

# How to add Promotion Checklist items

This guide shows you how to create Promotion Checklist items for the Promotion Progress list in Promotion Editor in Scheduler.

*This guide is only of relevance if you have the Promotion Module in effectmanager.*



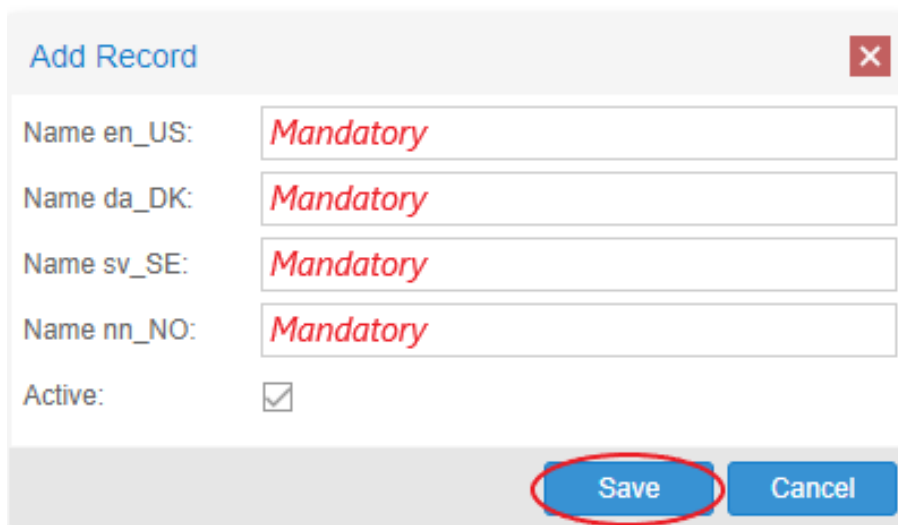
When following up on your Promotions you can use checklist items in the [Promotion Progress List](#) in Promotion Editor to follow up on Sales being read in on the promotion, have the promotion been settled, etc.

**👍 Pro tip:** Creating custom checklist items for your Promotion Progress List is a great way for you and your colleagues to keep track of the progress of the promotion.

If you need to create, edit, or remove Promotions Checklist items you go to *Settings* and in the left-side menu select *Promotion Properties*. In the top menu in Promotion Properties, navigate to *Promotion Progress List*.

## Creating Promotion Checklist items

**1.** To create Promotion checklist items for the Promotion Progress list press *Add* and fill out the mandatory fields and finish by pressing *Save*.



## Editing Promotion Checklist items

1. To edit a Promotion Checklist item press *Edit*. Make your corrections and finish by pressing *Save*.

**NB!** If you want to deactivate a Promotion Mechanism, you need to edit it. Remove the checkmark in Active and save it.

## Deleting Promotion Checklist items

1. To delete Promotion Checklist item press *Remove* and confirm by pressing *Yes* in the pop-up.