

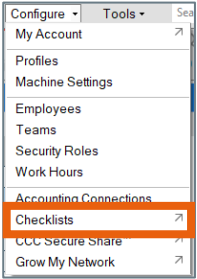
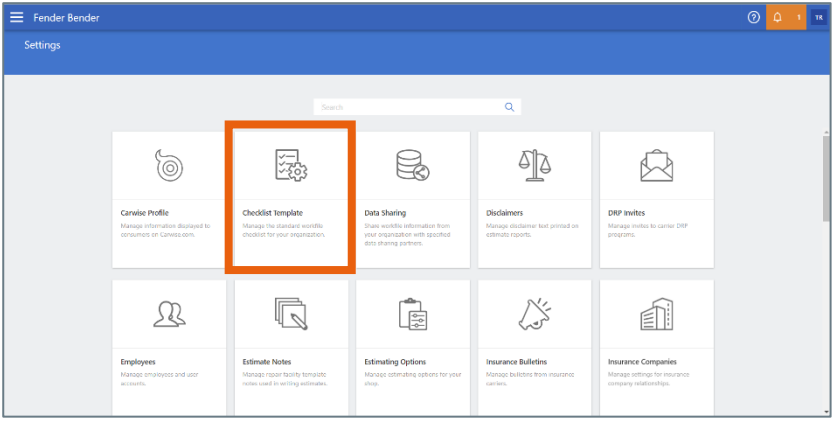
# Customize Checklist Repair Phases

## Introduction

This Job Aid describes how to customize a repair phase to include the desired checklist item.

## Access Checklist Configurations

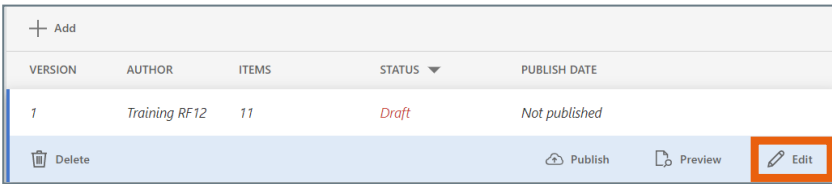
Follow these steps to edit a Checklist.

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

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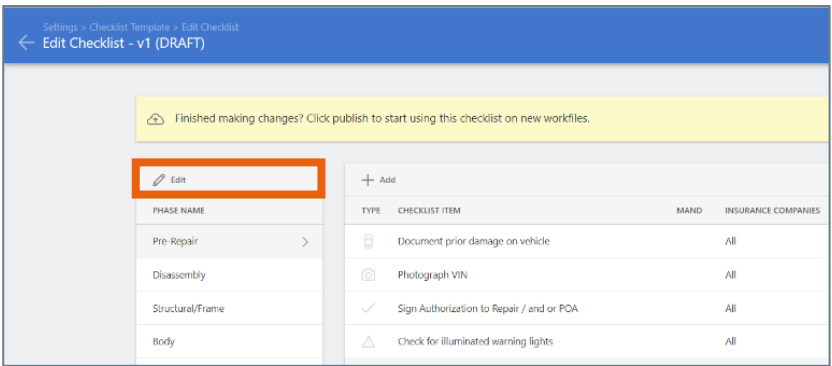
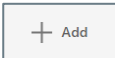
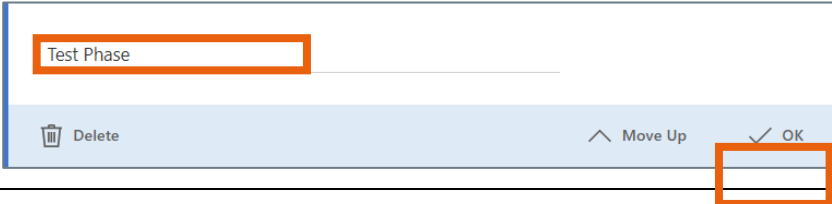
## Customize Checklist Repair Phases, Continued

### Access Checklist Configurations , continued

Step	Action
4	<p>Select the appropriate Checklist Version, and click <b>Edit</b>.</p>  <p><b>Note:</b> In order to edit the Checklist, the status must be marked as Draft.</p>

### Adding a Custom Phase

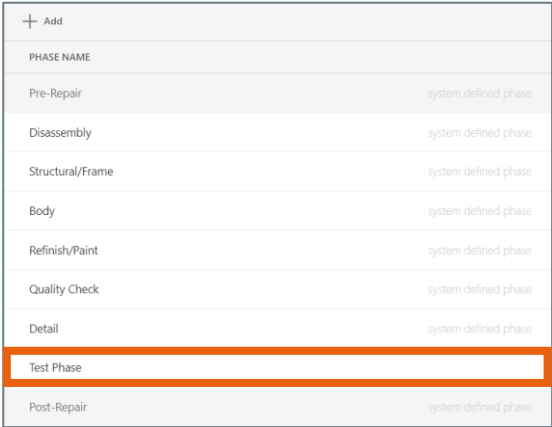
Follow these steps to create a new Checklist phase starting from the Edit Checklist page.

Step	Action
1	<p>Select <b>Edit</b> from the PHASE NAME list on the left-side panel. The Edit Checklist Phases page will open.</p> 
2	<p>Click <b>+ Add</b>.</p> 
3	<p>Type the name of the new phase, then click <b>OK</b>.</p> 

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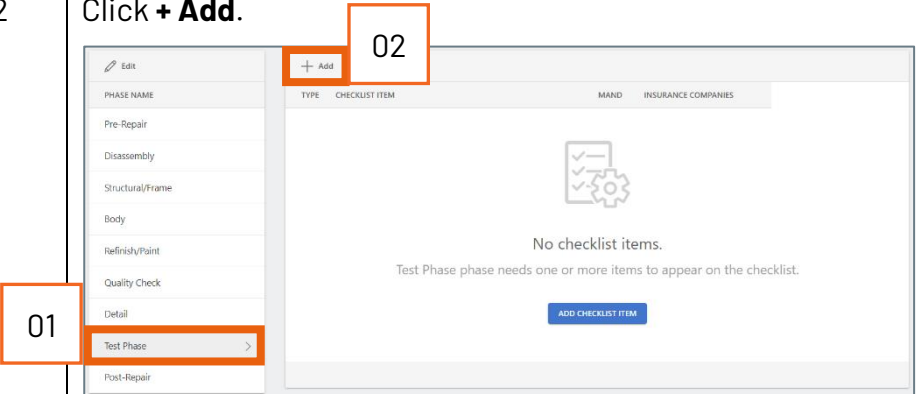
## Customize Checklist Repair Phases, Continued

### Adding a Custom Phase, continued

Step	Action																				
4	<p>The Edit Checklist section will open with the new Checklist item.</p>  <p>The screenshot shows a table with the following rows:</p> <table border="1"> <thead> <tr> <th>PHASE NAME</th> <th></th> </tr> </thead> <tbody> <tr> <td>Pre-Repair</td> <td>system defined phase</td> </tr> <tr> <td>Disassembly</td> <td>system defined phase</td> </tr> <tr> <td>Structural/Frame</td> <td>system defined phase</td> </tr> <tr> <td>Body</td> <td>system defined phase</td> </tr> <tr> <td>Refinish/Paint</td> <td>system defined phase</td> </tr> <tr> <td>Quality Check</td> <td>system defined phase</td> </tr> <tr> <td>Detail</td> <td>system defined phase</td> </tr> <tr> <td><b>Test Phase</b></td> <td></td> </tr> <tr> <td>Post-Repair</td> <td>system defined phase</td> </tr> </tbody> </table>	PHASE NAME		Pre-Repair	system defined phase	Disassembly	system defined phase	Structural/Frame	system defined phase	Body	system defined phase	Refinish/Paint	system defined phase	Quality Check	system defined phase	Detail	system defined phase	<b>Test Phase</b>		Post-Repair	system defined phase
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### Add Checklist Items

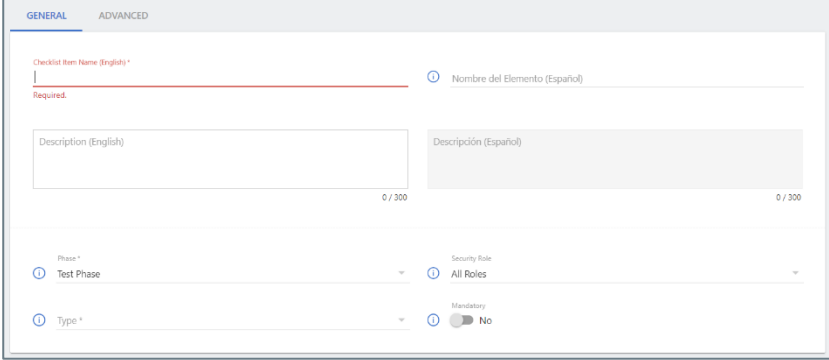
Follow these steps to add Checklist details.

Step	Action
1	Select the newly created phase from the left-side panel.
2	<p>Click <b>+ Add</b>.</p>  <p>The screenshot shows the 'Edit Checklist' interface. On the left, a list of phases is shown, with 'Test Phase' selected and highlighted with a callout '01'. In the main panel, the '+ Add' button is highlighted with a callout '02'. The main panel displays the message: 'No checklist items. Test Phase phase needs one or more items to appear on the checklist.' and an 'ADD CHECKLIST ITEM' button.</p>

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## Customize Checklist Repair Phases, Continued

### Add Checklist Items, continued

Step	Action
3	<p>The Edit Checklist Items section will open. Add Checklist details to the <b>General</b> and <b>Advanced</b> tabs as needed.</p>  <p><b>Note:</b> For more information on adding checklist details, see the <b>General and Advanced Elements of a Checklist Item</b> job aid.</p>
4	<p>Click <b>SAVE</b>.</p> 