

Creating a scoring scheme from a list

You are now able to take a **pre-made list** of **scores/options** and create a **scoring scheme instantly**.

For example, if you have been given a **list of items** to add to a **scoring scheme** or you have an **excel sheet** you wish to copy from. Instead of having to enter in all those **scores one by one**, you are now able to simply **copy and paste** the list to create a scoring scheme instantly.

Follow the steps below:



1. Navigate to **Templates > Scoring Schemes**.
2. Select the **“Create Scoring Scheme from List”** button in the top right.
3. Once the modal opens up you can see a new option, **“Scores”**, enter the **name/s of the scores** you wish to add, each new score is a new line.
4. Select the **scoring type (Weighted, Multi, Single Select)**.
5. Select **create**.



The **scoring scheme** is then **automatically created** and you are brought to the scoring scheme editing page

PLEASE NOTE:

If you wish to create a **weighted scoring scheme**, have a **trigger non-conformance** or **task** or a **due date** you will need to **edit these after creating the scoring scheme**.

