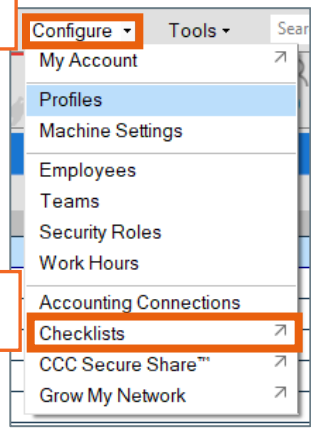# Change Checklist Display Order

Introduction   This Job Aid describes how to change the **Checklist** item display order.

Access Checklist Configuration
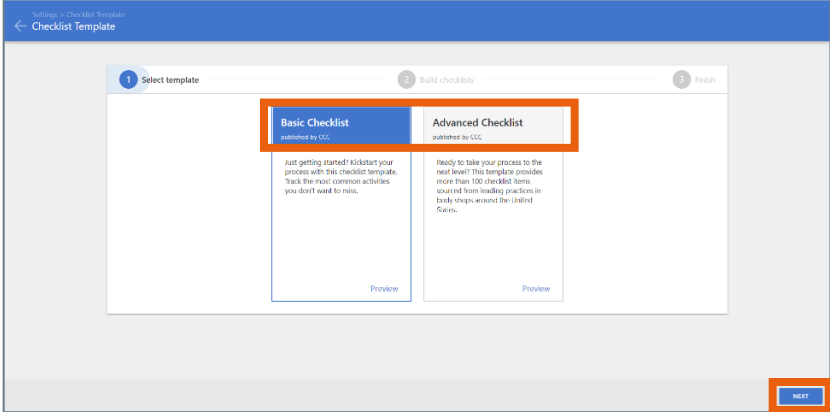
Follow these steps to edit a **Checklist**:

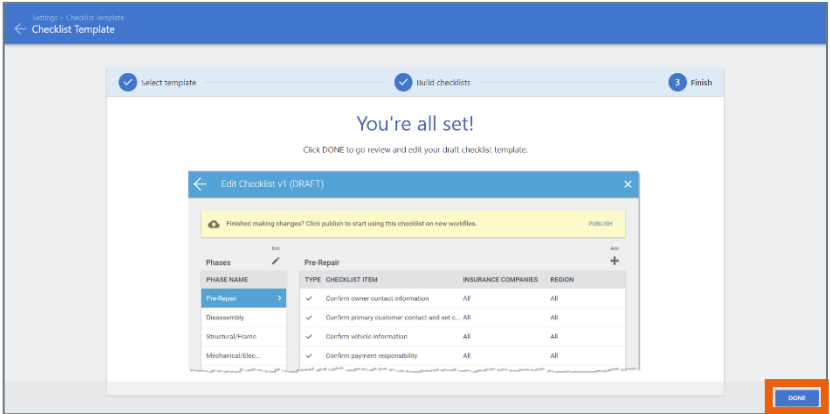| Step	Action
1	Select **Configure** from the menu bar. 01
2	Select **Checklists** from the Configure droplist. The cccone.com website opens and displays the **Checklist Template** menu. **Note:** Internet connection required. 02

Continued on next page
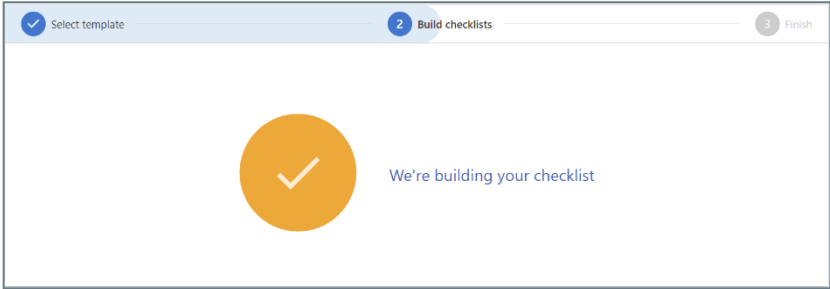
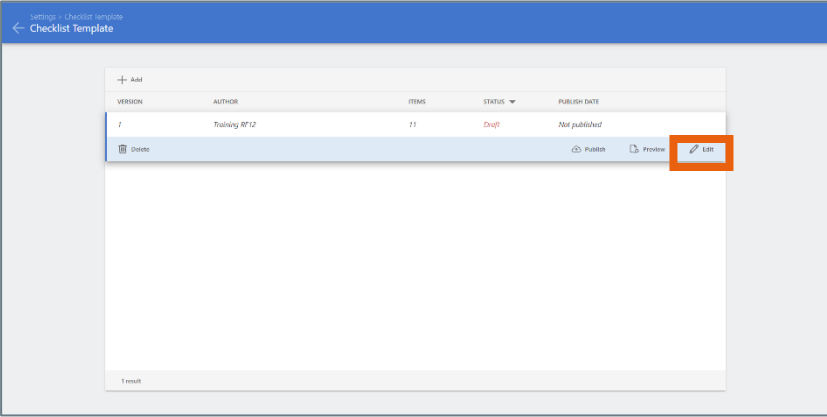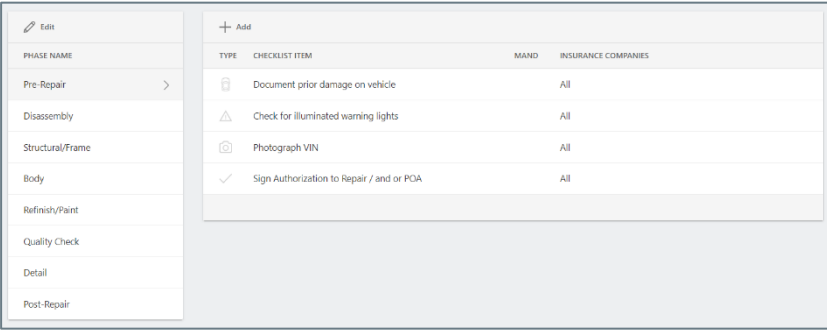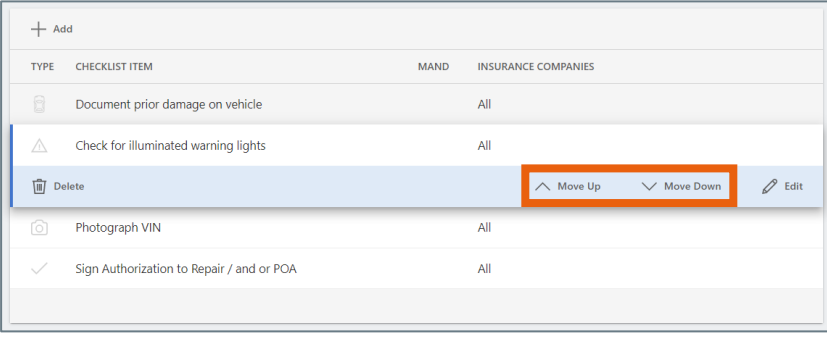| 3	Select the appropriate Checklist Version (**Basic or Advanced**) and click **NEXT**.
4	The Checklist Template will move to **Step 2 – Build Checklists** and will take a few seconds to build your checklist.
	It will automatically move to Step 3 – Finish. Click **Done**.

Change Checklist Display Order, Continued

Change Checklist Order

Follow these steps to change the display order of a Checklist item:

Step	Action
1	Select **Edit** from the Checklist section. The Edit Checklist section opens.
2	Reorder the Checklist Items by clicking on the **Move Up/Move Down** selections or by clicking and dragging the items.
3	When finished, click **PUBLISH**.

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