

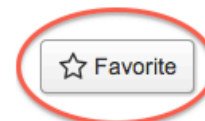
4.1002.1 Preparation



Topic: Attics

Subtopic: Above Roof Deck Insulation

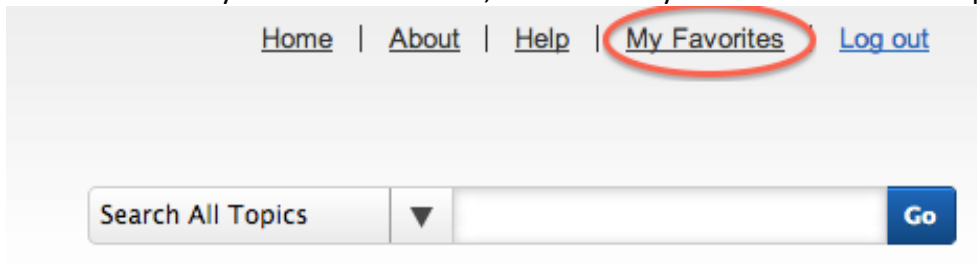
Desired Outcome: Roof covering removed and replaced to expose roof deck for installation of above roof deck insulation



Single-Family Homes			
<input type="checkbox"/> Select All	<div><div> Print</div><div> Copy to Excel</div><div> Email</div></div>		
	TITLE	SPECIFICATION(S)	OBJECTIVE(S)
<input type="checkbox"/>	4.1002.1a Roof covering removal	Existing roof covering will be removed	Expose existing roof deck to prepare for installation of above roof deck insulation

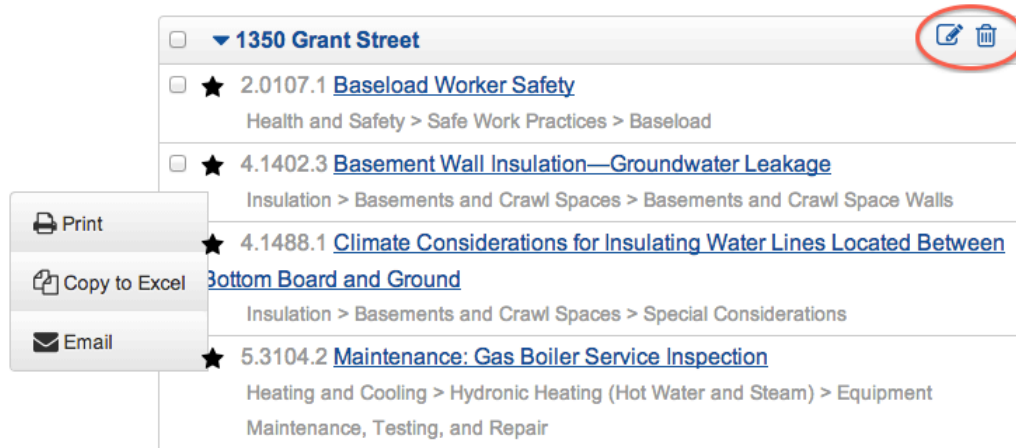
View Your Favorites

In order to view your list of Favorites, select the My Favorites link in the top right menu.



Creating a New List of Favorites

To create a new list of Favorites (e.g., for a particular address), go to My Favorites and then select + New Group. You will be prompted to name this list of Favorites. You may re-name this list at any time by selecting the pencil/paper icon displayed next to the name of that list. You may delete a list by selecting the trashcan icon.



How to Delete a Detail from your Favorites

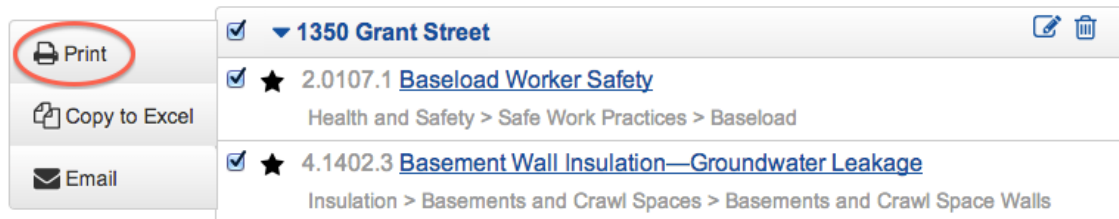
To remove a detail from a list of Favorites, simply click the blue star next to it, and uncheck the appropriate list.

How to Add a Favorite to Another List

To add a Favorite to another list, simply click the blue star next to it, and check the list you would like to add it to.

Generating a Quality Control Checklist

In order to create a Quality Control Checklist, you'll want to save all applicable details to a single list of Favorites. Once your list is complete, you'll want to check the checkbox next to the name of that list of Favorites and then choose the Print option.



On the next screen, you'll want to select the Create Quality Control Checklist at the top of the page. This will convert your list of Favorites into a Quality Control Checklist.

Selected Standard Work Specification Details

[« Back](#) | ☒ **Create Quality Control Checklist**

5.3201.1 [Indigenous Shading](#)
Topic: Shading
Subtopic: Landscaping
Desired Outcome: Heat gain and loss reduced through use of indigenous plants
Available In: [Single-Family Homes](#), [Manufactured Housing](#)

Single-Family Homes

	TITLE	SPECIFICATION(S)	OBJECTIVE(S)
<input type="checkbox"/>	5.3201.1a Plant selection	All plantings intended for shading will be indigenous and drought resistant	Ensure plantings survive in local conditions using a minimum amount of water
<input type="checkbox"/>	5.3201.1b Size	No planting will be chosen that will grow to a height that would cause damage to the house if it or any part of it fell on the house	Reduce possibility of damage to the house

You can then right click on this content, select Print...and Save as Pdf and then select the destination for where you would like to save this file.