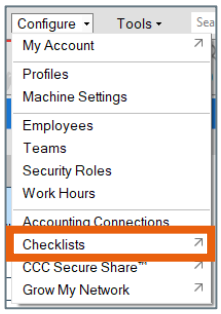
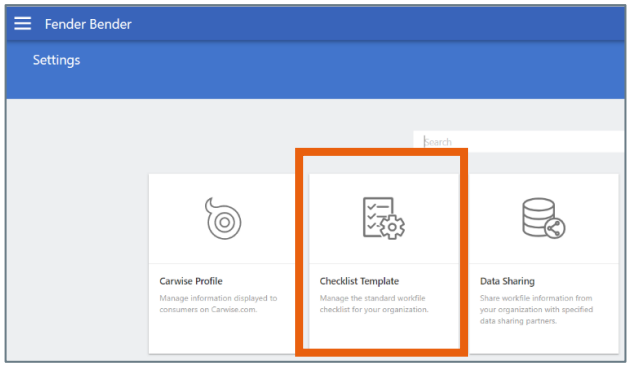
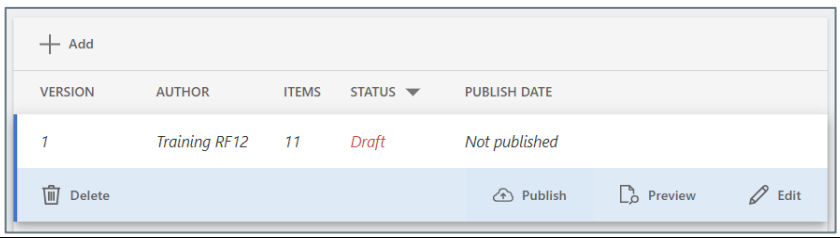
Move a Checklist Item to Another Phase

Introduction

This job aid describes how to move Checklist items to another phase of the repair plan.

Access Checklist Configurations

Follow the steps in the table to edit a checklist.

Step	Action
1	Select **Configure** from the menu bar.
2	Select **Checklists** from the **Configure** drop list. The cccone.com website opens and displays the Configure Checklists settings menu. 
3	Select **Checklist Template** under Settings. 
4	Select the appropriate Checklist Version and click **Edit**. **Note:** The status must say Draft to edit the Checklist. 

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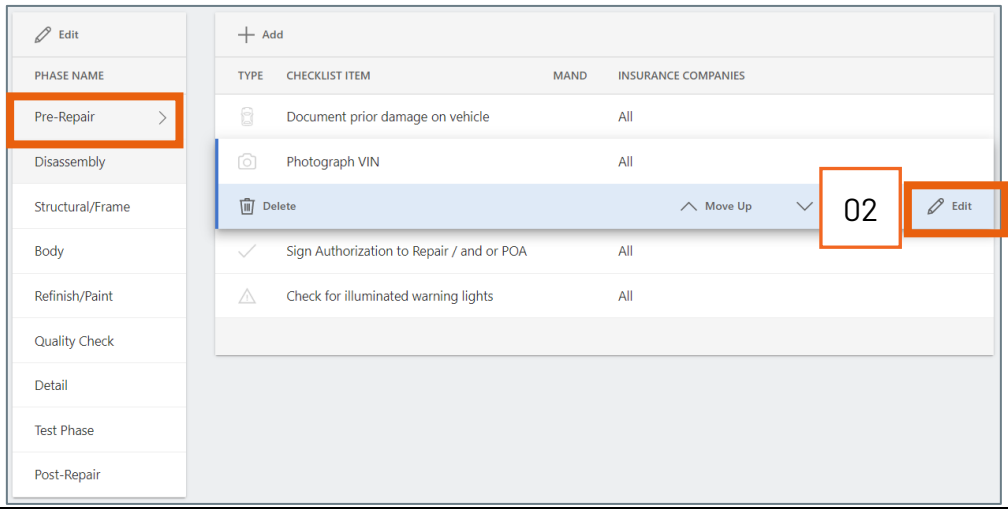
Move a Checklist Item to Another Phase, Continued

Open Checklist Item Follow these steps to open the Edit Checklist Item section.

Step	Action
1	Select the Phase Name from the panel on the left. 
2	Double click or select **Edit** for the Checklist item you wish to edit. The **Edit Checklist Item** details page opens.

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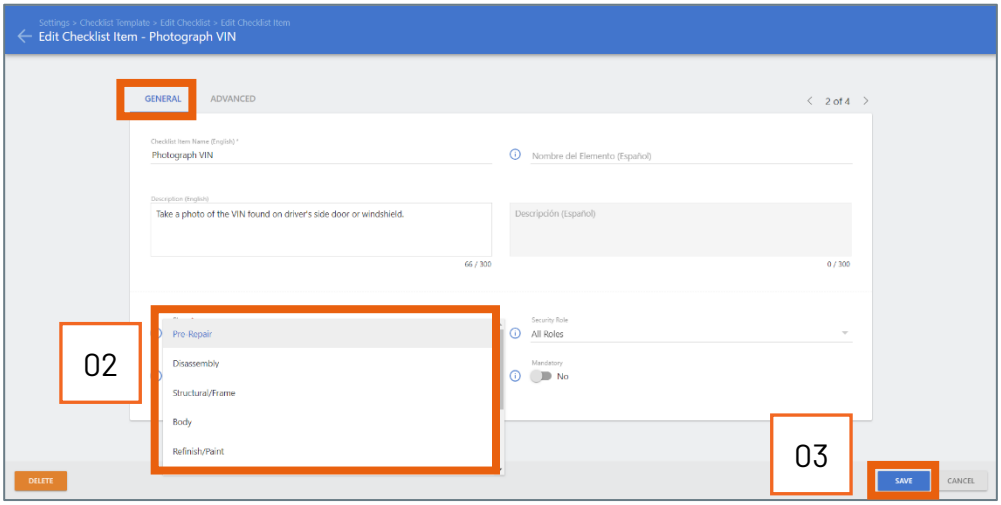
Move a Checklist Item to Another Phase, Continued

Changing the Checklist Phase

Follow the steps in the table to change a Checklist Phase.

Step	Action
1	Select the **General** tab. 
2	Click the **Phase** drop-down list, and select a new phase for the Checklist item.
3	Click **Save**. The Checklist Item is now in the newly selected Checklist Phase.

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