

COLLINS AEROSPACE ECMT How to Create a Checklist PRESENTATION

April 2019



CASE ECMT: How to create a Checklist

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CASE ECMT: How to create a Checklist

Overview

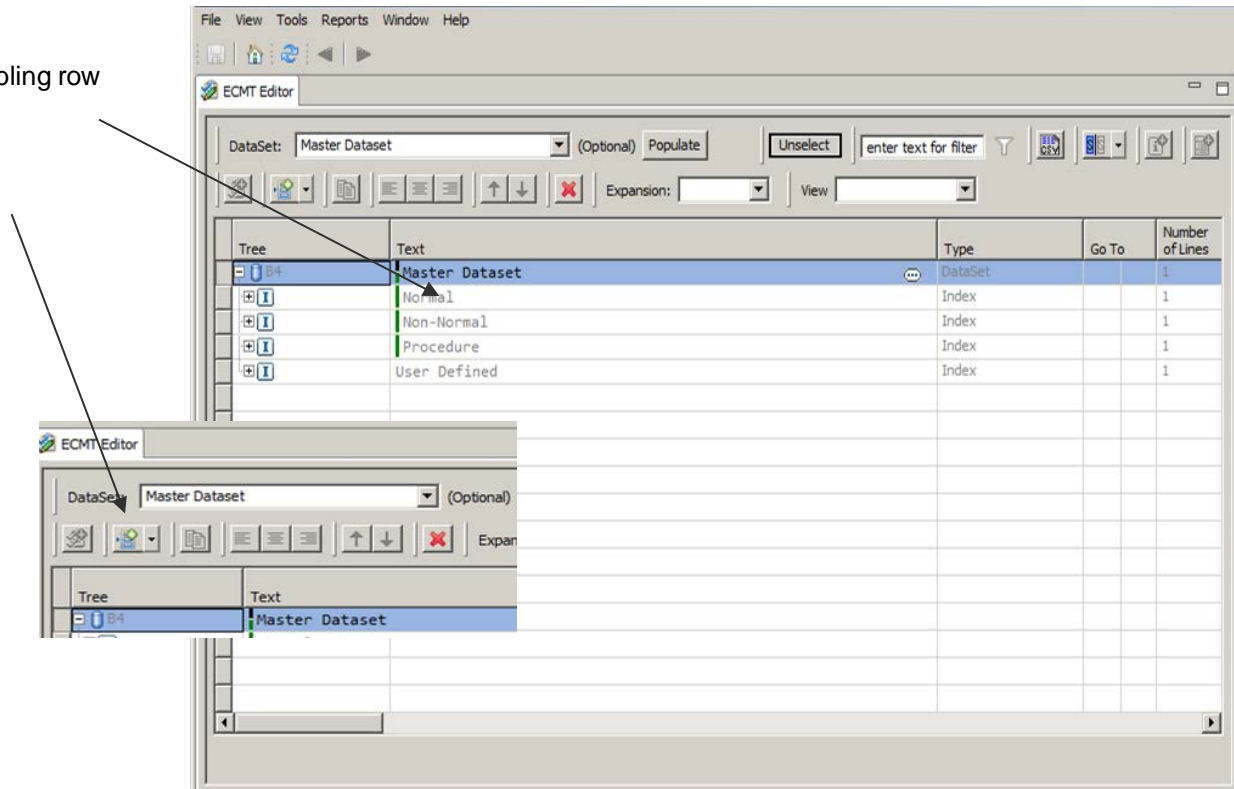
- A Checklist is the main data type in ECMT
- A Checklist can be added to an index, sub-index or alongside another Checklist
- In general, the four top level indexes you see here each serve as a category for what condition you might use the Checklists within it:
 - Normal conditions
 - Abnormal condition
 - Emergency conditions
 - etc.
- A sub index is just a grouping for multiple checklists.

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Adding a Checklist

In this example we will add a Checklist to the Normal index

1. Select the desired parent or sibling row with a single left click
2. Click the Add Checklist button

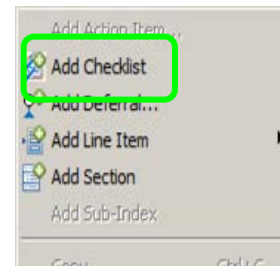
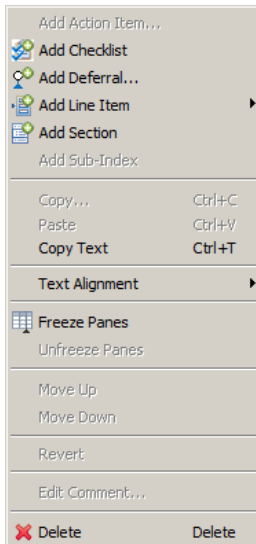


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Adding a Checklist

Alternatively, you can use the right click menu to complete this same action

1. Right click the Normal index to bring up the context menu for that item.
 - o This context menu will show you the available options for the selected object.
2. Select the “Add Checklist” menu item.



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Adding a Checklist

This will add an empty Checklist row to the bottom of the parent Index that we have selected.

The screenshot displays the CASE ECMT software interface. The main window shows a hierarchical tree view of checklist items. The 'Power-off' section is expanded, showing a new 'Checklist' row at the bottom, highlighted in blue. The 'Problems View' window at the bottom shows a table of errors:

Name	Type	Description	Path	Save Sev
	Checklist	Text for a Checklist cannot be empty.	Master...rml	Error
	Checklist	Checklist cannot be empty and must have line item(s).	Master...rml	Warning

- The parent Index and Dataset are now flagged with yellow error indicators, and you will see new entries in the Problems View. These errors will be resolved when you populate the required fields in the newly created Checklist.
- The set of available and required fields will differ depending on the aircraft type. What is shown here is just an example.

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Editing a Checklist

The newly created Checklist row has three required cells highlighted with a yellow error indicator. Text, Type, and Phase of Flight properties will now be filled in.

Tree	Text	Type	Go To	Num of Lin
B4	Master Dataset	DataSet		1
I	Normal	Index		1

1. To add the title or name, double click the text cell
 2. Enter the desired text and press the tab key or click outside of the active cell.
- Double clicking inside of the Type cell will activate the Type combo list.
 - For a Checklist in the Normal index, the only option is Normal Checklist.

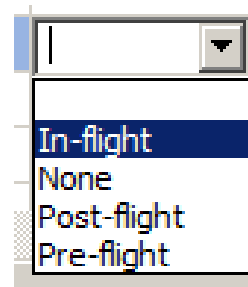
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Editing a Checklist

Depending on the resolution of the monitor you are using, it may be necessary to use the horizontal scroll bar to bring the Phase of Flight column into view

Tree	Text	Type	Go To	Num of Lin
B4	Master Dataset	DataSet		1
I	Normal	Index		1

1. Double click the Phase of Flight cell to activate the Phase of Flight combo list.
 - For this example, we are selecting “In-Flight”
2. Again, press the tab key or click outside of the active cell.

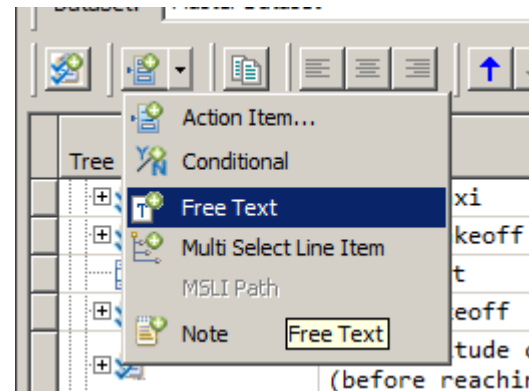


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Editing a Checklist

Now we will add a Line Item to this Checklist row

1. Select the Test Checklist row
2. Click the add line item drop arrow to display the line item add menu
 - or use the right click context menu
3. Select Free Text from the menu
4. Enter text
5. Press the tab key or click outside of the active cell.

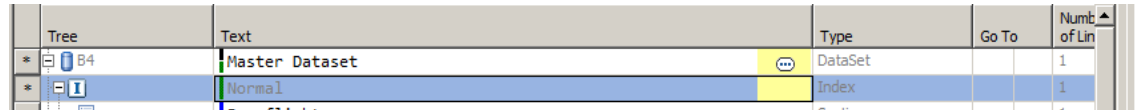


Tree	Text	Type	Go To	Num of Lin
* B4	Master Dataset	DataSet		1
* I	Normal	Index		1

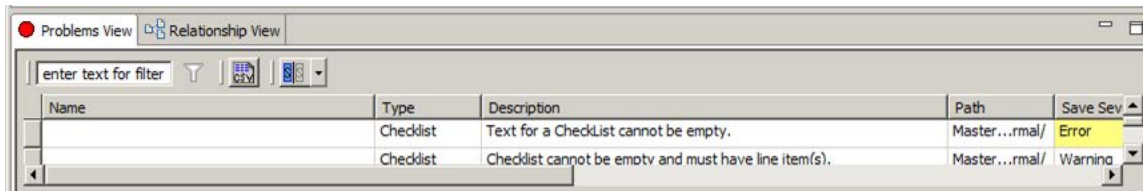
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Editing a Checklist

- All errors should now be resolved



Tree	Text	Type	Go To	Number of Lines
* B4	Master Dataset	DataSet		1
* I	Normal	Index		1



Name	Type	Description	Path	Save Severity
	Checklist	Text for a CheckList cannot be empty.	Master...rml/	Error
	Checklist	Checklist cannot be empty and must have line item(s).	Master...rml/	Warning

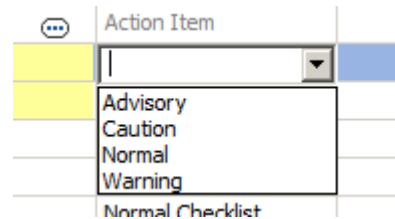
- To save changes, press Control S or click the save button



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More Checklist options

- Creating a Checklist for a sub-index, another Checklist, or at a different Index than before will be very similar. However, you will see different combinations of available and required cells to populate.
- For example, creating a Checklist in the Procedures Index under another Checklist, you will see other Type options.
 - Advisory
 - Caution
 - Normal
 - Warning

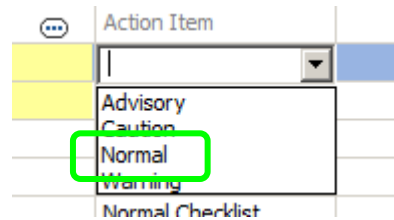


- Please note that the set of available indexes will depend on your aircraft type.

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More Checklist options

1. Expand Procedures Index
2. Expand Forced landing checklist
3. Right click Forced landing
4. Add Checklist
5. Double click Type
6. Select Warning
7. Scroll right to Phase of Flight and On Ground Priority
8. Edit Phase of Flight
9. Edit On Ground Priority
10. Add line item
11. Save



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Viewing a Checklist

Finally, the Preview Pane allows you to verify how items are split across the pages.

