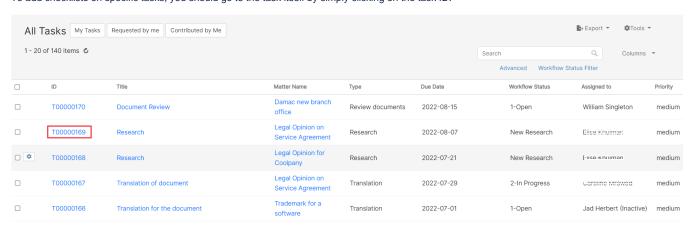# How to add checklists on tasks

Objectives

- Add checklists on specific tasks
- Add unlimited items to the checklist
- View percentage of completion

Steps
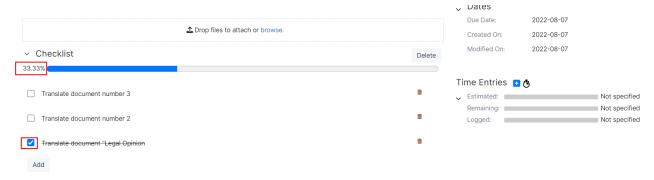
To add checklists on specific tasks, you should go to the task itself by simply clicking on the task ID.

	ID	Title	Matter Name	Type	Due Date	Workflow Status	Assigned to	Priority
☐	T00000170	Document Review	Damac new branch office	Review documents	2022-08-15	1-Open	William Singleton	medium
☐	T00000169	Research	Legal Opinion on Service Agreement	Research	2022-08-07	New Research	Elise Khulman	medium
☐ ⚙	T00000168	Research	Legal Opinion for Coolpany	Research	2022-07-21	New Research	Elise Khulman	medium
☐	T00000167	Translation of document	Legal Opinion on Service Agreement	Translation	2022-07-29	2-In Progress	Caroline Mrowca	medium
☐	T00000166	Translation for the document	Trademark for a software	Translation	2022-07-01	1-Open	Jad Herbert (Inactive)	medium

From the checklist tab, you have the option to add unlimited items to the checklist by simply clicking on the "Add" button.

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!