

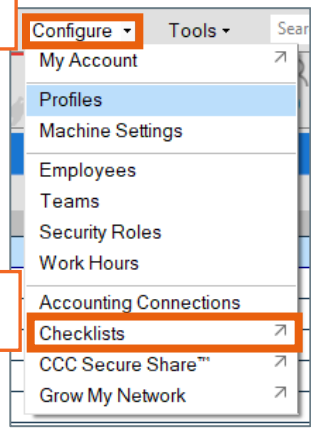
# Change Checklist Display Order

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

**Access  
Checklist  
Configuration**

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

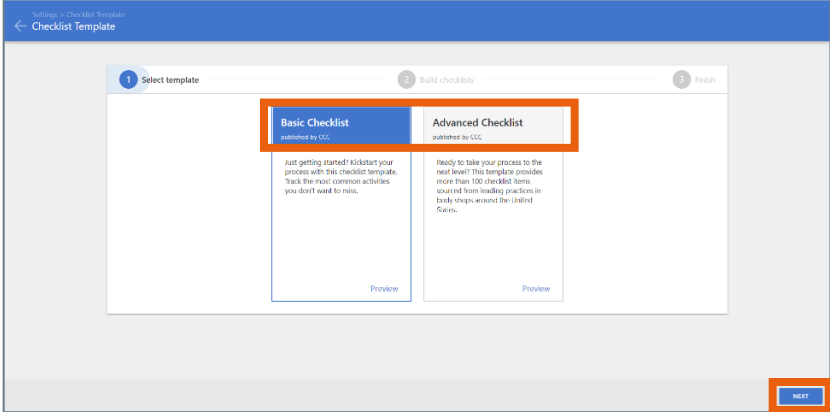
Step	Action
1	Select <b>Configure</b> from the menu bar. <span style="float: right;">01</span>
2	Select <b>Checklists</b> from the Configure droplist. The cccone.com website opens and displays the <b>Checklist Template</b> menu.  <b>Note:</b> Internet connection required. <span style="float: right;">02</span>

A screenshot of a web application's menu bar. The 'Configure' dropdown menu is open, showing a list of options: My Account, Profiles, Machine Settings, Employees, Teams, Security Roles, Work Hours, Accounting Connections, Checklists, CCC Secure Share™, and Grow My Network. The 'Checklists' option is highlighted with an orange box. A callout box labeled '02' points to this option. Another callout box labeled '01' points to the 'Configure' dropdown menu itself.

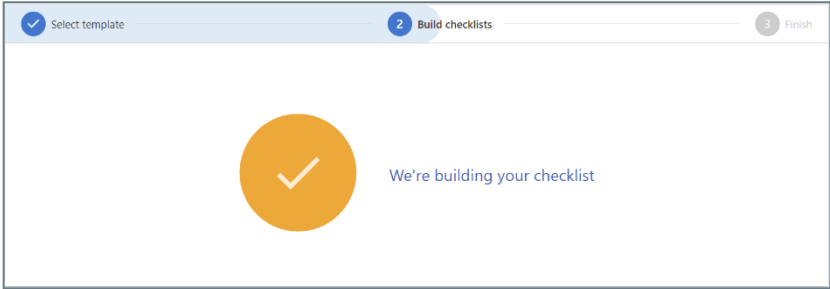
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## Change Checklist Display Order, Continued

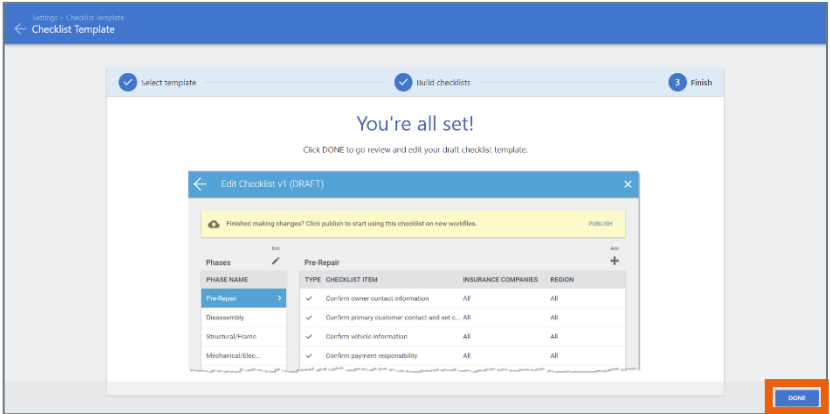
3 Select the appropriate Checklist Version (**Basic or Advanced**) and click **NEXT**.



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**.



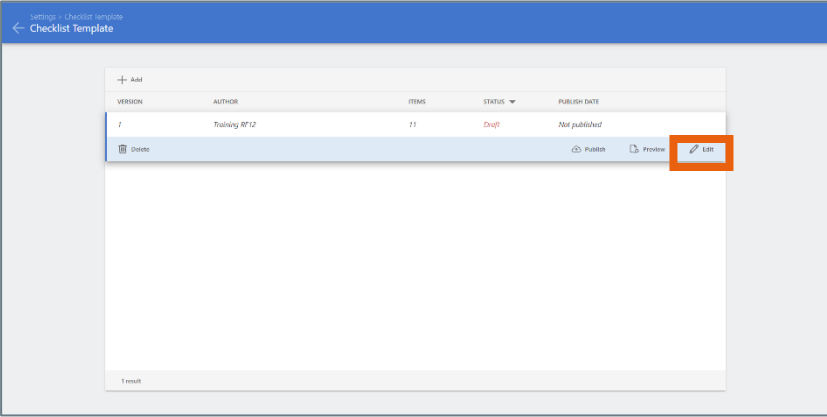
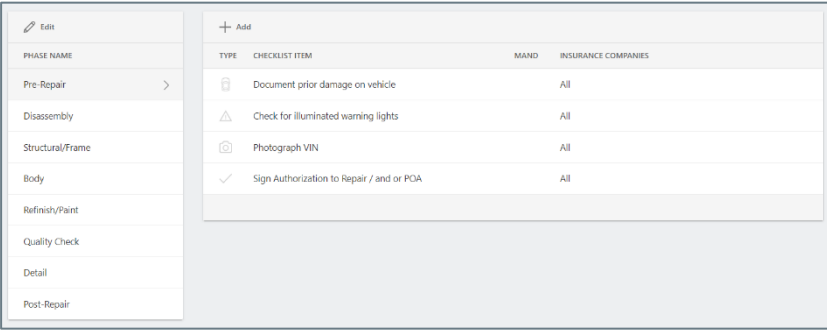
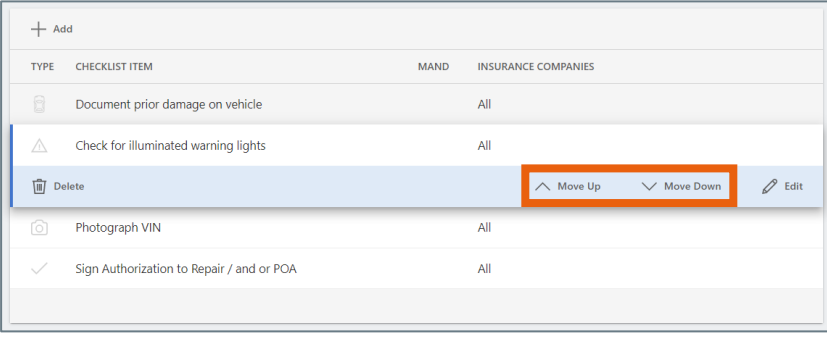
PHASE NAME	TYPE	CHECKLIST ITEM	INSURANCE COMPANIES	REGION
Pre-Repair	✓	Car/lim owner contact information	AB	AB
Diagnosis	✓	Car/lim primary customer contact and set c.	AB	AB
Structural/Frame	✓	Car/lim vehicle information	AB	AB
Mechanical/Elec...	✓	Car/lim payment responsibility	AB	AB

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# Change Checklist Display Order, Continued

## Change Checklist Order

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

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