Add and Edit Remarks

You can edit previously saved entries in a checklist as needed. However, when adding or editing remarks on the *Checklists* page, only one step or substep can be open at a time. When making edits, also keep in mind that the maximum length of any remark is 3,000 characters.

To add or edit a remark to any step or substep in a checklist

1. In the *Tools* section of the control panel menu, click **Checklists**.
2. If working in a Master view, on the *Checklists* page, click the **Incident** drop-down list and select the applicable incident.
3. Click the **Checklist** drop-down list and select the appropriate checklist.

4. To open a text box that allows you to add a remark, click the applicable step or substep.

5. Enter remarks in the text box.
6. Click **Save**. The text box closes.
7. Select **Show Remarks**. Remarks for all the steps and substeps are shown in blue.
8. To edit a remark for a step, click the remark. A text box opens.
9. Make your changes.
10. Click **Save**.

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