Checklist TUTORIAL

Getting Started

1. First, create your Checklist on the FltPlan website.
2. Log in to your FltPlan account with your username and password.

Creating a Checklist

1. Click the **Tools** button on the left side of the **Main Menu** page.
2. Click the **Checklist** link.
3. Select the desired tail number and click the **Add** button.
4. Select the Aircraft Category (Single Engine, Multi Engine, Turbo Prop, Jet, or Helicopter) from the **Select Category** section.
5. Click the **Select** button from the **Manufacturers** or **User Created Checklists** section to choose the aircraft model and proceed to the "Create a Checklist Using a Pre-Loaded Template" directions section, below.
6. If your model is not listed click the **Create Custom Checklist** button (top right) and skip to the "Creating a Custom Checklist" directions section.

Creating a Checklist Using a Pre-Loaded Template

1. With a **Manufacturers** or **User Created Checklist** it is important to review and edit each step to ensure accuracy. Each step may have several actions or checks required for completion.
2. From the **Main Checklist Menu** select the **View** button for the desired aircraft.
3. Click the **Select** button to view a category from the **Standard Checklist** section.

Editing a Checklist

1. Once your checklist is created on the website, select the **Edit** button next to any item you wish to edit.
2. Make changes to an Item or Action in the **Item** or **Action** text box and click **Save Item/Action**.
3. Click on the **Sort Checklist** button to change the order in which the Item or Actions are listed.
4. Click **Save Checklist Sort** to save changes.
5. To add a new item click the **Add New Item** button. Press the **Save Item/Action** button after you have added a new item.
6. After adding a new **Item/Action**, it will appear at the bottom of the list. Use the **Sort Checklist** button to change the location of the new item within the list.

Creating a Custom Checklist

1. From the **Main Checklist Menu** click the **Add** button and select the aircraft category from the **Select Category** section. Click the **Create Custom Checklist** button (top right).
2. Choose **View** to begin creating your checklist.
3. Create a **New Category** by selecting the **Add New** button in the **Standard Checklist** section.
4. Enter the category name and click the **Save Category** button.
5. Begin adding steps to a category by clicking the **Add New Item** button.
6. Enter the item or action in the **Item/Action** section and press the **Save Item/Action** button.
7. Continue adding additional steps on the **Display Checklist** page.
8. Return to the Checklist screen by clicking the **Main Checklist Menu** button (top right).

Exporting a Checklist

1. The Export function will allow you to print a copy or export the list as a *.txt document to be saved.
2. From the **Main Checklist Menu** select a tail number and click the **View** button.
3. Click the **Export Checklist** button at the bottom of the page.
4. Put a checkmark next to the sections you wish to export and click the **Export** button.
5. Follow the prompts from your computer. (These steps are different with each operating system.)

Copying/Sharing a Checklist

1. A checklist can be copied from one plane to another within your FltPlan account or it can be copied from someone else's FltPlan checklist.
2. To copy a checklist from someone else you will need their **Username** and the **Tail Number** of the plane to copy.
3. From the **Main Checklist Menu** select the tail number and click on the **Add** button.
4. Enter the **Username** and **Tail Number** in the **Copy Profile From Other User** section.
5. Click the **Copy Profile** button.

FltPlan Legacy Apps and FltPlan Go App for iPad

1. Once the checklist has been created on the FltPlan website it is available on the FltPlan Go iPad app and Legacy app for Android and iPad.
2. Open the FltPlan app and log in to your account with your username and password.
3. FltPlan **Legacy Apps**:
   - Select the **Checklist** icon from the app homescreen.
   - Select the desired tail number

   FltPlan **Go App**:
   - Select **Checklist** from the dashboard on the left side.
   - Select the desired tail number
4. The first category and step of your checklist will be displayed. The top of the screen will detail the **Item** and the **Action**, **Setting,** or **Step** you must complete to proceed.
5. After completing, click the **Done** button and a checkmark will appear.
6. You can choose to skip a step by selecting the **Skip Item** button (center). The item will repeat after the other steps are completed to ensure no steps are missed.