COLLINS AEROSPACE ECMT How to Create a Checklist PRESENTATION

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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.



Adding a Checklist

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

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1. Select the desired parent or sibling row	2 ECMT Editor			- 0
with a single left click			as - 0.920	
2. Click the Add Checklist button	DataSet: Master Dataset 💌 (Optional) Populate Unselect enter tex	t for filter 🝸 🛄		P P
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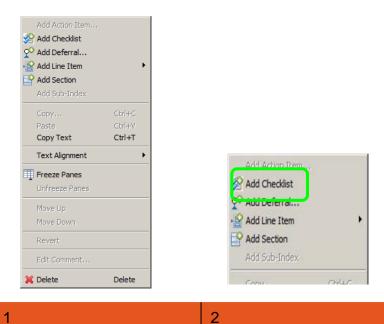


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Adding a Checklist

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.
 - 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.

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- 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.



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.

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 To add the title or name, double click the text cell
 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

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- 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.

		_	
_	In-flight		
- 000	None Post-flight Pre-flight		

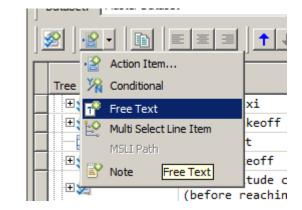


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Editing a Checklist

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
- \circ 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.



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Editing a Checklist

 All errors should now be resolved

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 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.



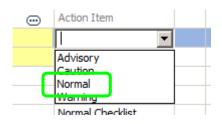
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More Checklist options

- 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

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- 10.Add line item
- 11.Save



Viewing a Checklist

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

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