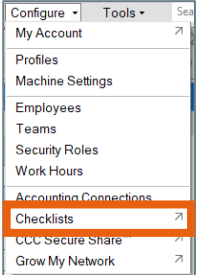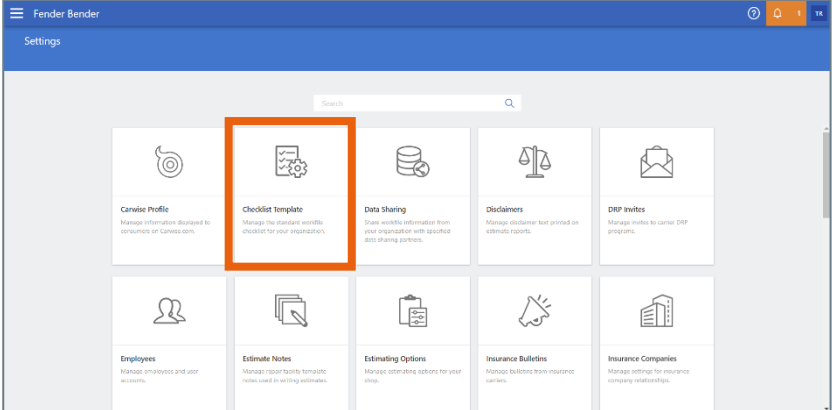# General and Advanced Elements of a Checklist Item

Introduction   This job aid describes how to edit the General and Advanced checklist settings to configure a Checklist item in CCC® ONE.
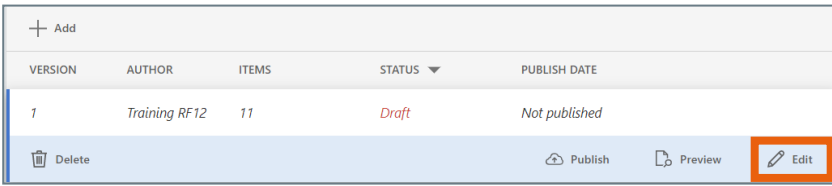
Access Checklist Configurations   Follow these steps to edit a Checklist.

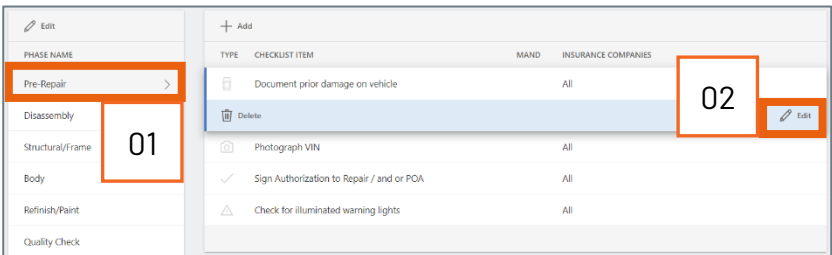| Step	Action
1	Click **Configure** from the menu bar.
2	Select **Checklists** from the drop-down menu. The cccone.com website opens and displays the Configure Checklists settings menu. **Note:** Internet connection required.
3	Select **Checklist Template** under **Settings**.

Access Checklist Configurations, continued

Step	Action
4	Select the appropriate Checklist Version and click **Edit**. | + Add				
VERSION	AUTHOR	ITEMS	STATUS ▼	PUBLISH DATE
1	Training RF12	11	Draft	Not published
🗑 Delete			⬆ Publish 📄 Preview	✏ Edit	 **Note:** The status must say Draft to edit the Checklist.

Edit General and Advanced Details
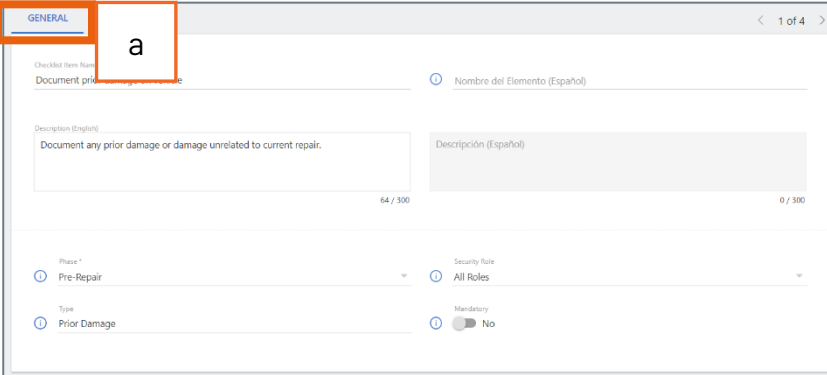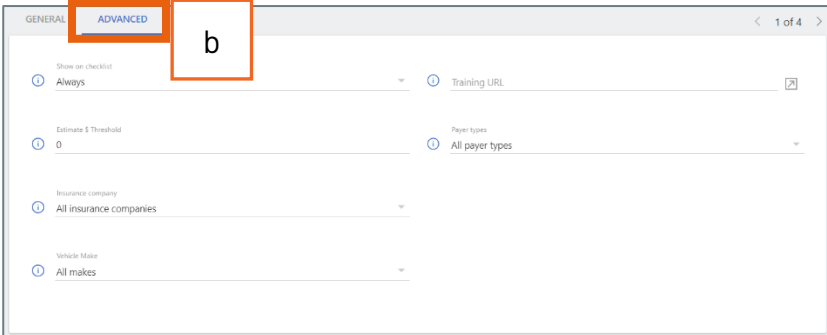
Follow these steps to change the General and/or Advanced details of Checklist items.

Step	Action
1	Select the **phase** from the left side panel.
2	**Double-click or select Edit** for the checklist item you wish to edit. The Edit Checklist Item details page opens. | ✏ Edit		+ Add			
PHASE NAME		TYPE	CHECKLIST ITEM	MAND	INSURANCE COMPANIES
Pre-Repair >			Document prior damage on vehicle		All
Disassembly		🗑 Delete			✏ Edit **02**
Structural/Frame **01**		📷	Photograph VIN		All
Body		✓	Sign Authorization to Repair / and or POA		All
Refinish/Paint		⚠	Check for illuminated warning lights		All
Quality Check						

General and Advanced Elements of a Checklist Item, Continued

Edit General and Advanced Details, continued

Step	Action
3	Select the **General** (a) or **Advanced** (b) tab. Select the **appropriate list** to change. **Note:** The **Type** detail from the **General** section cannot be changed on a saved report. An Asterisk "*" denotes a required field. Below are the Checklist Item details for the General and Advanced tabs: <table><tr><th>General</th><th>Advanced</th></tr><tr><td>Checklist Item Name*</td><td>Show on Checklist</td></tr><tr><td>Description</td><td>Training URL</td></tr><tr><td>Phase*</td><td>Insurance Company</td></tr><tr><td>Type*</td><td>Estimated $ Threshold</td></tr><tr><td>Security Role</td><td>Payer Types</td></tr><tr><td>Mandatory</td><td>Region*</td></tr></table>
4	Click **SAVE** when complete.