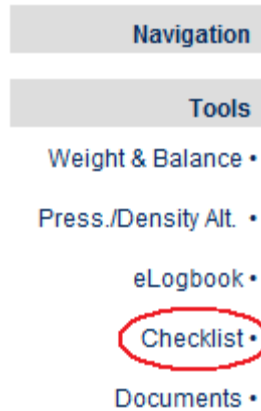




Checklist

USER'S MANUAL

Checklist Manual



Log In to FitPlan.com

- To begin, log into your **FitPlan.com** account with your username and password.
- From the **Main Menu** page, click on the **Tools** button, then click on the **Checklist** link.
- You will be brought to the **Checklist Selection** page.

Checklist Selection Page

- On the **Checklist Selection** page, you will see a list of the aircraft in your account.
- There will either be an **Add** button, **View** button, or **Edit** button located to the right of the aircraft N number.
- Note that the **View** and **Edit** buttons apply only to aircraft that are already entered.

GLOBAL		Add
CE750		Add
LEAR45		Add
CJ3		Add
PHNM300		Add
PILATUS		Add
TBM700		Add
NAVAJO	View	Edit
MOONEY	View	Edit
C172	View	Edit

Add Button

- To begin, click the **Add** button next to an aircraft that you have not entered a checklist for.
- After you click the **Add** button, you will be redirected to the **Checklist – Select Category** page.

Checklist – Select Category Page

- On the **Checklist – Select Category** page there are various aircraft icons including, **Single Engine Piston**, **Multi Engine Piston**, **Turbo Prop**, **Jet**, or **Helicopter** beneath the label: **Select Category Aircraft: NXXX**.



- Click on the icon of the aircraft category in which your tail number is associated, and you will be brought to the **Checklist – Select Aircraft** page.

Checklist Manual

Manufacturer's Checklist	
Select	BEECHCRAFT BONANZA A36
Select	CESSNA 152 1985
Select	CESSNA 172 AND SKYHAWK 1972
Select	CESSNA 177 AND CARDINAL
Select	CESSNA 210L

Create Custom Checklist

GLOBAL		Add
CE750		Add
LEAR45		Add
CJ3		Add
PHNM300		Add
PILATUS		Add
TBM700		Add
NAVAJO	View	Edit
MOONEY	View	Edit
C172	View	Edit

Select	BEECHCRAFT BONANZA A36
Select	CESSNA 152 1985
Select	CESSNA 172 AND SKYHAWK 1972
Select	CESSNA 177 AND CARDINAL
Select	CESSNA 210L



Checklist – Select Aircraft Page

- From this page, you can select from a list of checklists, from the **Manufacturer's Checklist** section, **User Created Checklist** section, or you can choose to click the **Create Custom Checklist** button to create your own.

Create Custom Checklist Button

- Click on the **Create Custom Checklist** button and you will be brought back to the **Checklist Selection** page.
- Click on the **View** button located next to the aircraft that you created the **Custom Checklist** for, and you will be brought to the **Checklist – Select Checklist** page.
- From the **Checklist – Select Checklist** page, you can create new categories for a **Standard Checklist** and for an **Emergency Checklist** by clicking on the **Add New** button next to the **New Category** section.

Checklist – Select Aircraft: Select Button

- Click on the **Select** button, next to the desired checklist, in the **Manufacturer's Checklist** section or the **User Created** section.
- The **Checklist – Select Category** page will appear and from here you can select to **View** or **Edit** the recently added checklist.

Edit Checklist Icon

- Click on the **Edit** button, and the **Checklist – Select Category** page will appear.
- On the **Checklist – Select Category** page you will see two icons, the **Edit** icon and the **Delete** icon.
- Click on the **Edit** icon to edit the sections that make up your recently added checklist.
- The **Checklist – Select Checklist** page will appear, which displays all of the categories of the **Standard Checklist** and the **Emergency Checklist**.
- Click on the **Delete** icon to remove the checklist as a

Checklist Manual

Export Checklist

Standard Checklist	
PREFLIGHT CHECK	<input type="checkbox"/>
BEFORE STARTING ENGINE	<input type="checkbox"/>
STARTING ENGINE WHEN COLD	<input type="checkbox"/>
STARTING ENGINE WHEN HOT	<input type="checkbox"/>

Standard Checklist	
Sort Categories	

1	▼
2	▼
3	▼

Checklist - BEFORE STARTING ENGINE - Edit		
Item	Action	
1 PREFLIGHT INSPECTION	COMPLETE	Edit
2 PASSENGER BRIEFING	COMPLETE	Edit
3 SEATS, SEAT BELTS, AND SHOULDER HARNESSSES	ADJUST AND LOCK	Edit
4 BRAKES	TEST AND SET	Edit
5 ELECTRICAL EQUIPMENT	OFF	Edit
6 RADIOS	OFF	Edit
7 CIRCUIT BREAKERS	CHECK IN	Edit
8 FUEL SHUTOFF VALVE	ON	Edit

whole.

- Note that this icon does not function to delete sections of the checklist.
- Click on either the **Standard Checklist** or the **Emergency Checklist** to see all of the categories that make up each checklist.

Export Checklist Button

- From the **Checklist-Select Checklist** page, click on the **Export Checklist** button and you will be brought to the **Checklist – Select Checklist for Export** page.
- From this page you can select the categories of the checklist to export by checking off the box to the right of the **Item** name.
- After selecting all of the desired categories, click the **Export** button on the bottom of the page.
- The selected categories of your checklist will be available to open as an Excel or CSV file.

Sort Categories Button

- Beneath the **Standard Checklist** section, click the **Sort Categories** button, and all of the categories that make up the checklist will be listed in numerical order, with drop-down boxes located to the right of each category.
- Click on the drop-down box of the category you wish to move, and click on a numerical spot to place this category. The number you choose in the drop-down box is the position the category will move to.
- Make sure to click the **Save** button to save any changes made, and you will be returned to the **Checklist – Select Checklist** page.
- To edit each individual category of the checklist, click on the **Select** button to the right of the desired category.
- After clicking on the **Select** button, you will be brought to the **Checklist – Display Checklist** page.

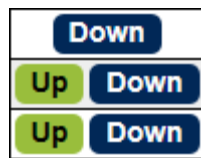
Checklist Manual

Checklist – Display Checklist Page

- On the **Checklist- Display Checklist** page there is a section that displays all of the **Items** and their **Actions** that make up the selected category.



- From this page, you can click the **Sort Checklist** button to change the numerical order of the checklist.
- Click on the **Sort Checklist** button and you will be able to move the position of a certain category either upward or downward by clicking on the **Up** and **Down** buttons.



- When finished moving the position of each category, you can click the **Checklist Display** button at the bottom of the screen to return to the **Checklist – Display Checklist** page.

Action	
COMPLETE	Edit
COMPLETE	Edit
ADJUST AND LOCK	Edit

- Edit each item on the checklist by clicking on the **Edit** button next to the desired **Item** and its **Actions**.
- Click on the **Edit** button and you will be brought to the **Checklist – Edit Checklist** page.

Checklist – Edit Checklist Page

- There is a section labeled, **Category**, with the category name listed beneath, and the **Item Name** and **Action** associated with that category of the checklist.

Category	
PREFLIGHT CHECK	
Item	CONTROL WHEEL
Action	RELEASE BELTS
Save Item/Action	
Delete Item/Action	

- Enter the **Item** name and **Action** in the white text boxes, and click on the **Save Item/Action** button to save the changes made.
- To remove, click on the **Delete Item/Action** button and this **Item/Action** will be removed from the entire category.
- Click on the **Back** link located on the top green bar to return to the **Checklist – Display Checklist** page.



- On the bottom **Checklist – Display Checklist** page there are several buttons, including **Add New Item**, **Back to Checklist**, **Checklist Main**, and **Click to View**.

Checklist Manual

Add New Item

Add New Item Button

- Click on the **Add New Item** button and you will be brought to the **Checklist – Add New Item** page.
- From this page, you can enter a new **Item** name and **Action** in the white text boxes.
- When finished, click on the **Save Item/Action** button and you will be brought back to the **Checklist – Display Checklist** page.
- You will see your new checklist item added at the bottom of your list, numbered as the next available slot.

Back to Checklist

Back to Checklist Button

- Click on the **Back to Checklist** button and you will be brought back to the **Checklist – Select Checklist** page where your **Standard Checklist** and **Emergency Checklist** are listed.

Checklist Main

Checklist Main Button

- Click on the **Checklist Main** button and you will be brought back to the **Checklist Selection** page where your aircraft and associated checklists are listed.

Click to View

Click to View Button

- Click on the **Click to View** button and a new tab will open on your browser that shows how the **Item** name and **Action** appear on your checklist.
- Click on **Main Checklist Menu** link on the top green bar and you will be brought back to the **Checklist Selection** page.

GLOBAL	View	Edit
CE750		Add
LEAR45		Add
CJ3		Add
PHNM300		Add
PILATUS		Add
TBM700		Add
NAVAJO	View	Edit
MOONEY	View	Edit
C172	View	Edit

View Button

- From the **Checklist Selection** page, click the **View** button next to an aircraft with an existing checklist.
- After you click the **View** button, you will be brought to the **Checklist – Select Checklist** page.
- Listed on this page is the **Standard Checklist** and the

Checklist Manual

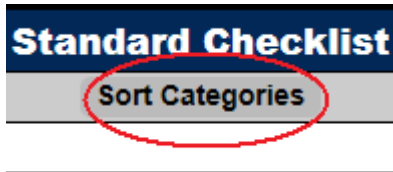
Export Checklist



Edit



Delete



1 ▼
2 ▼
3 ▼

Save

Standard Checklist	
Sort Categories	
PREFLIGHT CHECK	Select
BEFORE STARTING ENGINE	Select
STARTING ENGINE WHEN COLD	Select
STARTING ENGINE WHEN HOT	Select

Emergency Checklist.

Export Checklist Icon

- Click on the **Edit** button, and the **Checklist – Select Category** page will appear.
- On the **Checklist – Select Category** page you will see two icons, the **Edit** icon and the **Delete** icon.
- Click on the **Edit** icon to edit the sections that make up your recently added checklist.
- The **Checklist – Select Checklist** page will appear, which displays all of the categories of the **Standard Checklist** and the **Emergency Checklist**.
- Click on the **Delete** icon to remove the checklist as a whole.
- Note this icon does not function to delete sections of the checklist.
- Click on either the **Standard Checklist** or the **Emergency Checklist** to see all of the categories that make up each checklist.

Sort Categories Button

- Beneath the **Standard Checklist** section, click the **Sort Categories** button and all of the categories that make up the checklist will be listed in numerical order with drop-down boxes located to the right of each category.
- Click on the drop-down box of the category you wish to move, and click on a numerical spot to place this category. The number you choose in the drop-down box is the position the category will move to.
- Make sure to click the **Save** button to save any changes made, and you will be returned to the **Checklist – Select Checklist** page.
- To edit each individual category of the checklist, click on the **Select** button to the right of the desired category.
- After clicking on the **Select** button, you will be brought

Checklist Manual



Checklist Display

Action	
COMPLETE	Edit
COMPLETE	Edit
ADJUST AND LOCK	Edit

Category	
PREFLIGHT CHECK	
Item	CONTROL WHEEL
Action	RELEASE BELTS
Save Item/Action	
Delete Item/Action	



to the **Checklist – Display Checklist** page.

Checklist – Display Checklist Page

- On the **Checklist- Display Checklist** page, there is a section that displays all of the **Items** and their **Actions** that make up the selected category.
- From this page, you can click the **Sort Checklist** button to change the numerical order of the checklist.
- Click on the **Sort Checklist** button and you will be able to move the position of a certain category either upward or downward by clicking on the **Up** and **Down** buttons.
- When finished moving the position of each category, you can click the **Checklist Display** button at the bottom of the screen to return to the **Checklist – Display Checklist** page.
- Edit each item on the checklist by clicking on the **Edit** button next to the desired **Item** and its **Actions**.
- Click on the **Edit** button and you will be brought to the **Checklist – Edit Checklist** page.

Checklist – Edit Checklist Page

- There is a section labeled, **Category**, with the category name listed beneath, and the **Item Name** and **Action** associated with that category of the checklist.
- Enter the **Item** name and **Action** in the white text boxes, and click on the **Save Item/Action** button to save the changes made.
- To remove, click on the **Delete Item/Action** button and this **Item/Action** will be removed from the entire category.
- Click on the **Back** link located on the top green bar to return to the **Checklist – Display Checklist** page.
- On the **Checklist – Display Checklist** page there are several buttons, including **Add New Item**, **Back to Checklist**, **Checklist Main**, and **Click to View**.

Checklist Manual

Add New Item

Add New Item Button

- Click on the **Add New Item** button and you will be brought to the **Checklist – Add New Item** page.
- From this page you can enter a new **Item** name and **Action** in the white text boxes.
- When finished, click on the **Save Item/Action** button and you will be brought back to the **Checklist – Display Checklist** page.
- You will see your new checklist item added at the bottom of your list, numbered as the next available slot.

Back to Checklist

Back to Checklist Button

- Click on the **Back to Checklist** button and you will be brought back to the **Checklist – Select Checklist** page where your **Standard Checklist** and **Emergency Checklist** are listed.

Checklist Main

Checklist Main Button

- Click on the **Checklist Main** button and you will be brought back to the **Checklist Selection** page where your aircraft and associated checklists are listed.

Click to View

Click to View Button

- Click on the **Click to View** button and a new tab will open on your browser that shows how the **Item** name and **Action** appear on your checklist.
- Click on **Main Checklist Menu** link on the top green bar and you will be brought back to the **Checklist Selection** page.

Edit Button

GLOBAL	View	Edit
CE750	View	Edit
LEAR45	View	Edit

- From the **Checklist Selection** page, click the **Edit** button next to an aircraft with an existing checklist.
- After you click the **Edit** button you will be redirected to the **Checklist – Select Category** page.

Checklist Manual

Checklist – Select Category Page

- On the **Checklist – Select Category** page you will see icons of different aircraft, including **Single Engine Piston**, **Multi Engine Piston**, **Turbo Prop**, **Jet**, or **Helicopter** beneath the label: **Select Category Aircraft: NXXX**.



- Click on the icon of the aircraft category in which your tail number is associated, and you will be redirected to **Checklist – Select Aircraft** page.

Edit Checklist Icon

- Click on the **Edit** button, and the **Checklist – Select Category** page will appear.
- On the **Checklist – Select Category** page you will see two icons, the **Edit** icon and the **Delete** icon.
- Click on the **Edit** icon to edit the sections that make up your recently added checklist.
- The **Checklist – Select Checklist** page will appear, which displays all of the categories of the **Standard Checklist** and the **Emergency Checklist**.
- Click on the **Delete** icon to remove the checklist as a whole.
- Note that this icon does not function to delete sections of the checklist.
- Click on either the **Standard Checklist** or the **Emergency Checklist** to see all of the categories that make up each checklist.



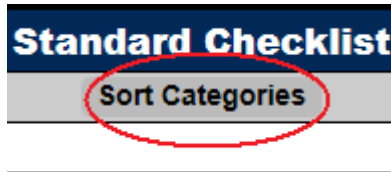
Export Checklist

Export Checklist Button

- From the **Checklist-Select-Checklist** page, click on the **Export Checklist** button and you will be brought to the **Checklist – Select Checklist for Export** page.

Checklist Manual

Standard Checklist	
PREFLIGHT CHECK	<input type="checkbox"/>
BEFORE STARTING ENGINE	<input type="checkbox"/>
STARTING ENGINE WHEN COLD	<input type="checkbox"/>
STARTING ENGINE WHEN HOT	<input type="checkbox"/>



1	▼
2	▼
3	▼

Standard Checklist	
Sort Categories	
PREFLIGHT CHECK	Select
BEFORE STARTING ENGINE	Select
STARTING ENGINE WHEN COLD	Select
STARTING ENGINE WHEN HOT	Select

Checklist Display

Down
Up Down
Up Down

- From this page you can select the categories of the checklist to export by checking off the box to the right of the **Item** name.
- After selecting all of the desired categories, click the **Export** button on the bottom of the page.
- The selected categories of your checklist will be available to open as an Excel or CSV file.

Sort Categories Button

- Click the **Sort Categories** button and all of the categories that make up the checklist will be listed in numerical order, with drop-down boxes located to the right of each category.
- Click on the drop-down box of the category you wish to move, and click on a numerical spot to place this category.
- Make sure to click the **Save** button to save any changes made, and you will be returned to the **Checklist – Select Checklist** page.
- You can edit each individual category by clicking on the **Select** button to the right of the desired category.
- Click on the **Select** button and you will be brought to the Checklist – Display Checklist page.

Checklist – Display Checklist Page

- On the **Checklist- Display Checklist** page there is a section that displays all of the items and their actions that make up the selected category.
- From this page you can click the **Sort Checklist** to change the numerical order of the checklist.
- Click on the **Sort Checklist** button and you will be able to move the position of a certain category either upward or downward by clicking on the **Up** and **Down** buttons.
- When finished moving the position of each category, you can click the **Checklist Display** button at the

Checklist Manual

Action	
COMPLETE	Edit
COMPLETE	Edit
ADJUST AND LOCK	Edit

bottom of the screen to return to the **Checklist – Display Checklist** page.

- Edit each item on the checklist by clicking on the **Edit** button to the right of the corresponding **Item** and **Action**.
- Click on the **Edit** button and you will be brought to the **Checklist – Edit Checklist** page.

Checklist – Edit Checklist Page

- You will see the section labeled, **Category**, with the category name listed beneath, and the **Item** name and **Action** associated with that category of the checklist.
- Enter the **Item** name and **Action** in the white text boxes, and click on the **Save Item/Action** button to save the changes made.
- To remove an **Item/Action**, click on the **Delete Item/Action** button and this **Item/Action** will be removed from the entire category.
- On the **Checklist – Display Checklist** page there are several buttons, including **Add New Item**, **Back to Checklist**, **Checklist Main**, and **Click to View**.

Category	
PREFLIGHT CHECK	
1	Item CONTROL WHEEL
	Action RELEASE BELTS
Save Item/Action	
Delete Item/Action	

Delete Item/Action

Save Item/Action

Add New Item

Add New Item Button

- Click on the **Add New Item** button and you will be brought to the **Checklist – Add New Item** page.
- From this page you can enter a new **Item Name** and **Action** in the white text boxes.
- When finished, click on the **Save/Item Action** button and you will be brought back to the **Checklist – Display Checklist** page.
- You will see your new checklist item added at the bottom of your list numbered as the next available slot.

Back to Checklist

Back to Checklist Button

- Click on the **Back to Checklist** button and you will be brought back to the **Checklist – Select Checklist** page

Checklist Manual

where your **Standard Checklist** and **Emergency Checklist** are listed.

Checklist Main

Checklist Main Button

- Click on the **Checklist Main** button and you will be brought back to the **Checklist Selection** page where your aircraft and associated checklists are listed.

Click to View

Click to View Button

- Click on the **Click to View** button and a new tab will open on your browser that shows how the **Item** name and **Action** appear on your checklist.